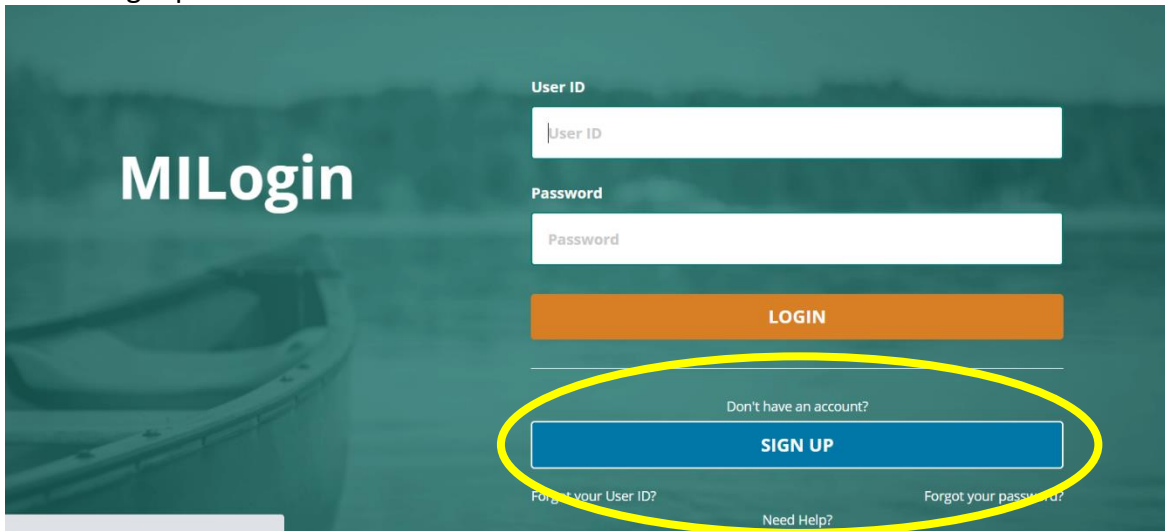


Payment User Guide for Lead Professional and Firm Certification Renewal

Step 1:

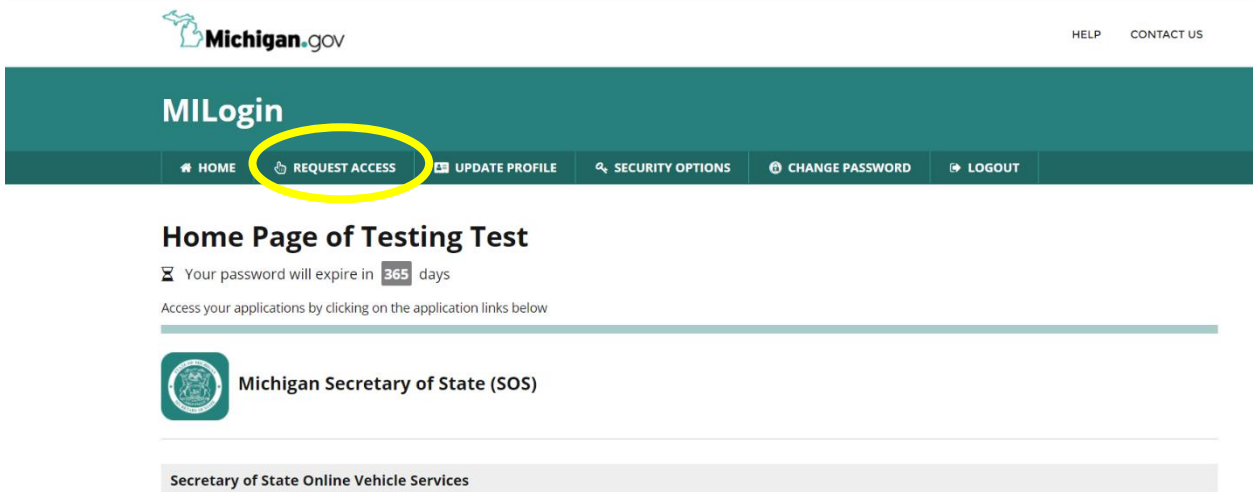
- Go to www.milogin.michigan.gov
- Select "Signup"



The screenshot shows the MI Login page. On the left, the text "MI Login" is displayed in white. On the right, there are two input fields: "User ID" and "Password". Below these fields is an orange "LOGIN" button. Underneath the "LOGIN" button is a blue "SIGN UP" button, which is circled in yellow. Above the "SIGN UP" button, the text "Don't have an account?" is visible. At the bottom of the page, there are links for "Forgot your User ID?", "Need Help?", and "Forgot your password?".

Step 2:

- Login using new username and password
- Select "Request Access"



The screenshot shows the Michigan.gov MI Login page. At the top left is the Michigan.gov logo. At the top right are links for "HELP" and "CONTACT US". Below the logo is the "MI Login" header. Underneath the header is a navigation menu with the following items: "HOME", "REQUEST ACCESS" (circled in yellow), "UPDATE PROFILE", "SECURITY OPTIONS", "CHANGE PASSWORD", and "LOGOUT". Below the navigation menu is the "Home Page of Testing Test" section. It includes a warning: "Your password will expire in 365 days". Below this is a link to "Access your applications by clicking on the application links below". The first application link is for the "Michigan Secretary of State (SOS)", which includes a logo and the text "Secretary of State Online Vehicle Services".

Step 3:

- Select “Select Agencies” dropdown
- Choose “Michigan Department of Health and Human Services (MDHHS)”

MILogin

HOME REQUEST ACCESS UPDATE PROFILE SECURITY OPTIONS CHANGE PASSWORD LOGOUT

Request Access

Search Application

Search for an application with a keyword or select an agency to view its applications

Search application

- Select Agencies --
- Department of Labor and Economic Opportunity (LEO)
- Department of Technology, Management and Budget (DTMB)
- Licensing and Regulatory Affairs (LARA)
- Michigan Department of Agriculture & Rural Development (MDARD)
- Michigan Department of Environment, Great Lakes, and Energy (EGLE)
- Michigan Department of Health & Human Services (MDHHS)**
- Michigan Department of Natural Resources (DNR)
- Michigan Department of Treasury
- Michigan Secretary of State (SOS)
- Michigan State Police (MSP)
- Select Agencies --


- Once “Michigan Department of Health and Human Services (MDHHS)” is selected, application categories appear. Select “Lead Professional Portal.”

Search Application

Search for an application with a keyword or select an agency to view its applications

Search application


Michigan Department of Health & Human Services (MDHHS) ▼

 Michigan Department of Health & Human Services (MDHHS)

- Lead Professional Portal**
- Michigan Child Support (MChildSupport)
- Michigan Drug Assistance Program (MIDAP)
- SEBTC Connect
- WIC Client Connect
- myHealthPortal

Step 4:

- Read the terms & conditions. If you agree, select “I agree to the terms & conditions.” If you select, “I do not agree,” payment may be mailed in by check or money order and online payment system will not advance.



Lead Professional Portal ✕

The LPP (Lead Professionals Portal) will offer Michigan's certified lead workers and firms a convenient way to renew their State certifications online. Professionals will be able to update their address and contact info, and submit their annual renewal fees with either a credit card or e-check using CEPAS the State of Michigan's online payment portal.

Terms & Conditions

The Michigan Department of Health & Human Services (MDHHS) computer information system (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDHHS. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the

I agree to the terms & conditions

I do not agree

CANCEL ✕ **REQUEST ACCESS**

Step 5:

- Once terms & conditions are agreed to, you will arrive to the Request Access page.
- Verify email address and mobile number
- Select Submit

Request Access

1

✓ Search Application

2

Additional Information

3

Confirmation

⚠ You cannot update the profile attributes (Name, Email Address, Mobile Number) on this page.
If your profile is incomplete and you want to update any of the profile attributes, click on the "Update Profile" link above.

Additional Information

Provide following information to submit your access request

* Required

* Email Address

testing99999123@gmail.com

* Mobile Number

517-599-7297

SUBMIT

RESET

Step 6:

- You will receive confirmation of success. Click "Home" to return to the home page.

MI Login

HOME

REQUEST ACCESS

UPDATE PROFILE

SECURITY OPTIONS

CHANGE PASSWORD

LOGOUT

Request Access

1

✓ Search Application

2

✓ Additional Information

3

Confirmation

Confirmation

✓ Success

The request for your access has been successfully submitted.

You will see the updated list of application(s) on your home page once it is processed.

HOME

Step 7:

- On the home screen you will see “Lead Professional Portal.”
- Select Lead Professional Portal.

MILogin

HOME REQUEST ACCESS UPDATE PROFILE SECURITY OPTIONS CHANGE PASSWORD LOGOUT

Home Page of Testing Test

Your password will expire in **365** days

Access your applications by clicking on the application links below

Michigan Department of Health & Human Services (MDHHS)

Lead Professional Portal

Michigan Secretary of State (SOS)

Secretary of State Online Vehicle Services

Step 8:

- Read the terms & conditions for the Lead Professional Portal. If you acknowledge/agree, select “Acknowledge/Agree.” If you select, “Cancel,” you may not access the portal but can still make a payment by mailing in a check or money order.

Terms & Conditions ✕

Lead Professional Portal

Terms & Conditions
The Michigan Department of Health & Human Services (MDHHS) computer information system (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDHHS. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type. All users of the systems give their expressed consent to the monitoring of their activities on the systems. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and/or prosecution. By accessing information provided by the Michigan Department of Health & Human Services computer information systems and clicking on the button

CANCEL ✕ **Acknowledge/Agree**

Step 9:

- Authenticate your account by selecting text message or phone call back.



MILogin Multifactor Authentication (MFA)

Hello Testing Test,

Please select one of the following options to proceed with additional required authentication.

* Required



You will receive a passcode via a text message on your mobile XXX-XXX-7297



You will get a call on your XXX-XXX-7297

- Once selected, you will receive a passcode via text or phone.

Step 10:

- Enter passcode received by text or phone.

MILogin Multifactor Authentication (MFA)

Enter Passcode

* Required

* Passcode

6789 —

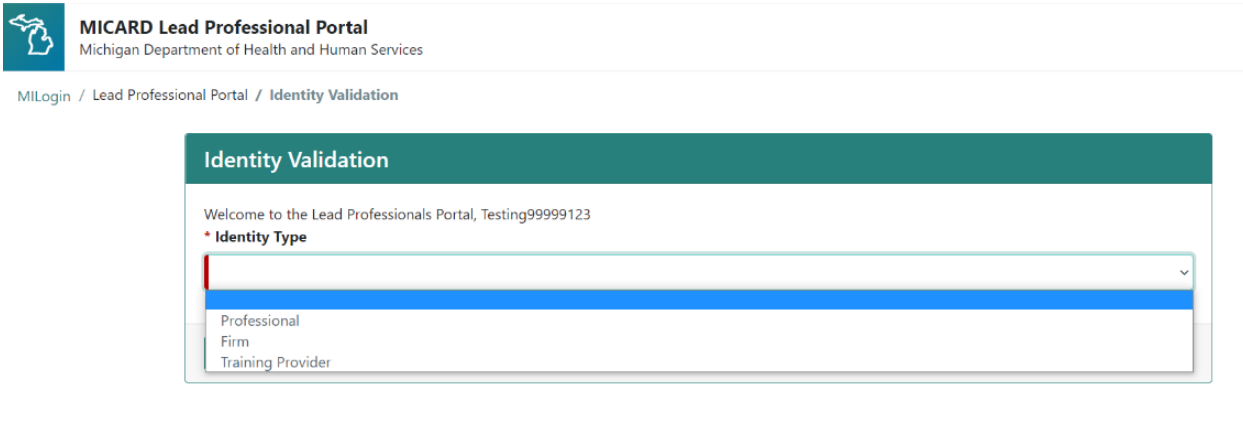
Enter the passcode

SUBMIT

BACK

Step 11:

- Select identity type.



MICARD Lead Professional Portal
Michigan Department of Health and Human Services

MILogin / Lead Professional Portal / Identity Validation

Identity Validation

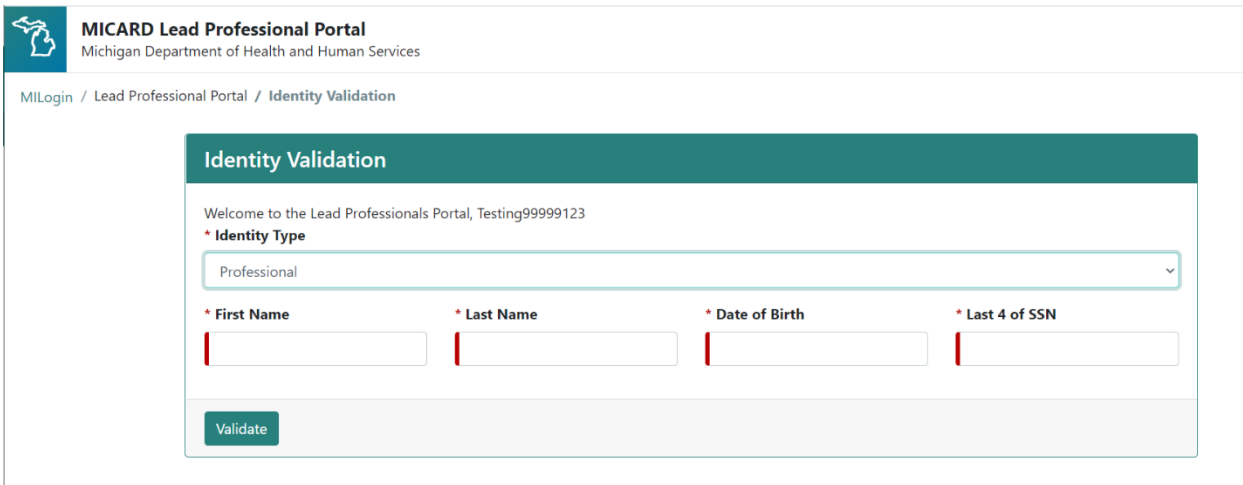
Welcome to the Lead Professionals Portal, Testing99999123

* **Identity Type**

- Professional
- Firm
- Training Provider

Step 12:

- Verify your identity type. Complete all required fields and select validate.



MICARD Lead Professional Portal
Michigan Department of Health and Human Services

MILogin / Lead Professional Portal / Identity Validation

Identity Validation

Welcome to the Lead Professionals Portal, Testing99999123

* **Identity Type**

Professional

* **First Name** * **Last Name** * **Date of Birth** * **Last 4 of SSN**

Validate

Step 13:

- Verify your demographics. Choose to edit or delete addresses, phone numbers and email addresses.

Addresses

Primary	Street	Unit	City	State	Zip	County	Country	Actions
Primary Address	PO Box 30037		Lansing	MI	48909	Ingham	United States	Delete

[Add New Address](#) Previous **1** Next

Phone Numbers

Primary	Phone	Type	Private	Actions
Primary Phone	517-599-7297	Work	<input checked="" type="checkbox"/> Is Private	Delete

[Add New Phone](#) Previous **1** Next

Email Addresses

Primary	Email	Type	Actions
---------	-------	------	---------

Step 14:

- After updating demographics, please return to the top of the page to select “continue.”

mleadpro.michigan.gov/Demographics

MICARD Lead Professional Portal
Michigan Department of Health and Human Services


MILogin / Lead Professional Portal / Demographics

Here is your current demographic information. Please verify and make any corrections before proceeding. If you need to make a name change or update your employment information, please contact HHSinfo@michigan.gov.

Demographics

First Name Jennifer	Middle Name 	Last Name Shutts
Employer Name MDHHS	Employer Address 235 S Grand Ave Ste 410, Lansing, MI 48933	

[Continue](#)



Step 15:

- Complete required application questions. Some questions may require additional information – you will see a text box appear where you can input your response.

MICARD Lead Professional Portal
Michigan Department of Health and Human Services

MILogin / Lead Professional Portal / Renewal Application

If you have any questions or cannot provide the required documentation, please contact HHS at 866-691-5323 or email HHSinfo@michigan.gov.

Renewal Application

Other Registration(s), Certification(s), License(s), and Enforcement(s)

*** Within the last three (3) years have you had an accreditation or certification suspended, denied, modified, or revoked by any state, Indian tribe, or U.S. EPA?**

If yes, please provide details when prompted Yes No

*** Are you a health department employee?** Yes No

Applicant Affidavit

I hereby certify that all information provided herein is true and complete to the best of my knowledge. I understand that falsification of any information provided on this application may result in immediate denial or revocation of MDHHS certification. As a condition of certification, I hereby agree to comply with all applicable federal, state, and local regulations, ordinances, guidelines, and laws. **Violation of any of these may result in denial, fines, or revocation of MDHHS certification.**

Continue

Step 16:

- Review payments available for renewal.
- Select license type you would like to renew. Once all license types are selected for renewal, a total amount due will appear at the bottom of the screen.
- Select Continue.

Michigan Department of Health and Human Services

MILogin / Lead Professional Portal / Renewal Fees

Renewal Fees

Please select the fees you would like to pay.

Apply To	License Type	Fee Type	Due Date	License Expiration Date	Certification Expiration Date	Amount Due
<input type="checkbox"/>	Lead Inspector/Risk Assessor	Renewal	03/31/2021	03/31/2021	03/31/2021	300
<input checked="" type="checkbox"/>	Lead Abatement Supervisor	Exam Fee	03/31/2021	03/31/2021	03/31/2021	75
<input type="checkbox"/>	Lead Inspector/Risk Assessor	Exam Fee	03/31/2021	03/31/2021	03/31/2021	125
<input checked="" type="checkbox"/>	Lead Abatement Supervisor	Renewal	03/31/2021	03/31/2021	03/31/2021	50

Total Amount Due

125

Previous
1
Next

Continue

Step 17:

- You will arrive to the payment website.
- Select method of payment.
- Select next.

thepayplace.com/mi/dch/leadfee/billpreview.aspx

MICHIGAN.GOV Michigan's Official Website

Michigan Department of Health & Human Services
Your internal source for keeping up with department news & opportunities

Payment Method

Welcome to the DHHS Lead Fee Payment Website!

Paying on-line is quick, easy, secure, and is available to you 24 hours a day, 7 days a week. This secure website allows you to pay using your credit/debit card (MasterCard, Visa, or Discover) or pay by E-check (electronic payment processed using your checking or savings account).

This on-line service is a payment site only and will not display payment history. If you have questions regarding your payment history, please call 517-335-9390.

* Indicates required field

Choose method of payment

Pay by electronic check

* Account Type: Personal

Pay by credit card

VISA MasterCard Discover

Back Next Exit

To begin the payment process, select payment type and click "Next."

Step 18:

- Enter billing address and all required details for payment on this page. An electronic receipt will be sent to the email address you provide.

thepayplace.com/mi/dch/leadfee/paymentinfo.aspx

DHHS Lead Fee

Please complete the following to process your payment.

If you have entered a valid email address, a confirmation email will be received from noreply@fiserv.com.

BUSINESS ACCOUNTS -If you are paying on behalf of a business, please enter your first name in the First Name field, and then enter the Last Name field under the Billing Address section.

When entering your personal or business name below please omit any special characters such as a period(.), comma(,), or ampersand(&) sign.

*NOTE - If using a credit card, the address you enter must match the address on your credit card billing statement.

* Indicates required field

Billing Address

Use Business Name

*First Name:

M.I.:

*Last Name:

*Street Line 1:

Street Line 2:

*City:

*State: Select State

*Zip:

*Country: UNITED STATES

*Phone:

*E-Mail:

Payment Details

*Payment Amount: 125.00 USD

Payment Method

Step 19:


- Verify your information and payment amount.
- Select Pay Now.

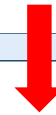
Payment Review

DHHS Lead Fee

Please verify that the information listed below is correct. Then click on "Pay Now" in the box below.

If you have entered a valid email address, a confirmation email will be received from noreply@fiserv.com.

Address
Billing Address: Jennifer A. Shutts P.O. Box 30037 Lansing, MI 48909 (517) 599-7279 shuttsj@michigan.gov
Payment Method
Credit Card  Jennifer Shutts x8526 02/22
Payment Amount
Amount: 125.00 USD Total: 125.00 USD
Back Pay Now Exit



Step 20:

- View confirmation of payment. You can select "Printable Receipt" to print a copy for your records.



Payment Results

DHHS Lead Fee


*Please note - Your payment will post to your credit card billing statement as "DHHS Lead Fee." Your E-check payment will post to your bank account as "Lead Fee." Please retain a copy of this page for your records.

Thank You	Printable Receipt
Merchant: DHHS Lead Fee Merchant City/State: Lansing, MI Merchant Location Code: 00001 Payment Status: Payment Success Payment Date: 02/26/2021 Confirmation Number: 21022630596861 Billing Address: Jennifer A. Shutts P.O. Box 30037 Lansing, MI 48909 (517) 599-7279 E-Mail Address: shuttsj@michigan.gov Total Amount: 125.00 USD Card Type: VISA Account #: x8526 Authorization Code: 015770	
Exit	

Step 21:

- In the portal, if payment was accepted, a “Transaction Success” page will appear.

mileadpro.michigan.gov/Fees/TransactionComplete?c=2&m=""&o=21022630596861&t=125.00&d=2%2f26%2f2021&z=015770&ct=VISA&hash=88C2DD4B7BE2D99F5682D86D1EE63CA0A2A8AB4B&i=102a4c63-3d

 **MICARD Lead Professional Portal**
Michigan Department of Health and Human Services

MILogin / Lead Professional Portal / Transaction Success

Transaction Success

Print

Payment Received!

Confirmation #21022630596861 - 2/26/2021

Paid \$125.00 by VISA.

License Type	Fee Type	Due Date
Lead Abatement Supervisor	Exam Fee	03/31/2021
Lead Abatement Supervisor	Renewal	03/31/2021

You will receive your new card in the mail within 30 days. If you have any questions, contact HHS at 866-691-5323 or email HHSInfo@michigan.gov

Your payment is complete, please logout of the portal.