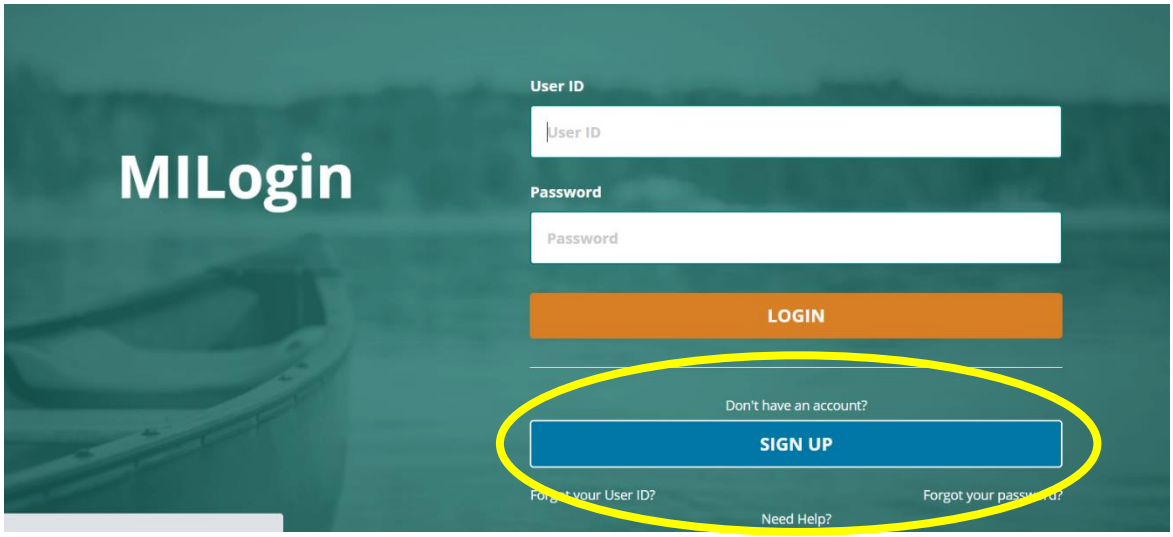
Payment User Guide for Lead Professional and Firm Certification Renewal

Lead Certification and Compliance Assurance Section
Certification and Enforcement Unit
Published date: October 31, 2022

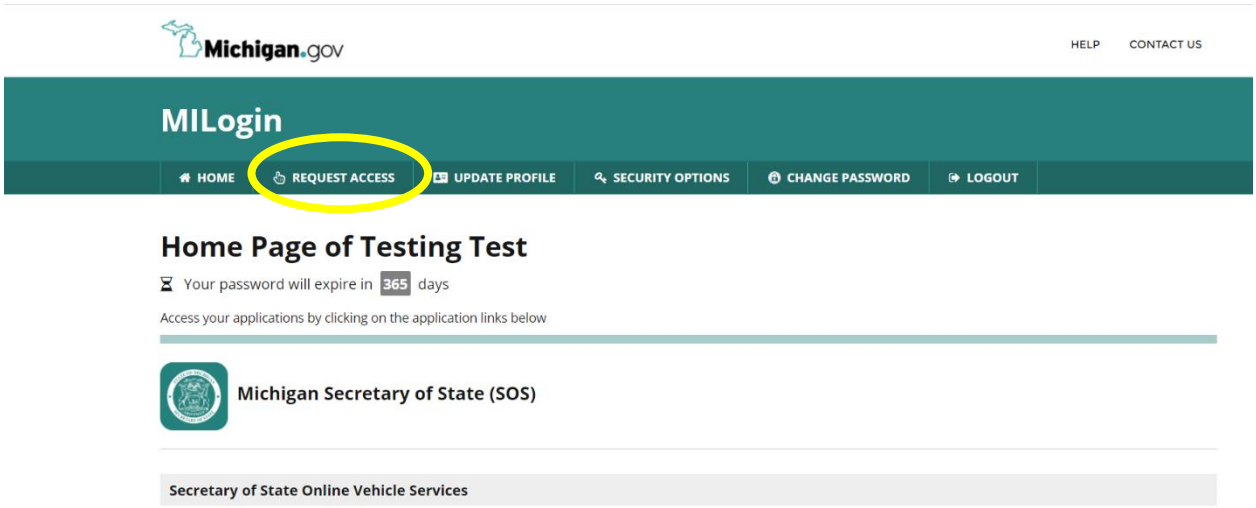
Step 1:

- Go to www.milogin.michigan.gov
- Select “Signup”



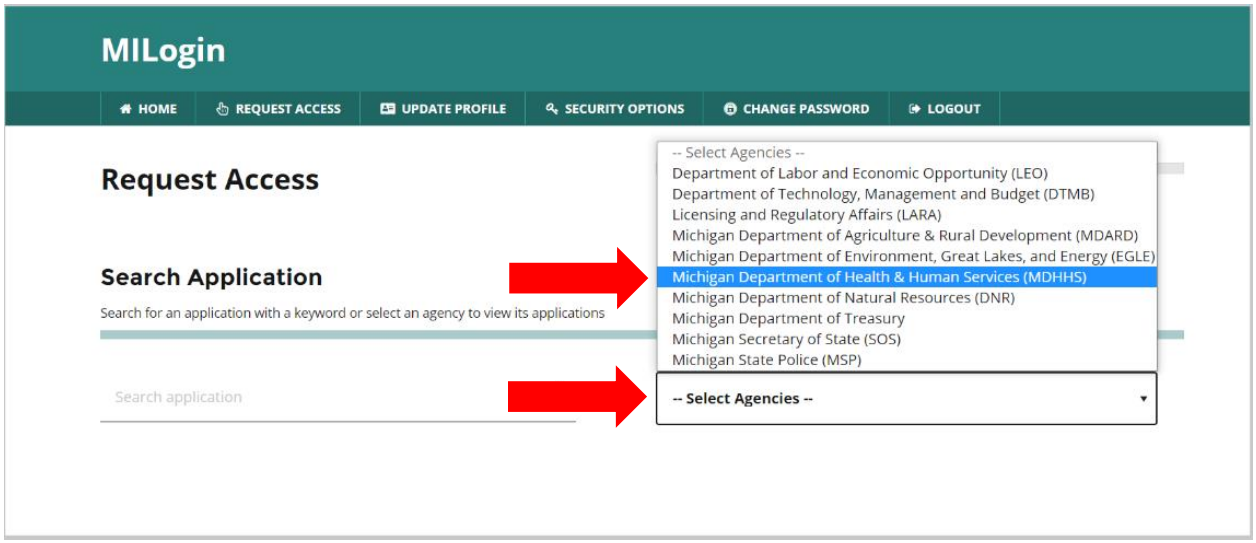
Step 2:

- Login using new username and password
- Select “Request Access”

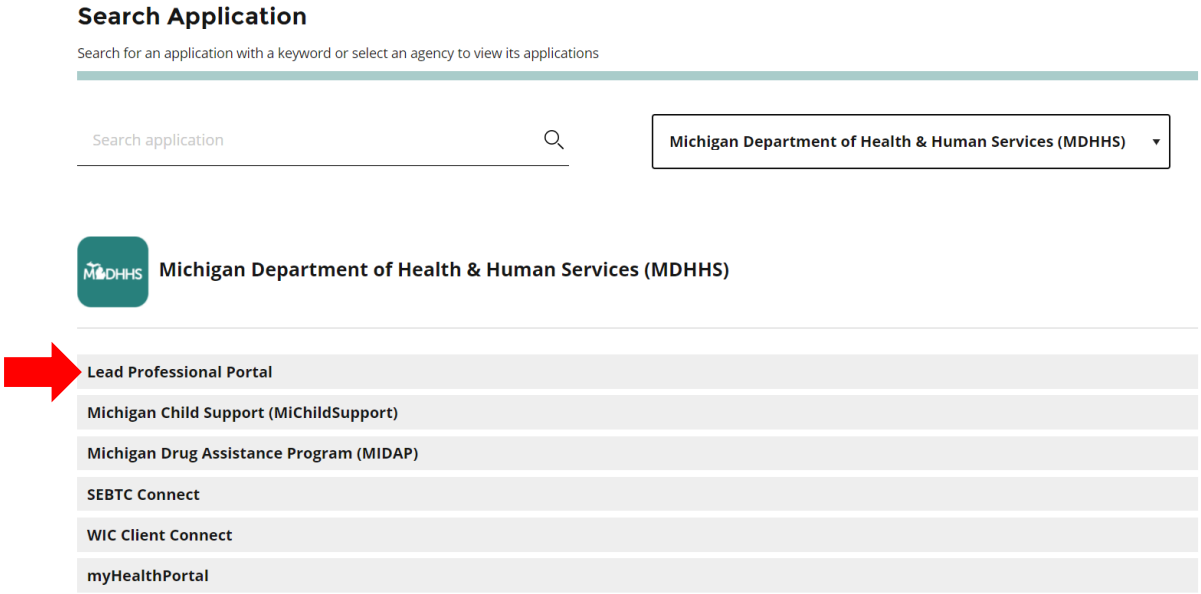


Step 3:

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

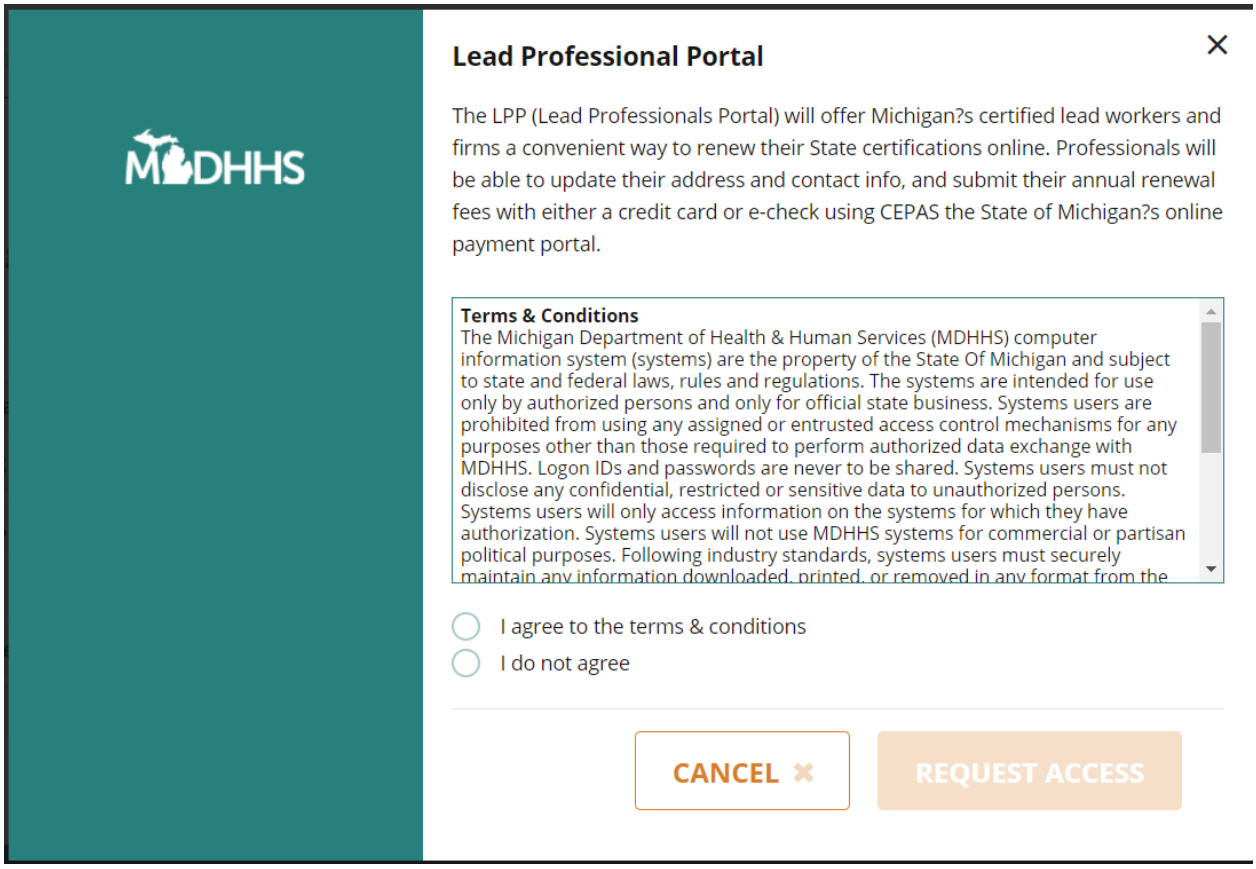


- Once “Michigan Department of Health and Human Services (MDHHS)” is selected, application categories appear. Select “Lead Professional Portal.”



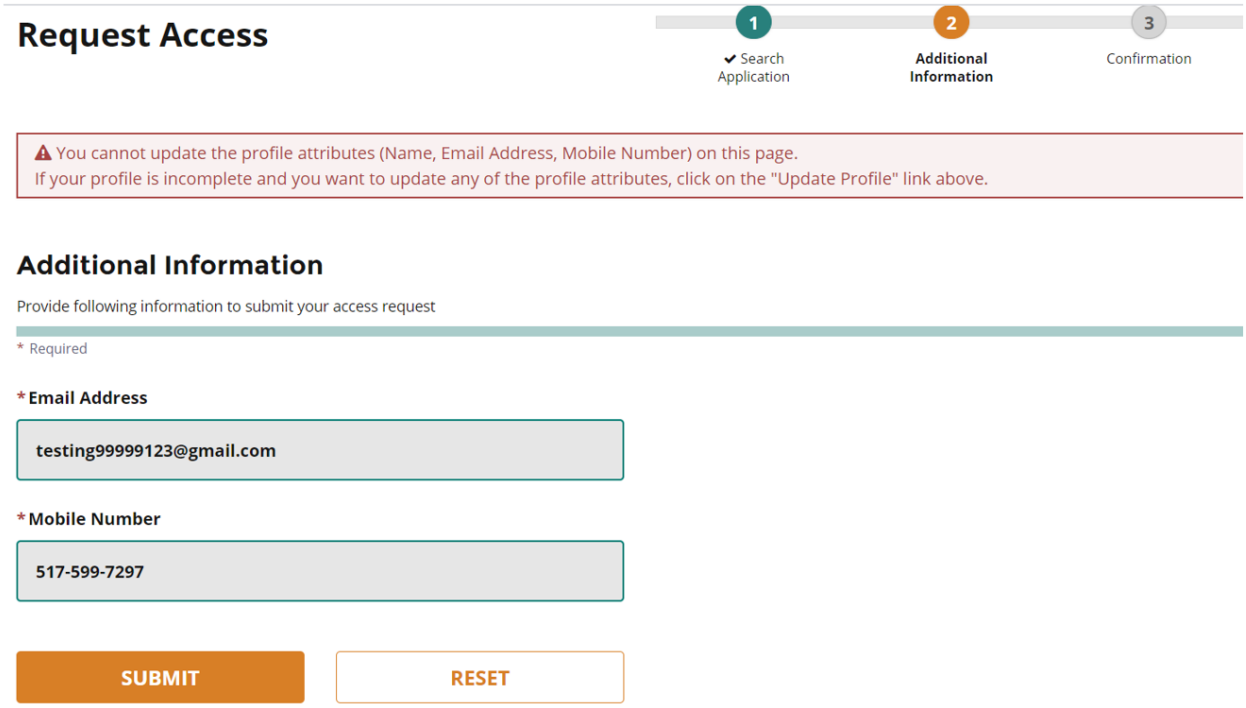
Step 4:

- 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.



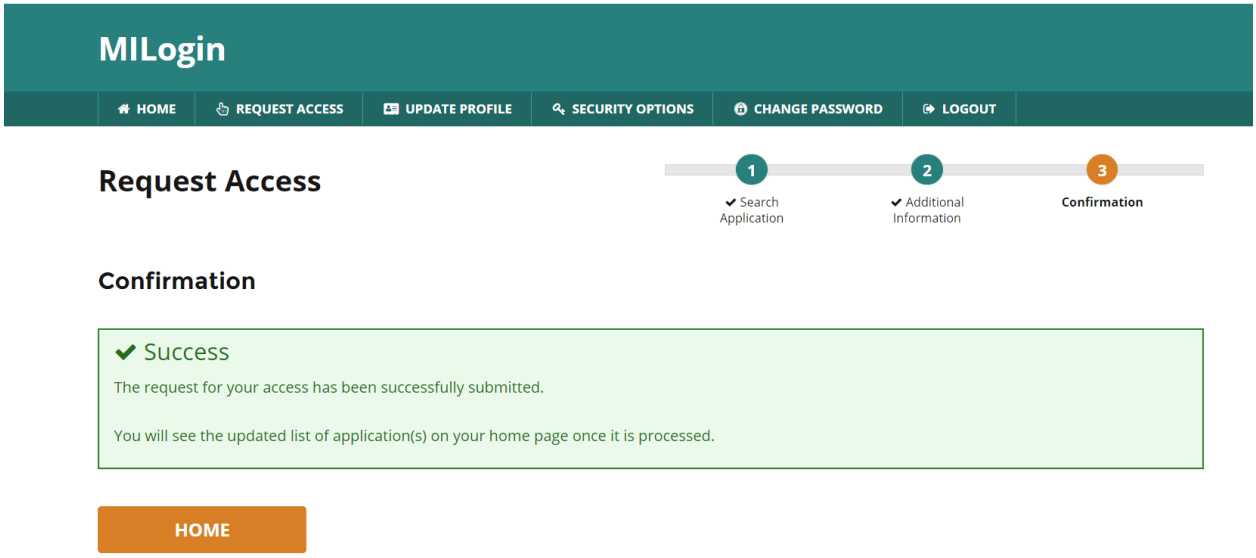
Step 5:

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



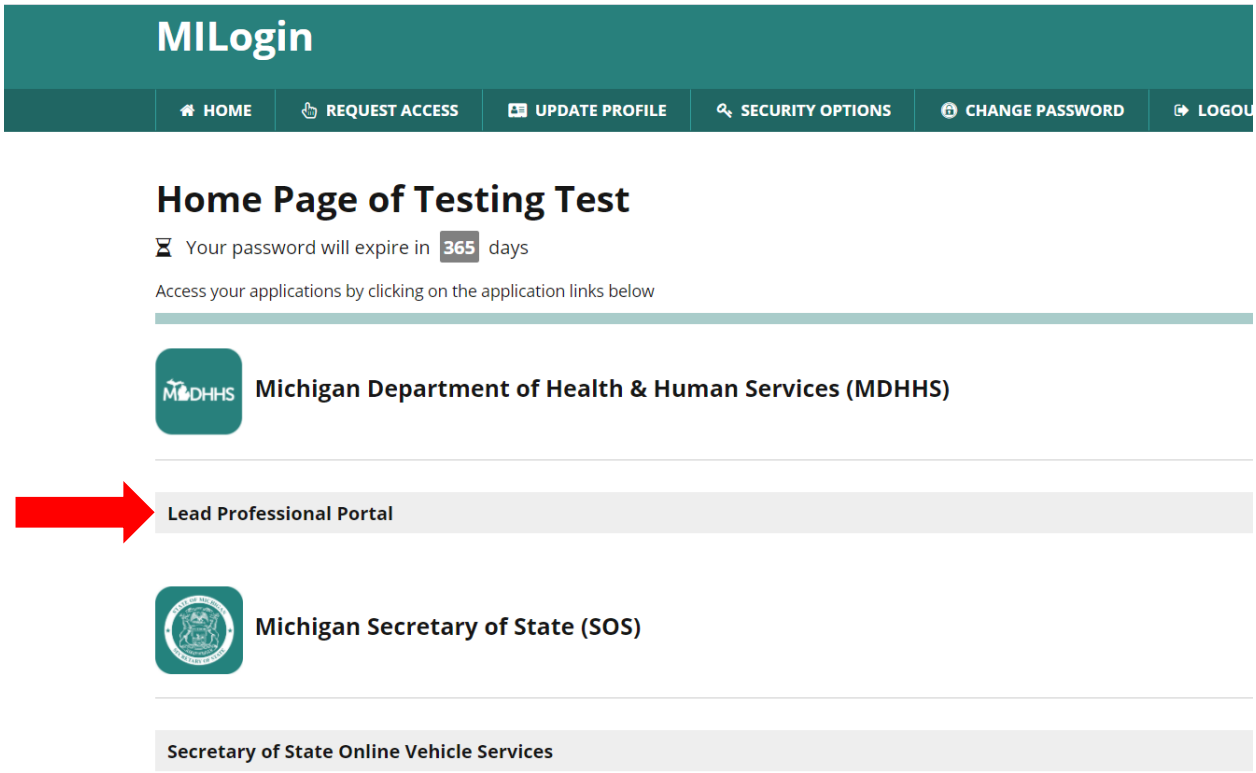
Step 6:

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



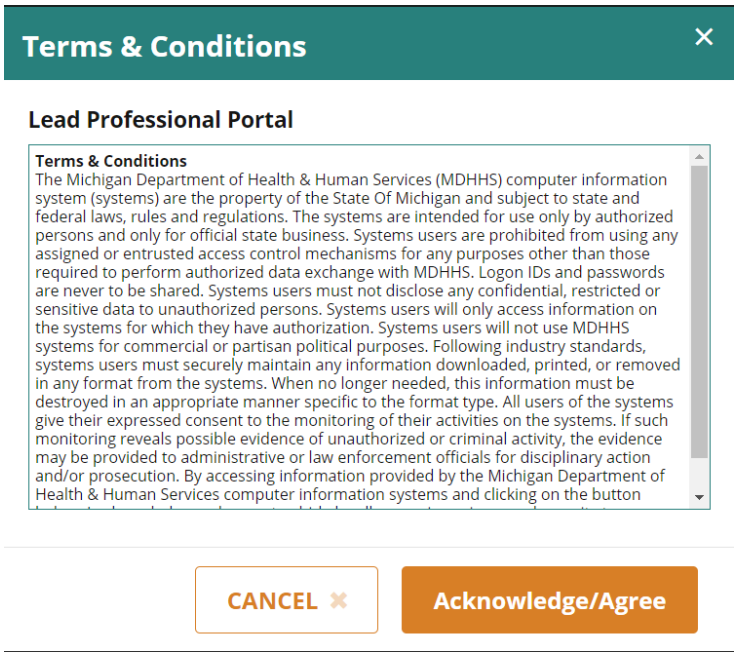
Step 7:

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



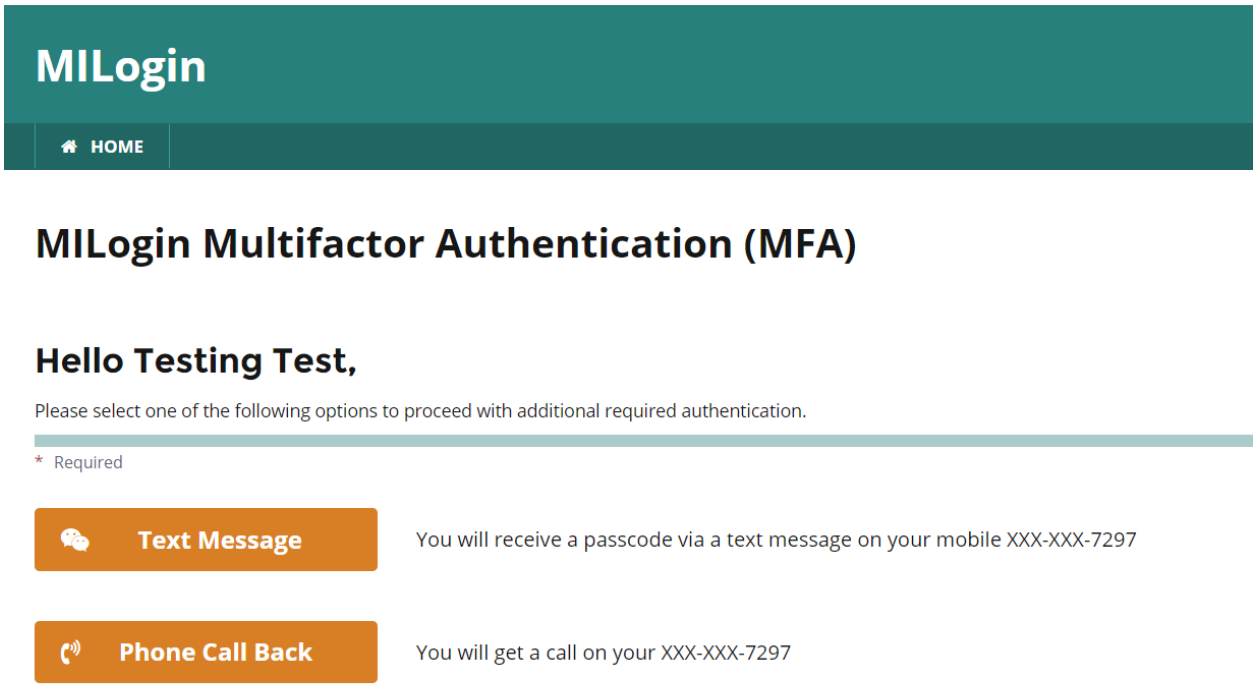
Step 8:

- 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.



Step 9:

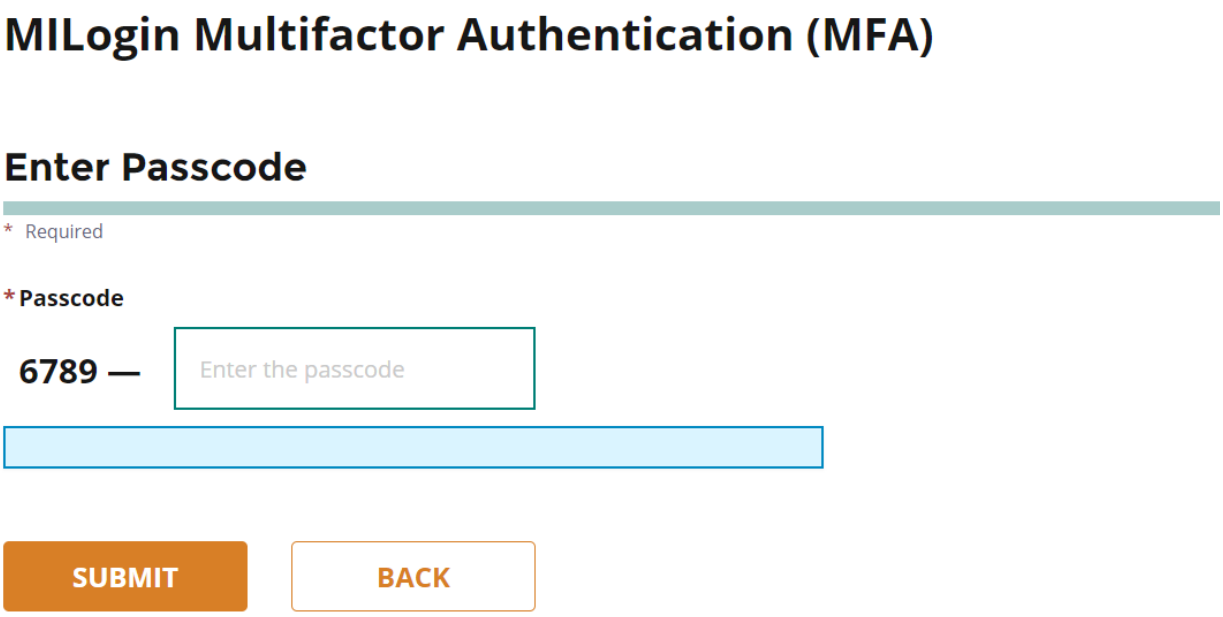
- Authenticate your account by selecting text message or phone call back.



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

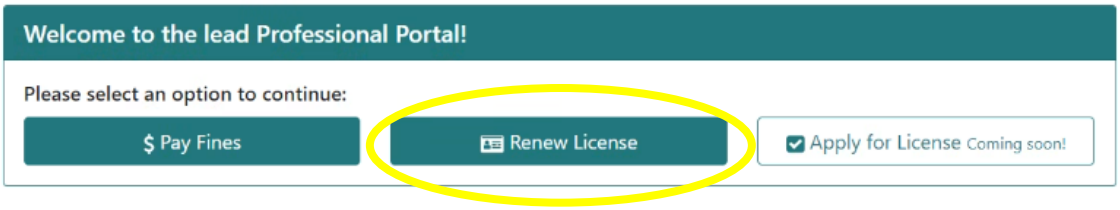
Step 10:

- Enter passcode received by text or phone.



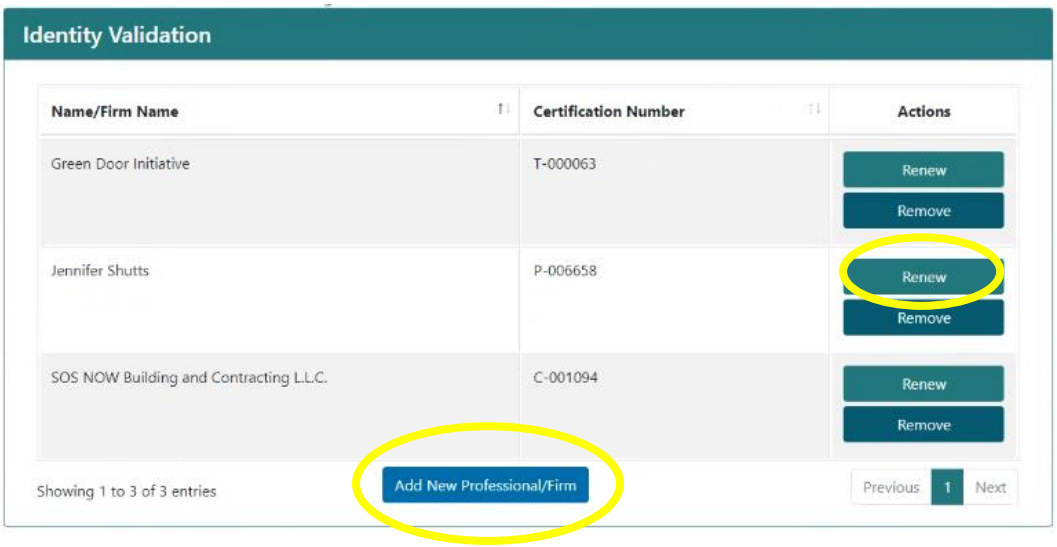
Step 11:

- Select “renew license.”



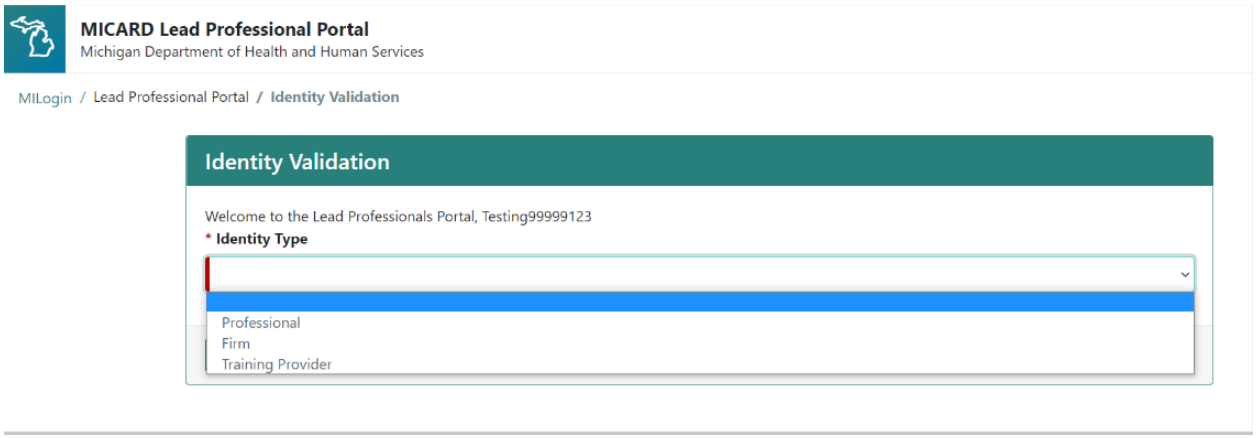
Step 12:

- Select license to add or renew.



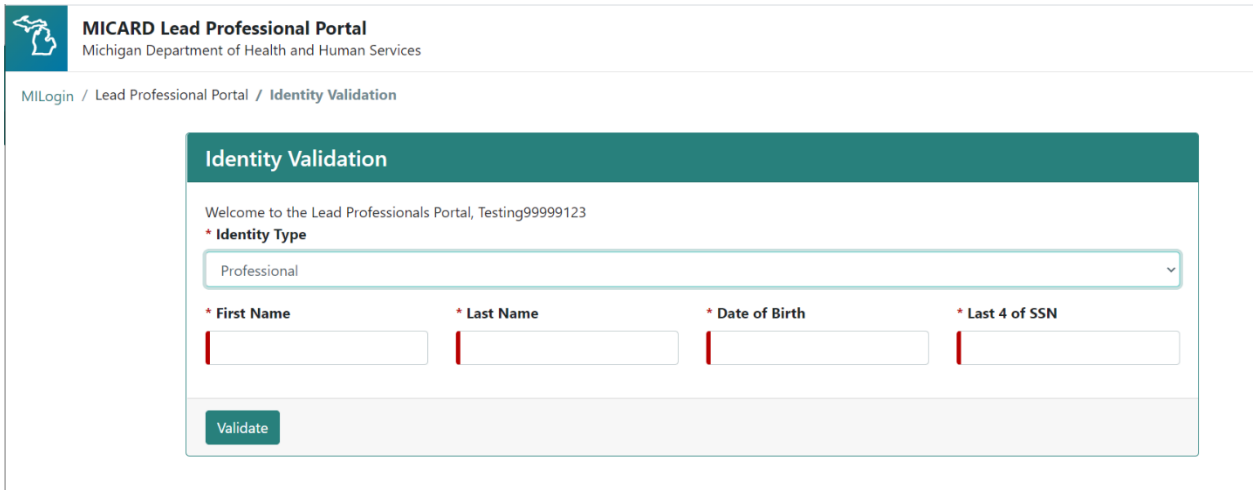
Step 13:

- Select identity type.



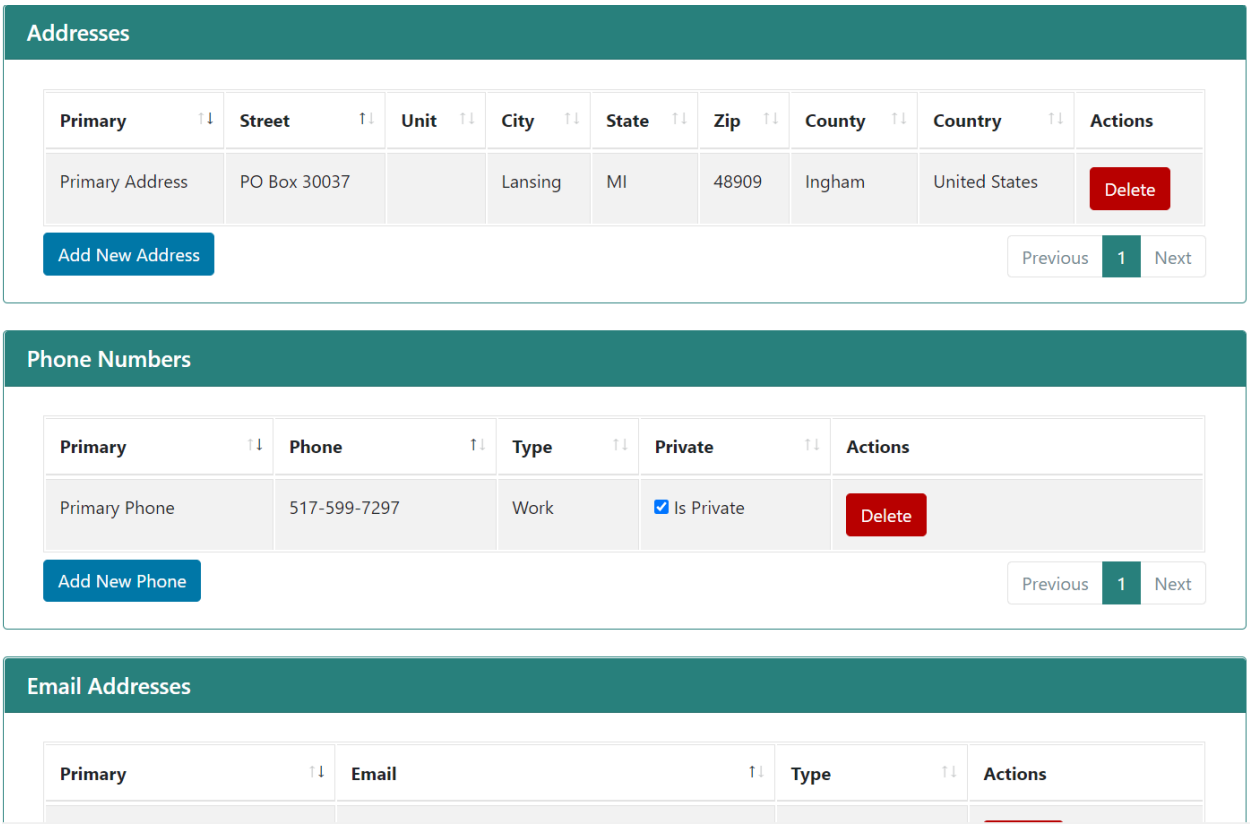
Step 14:

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



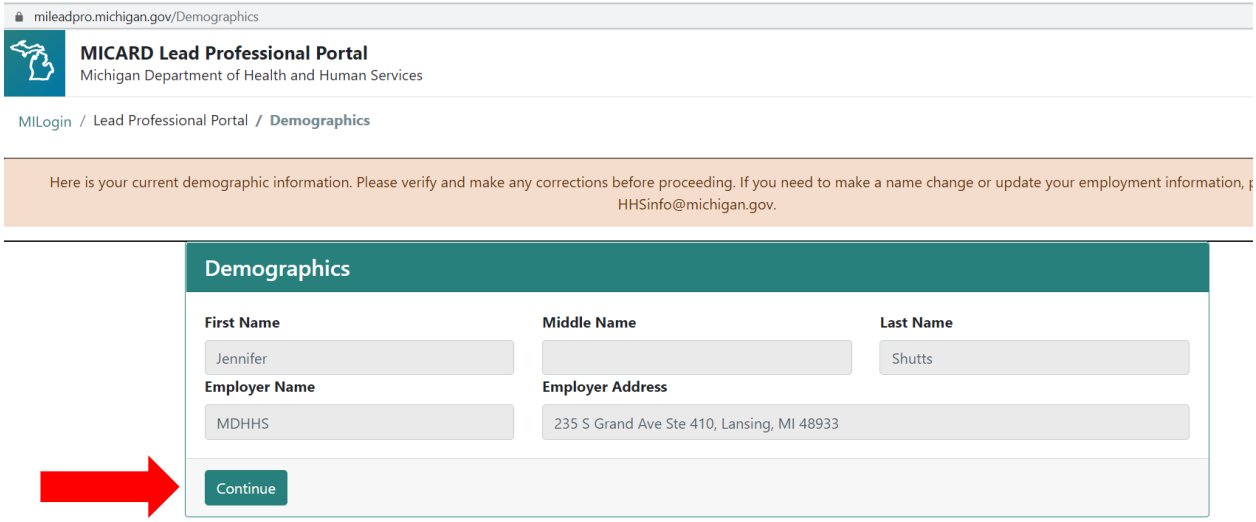
Step 15:

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



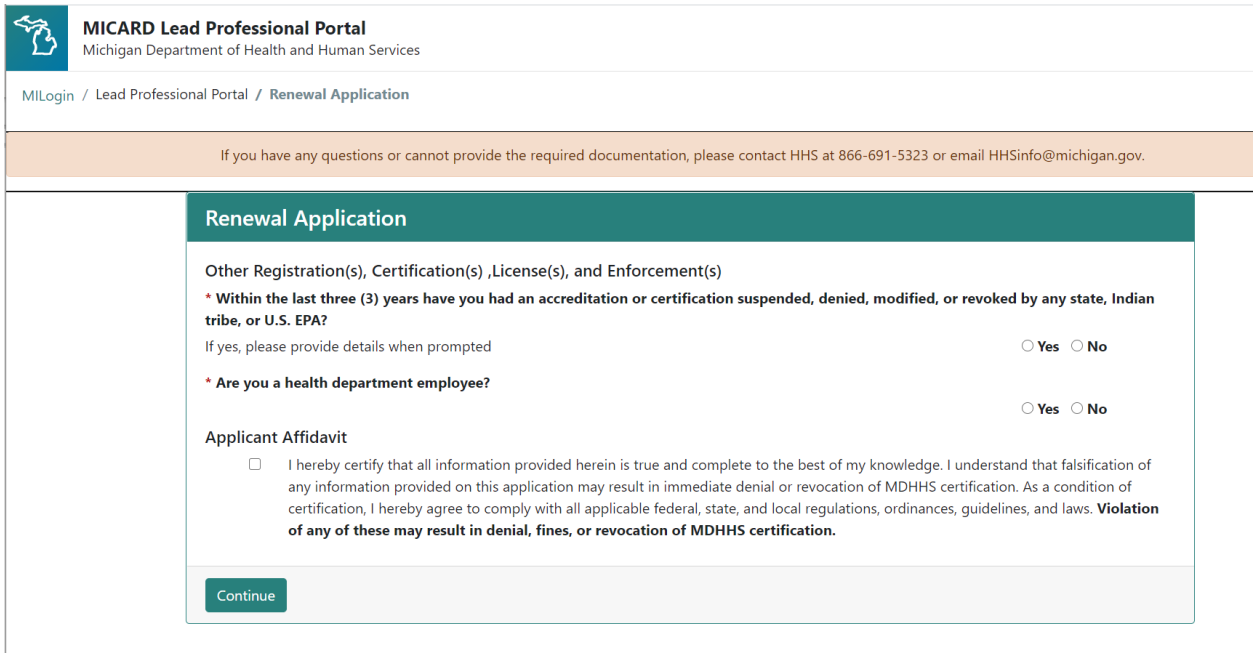
Step 16:

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



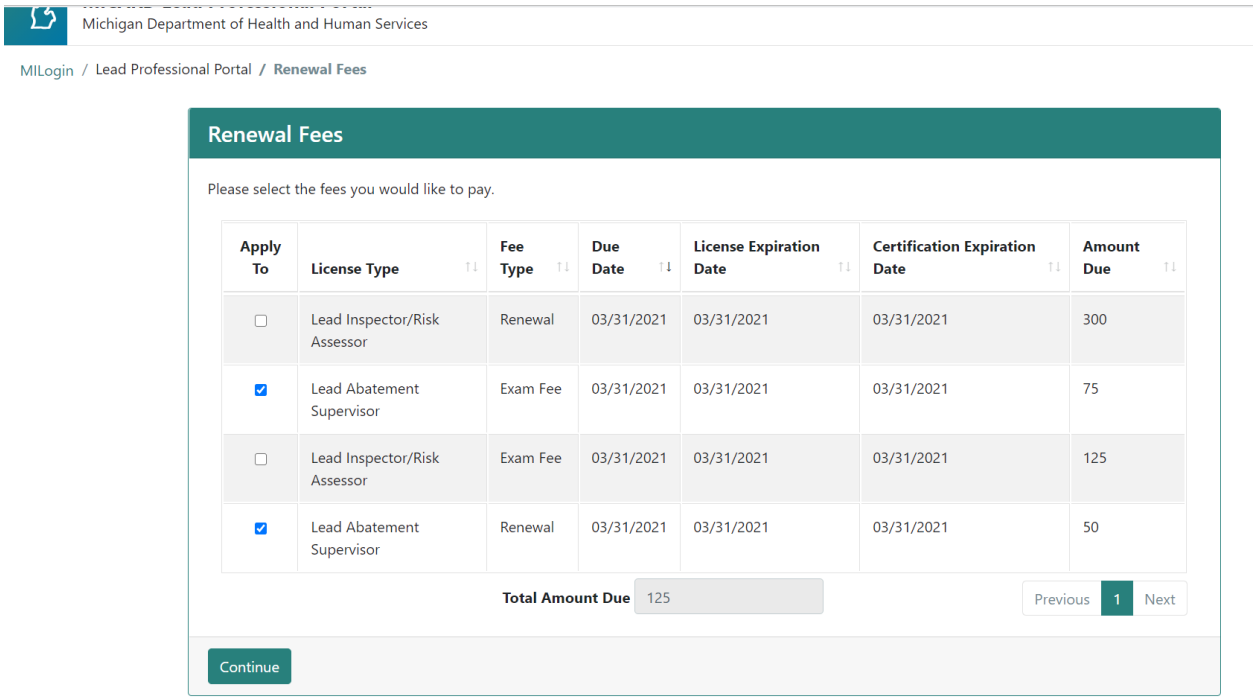
Step 17:

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



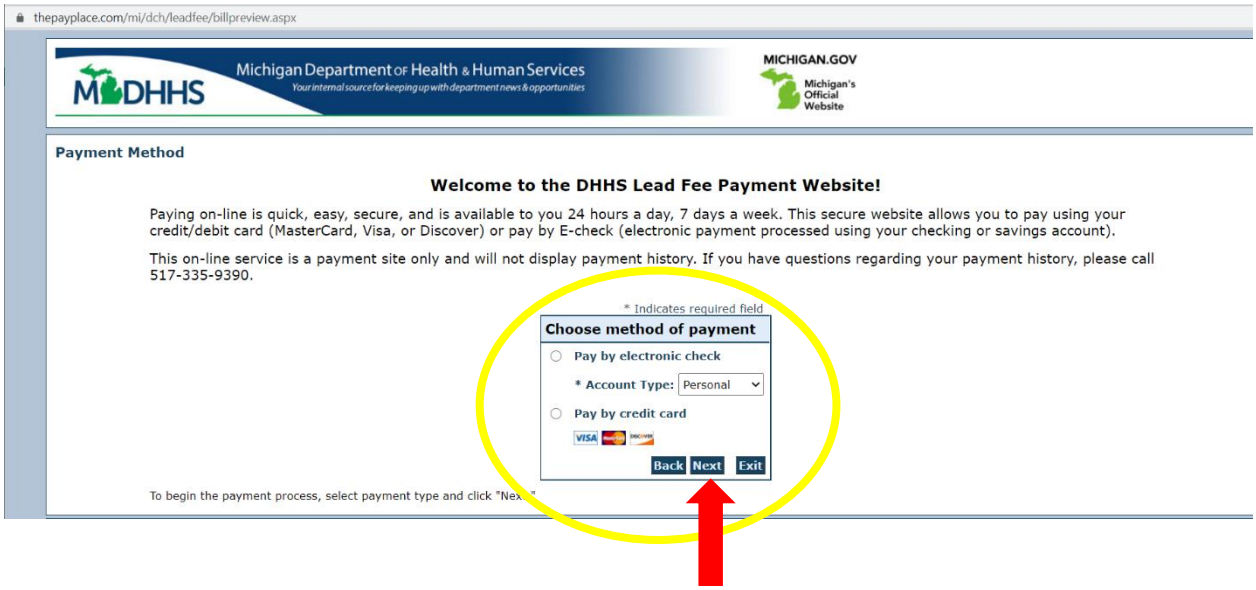
Step 18:

- 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.



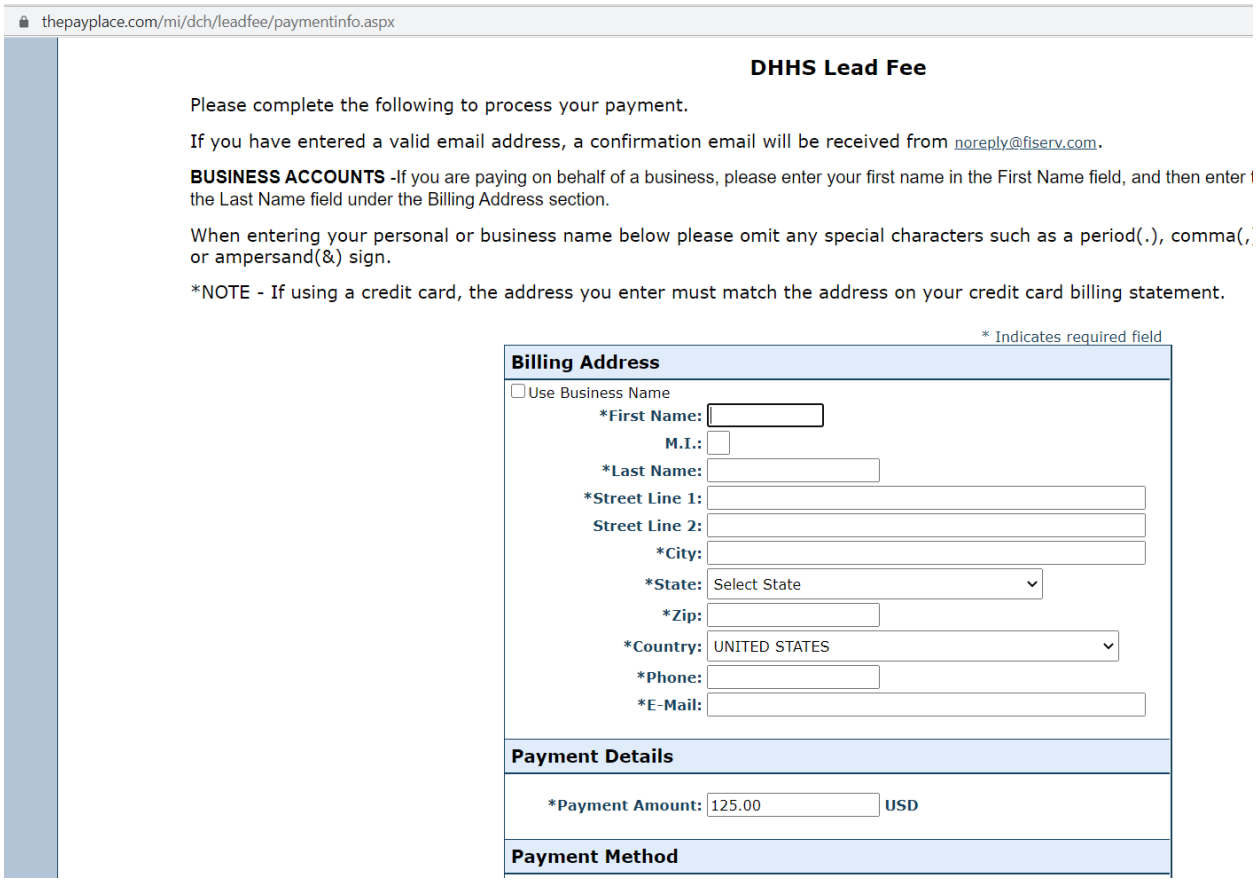
Step 19:

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



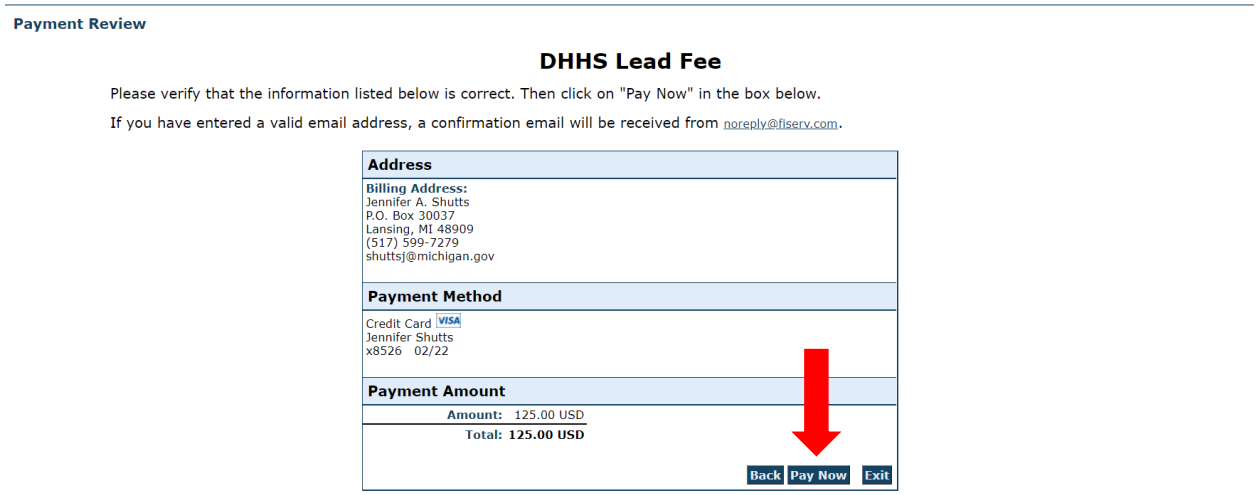
Step 20:

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



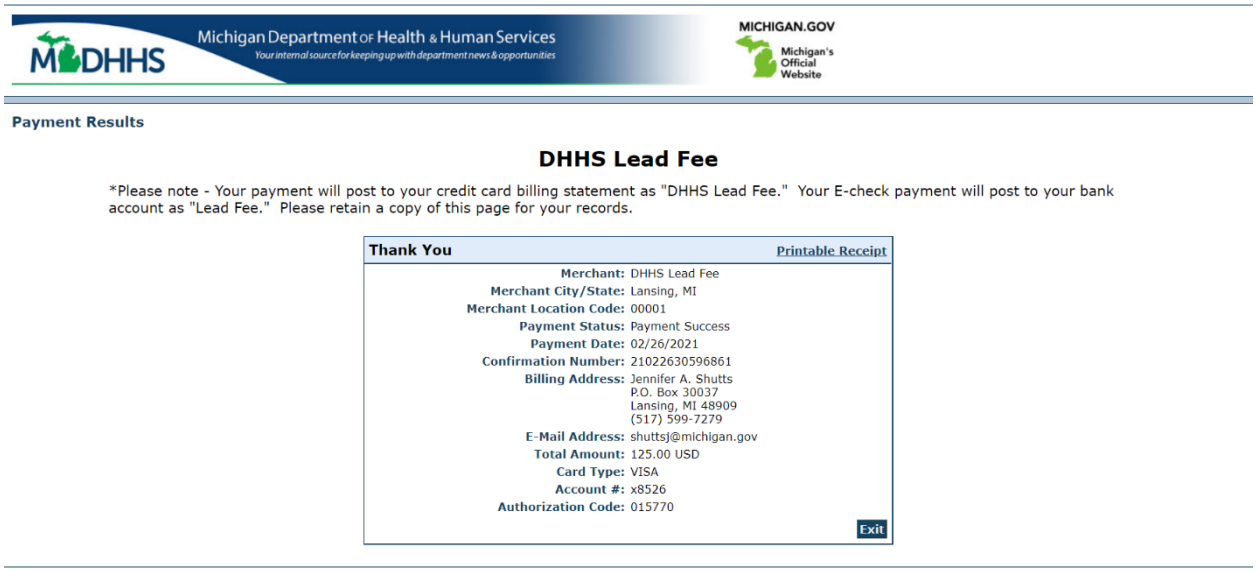
Step 21:

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



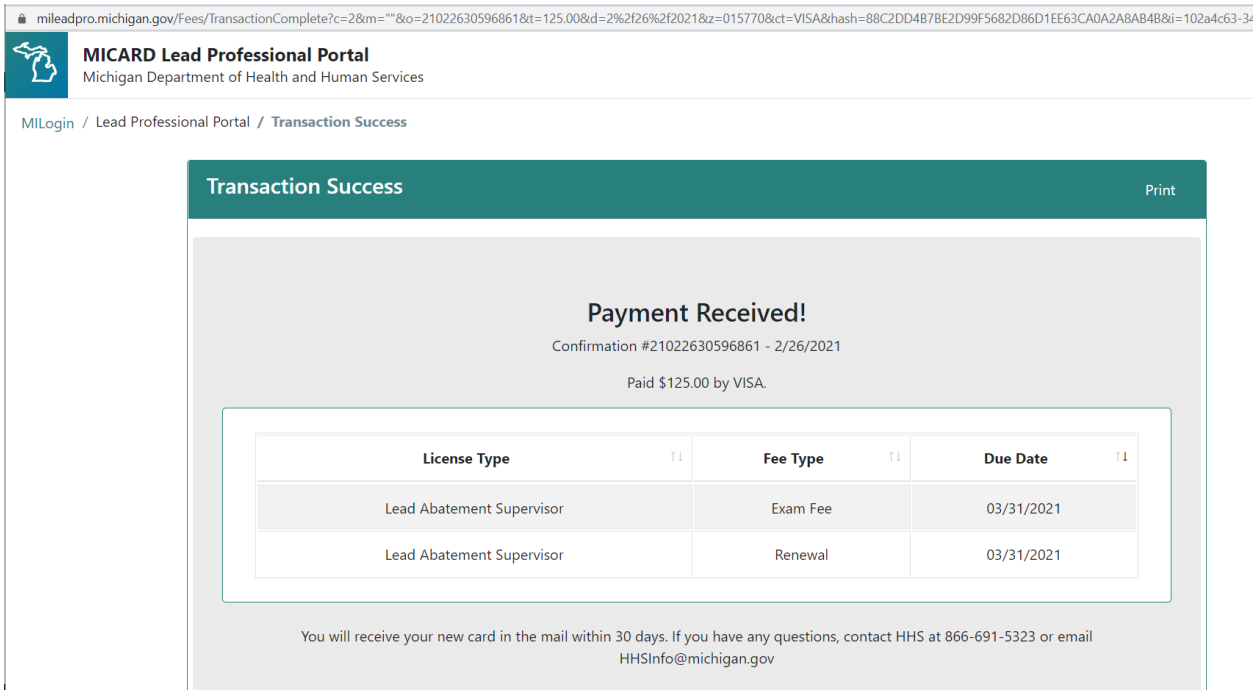
Step 22:

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



Step 23:

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



Your payment is complete, please logout of the portal.