

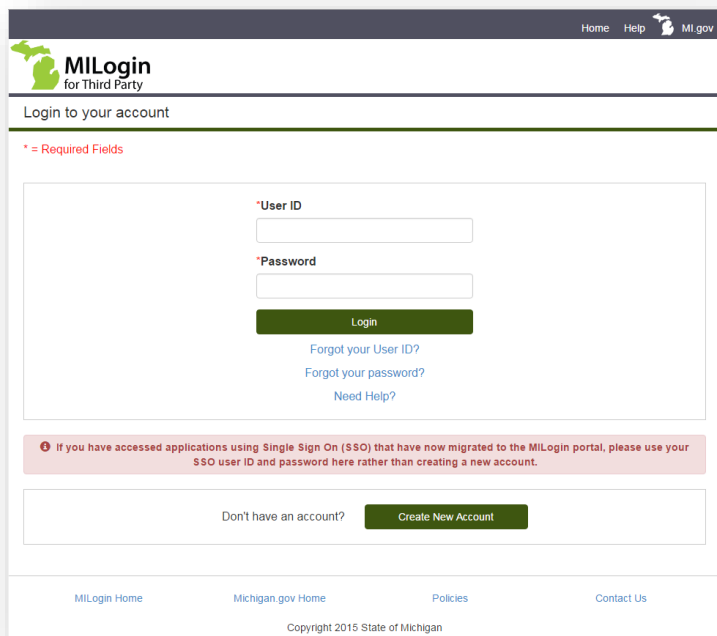
MIHP Provider Instructions

Access MIHP Agency Quarterly Data Reports

Via CHAMPS

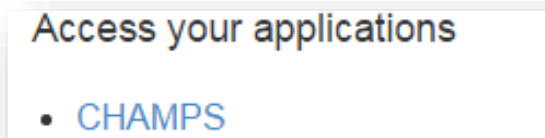
Archived Documents – providers can view documents associated to their NPI by using this functionality in CHAMPS to query letters, reports, etc.

- 1) Login to MILogin: <https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/>



The screenshot shows the MILogin for Third Party login page. At the top, there is a navigation bar with "Home", "Help", and "MI.gov" links. Below the navigation bar, the page title is "MILogin for Third Party". The main heading is "Login to your account". A red asterisk indicates required fields. The login form contains two input fields: "User ID" and "Password". Below the input fields is a green "Login" button. There are also links for "Forgot your User ID?", "Forgot your password?", and "Need Help?". A red banner below the login form contains a warning: "If you have accessed applications using Single Sign On (SSO) that have now migrated to the MILogin portal, please use your SSO user ID and password here rather than creating a new account." Below the banner is a "Create New Account" button. At the bottom of the page, there are links for "MILogin Home", "Michigan.gov Home", "Policies", and "Contact Us". The footer text reads "Copyright 2015 State of Michigan".

- 2) Click on the CHAMPS application link

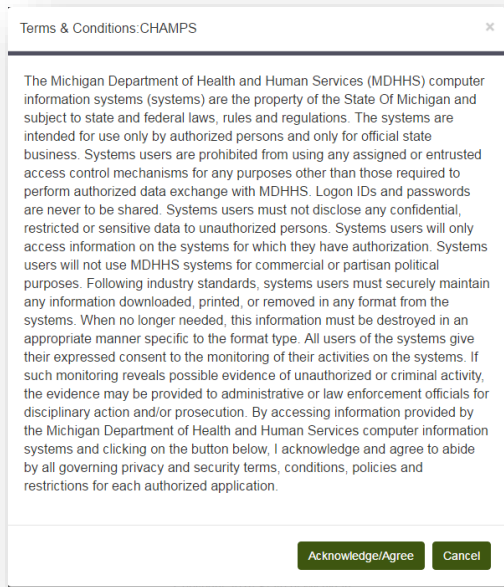


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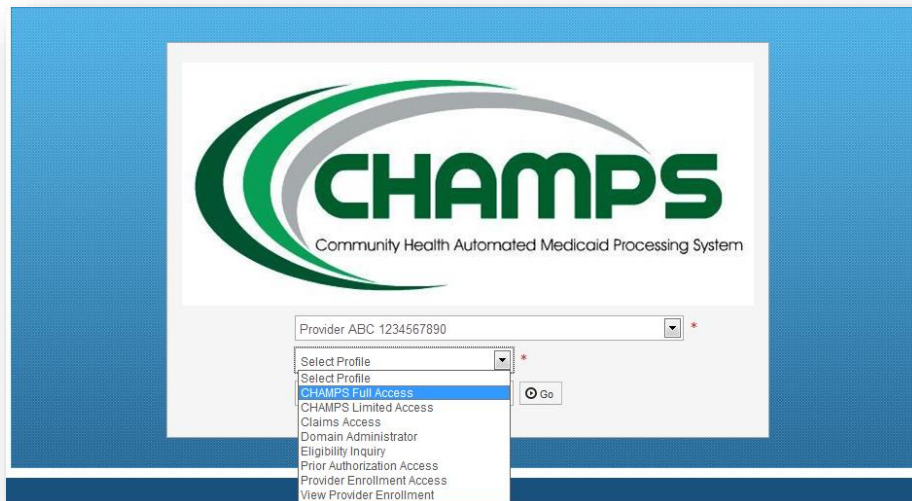
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Via CHAMPS

3) Acknowledge Terms & Conditions



4) Select your profile (in order to query documents you must select CHAMPS Full Access or CHAMPS Limited Access) > click Go.

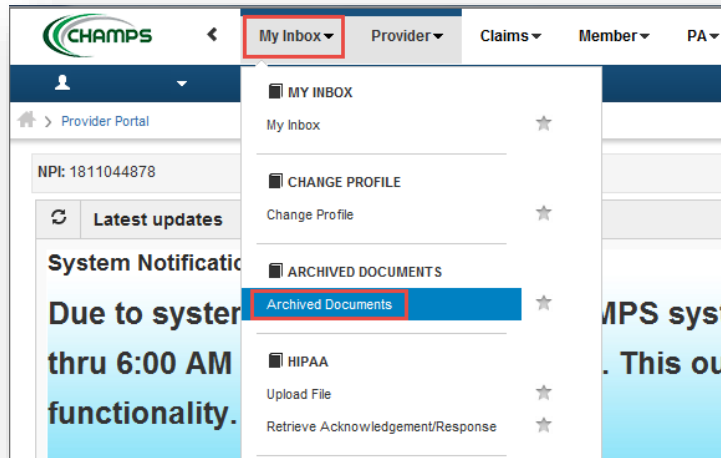


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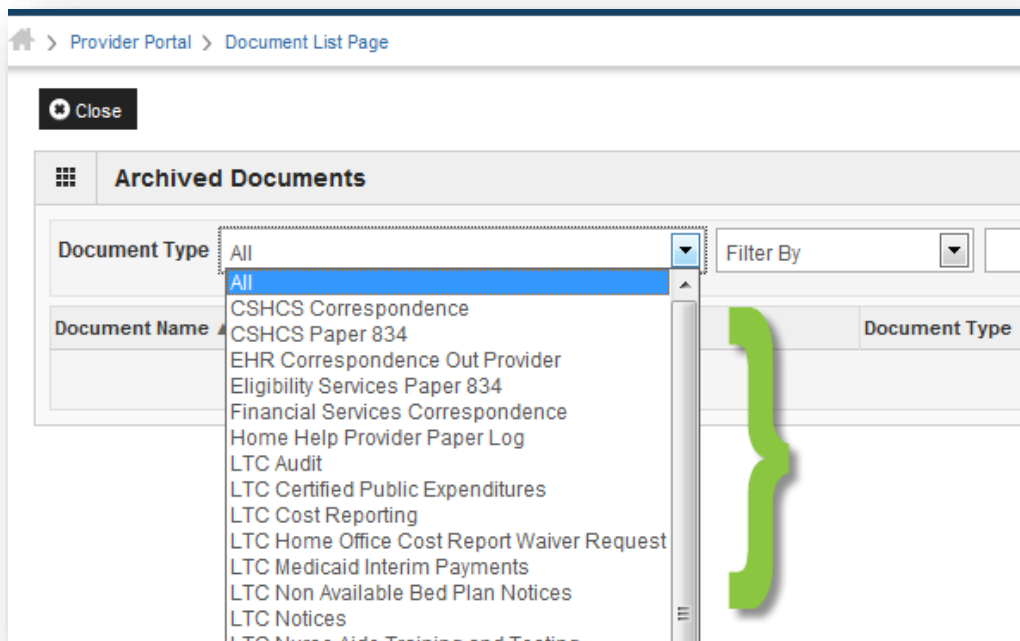
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5) Once at the main CHAMPS screen click My Inbox > click Archived Documents



6) Once at the main Archived Documents screen select a Document Type from the drop-down list.

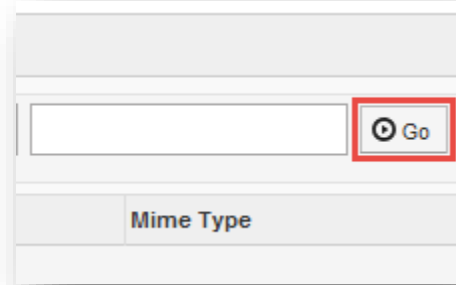


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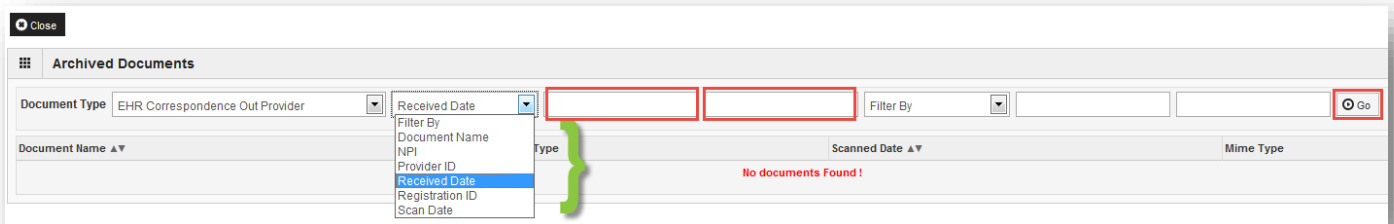
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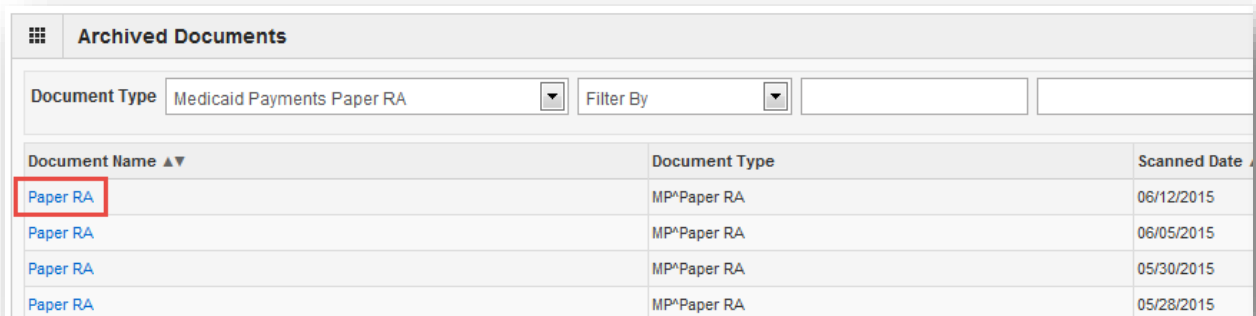
7) Click on the Go button to retrieve results



8) If you'd like you can narrow your search by selecting an item (i.e., Received Date, Payroll Date) from the Filter By drop-down list (s) and then enter the specific criteria in the field(s). For date selections you will need to enter a From and To date (both red boxes) in a MM/DD/YYYY format > then click the Go button.



9) In order to view a document double-click on the Document Name. A new window will appear showing the document.

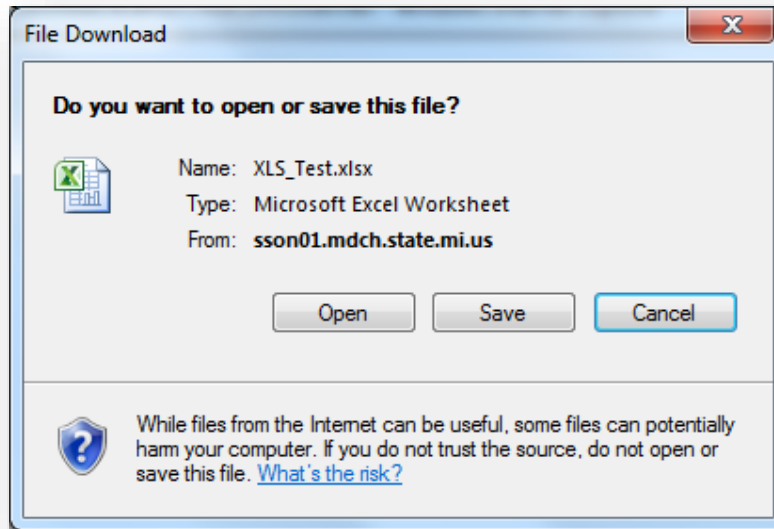


Document Name ▲▼	Document Type	Scanned Date ▲▼
Paper RA	MP^Paper RA	06/12/2015
Paper RA	MP^Paper RA	06/05/2015
Paper RA	MP^Paper RA	05/30/2015
Paper RA	MP^Paper RA	05/28/2015

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10) A File Download window may appear depending on what format (i.e., PDF, Excel, Word) of file you are opening. Click Open to open the file and click Save to save the file.



11) When you are done completing a search you can continue to search for other documents, work in other areas within CHAMPS or close out of the system.

Note: columns with up and down arrows allow you to sort ascending or descending.

