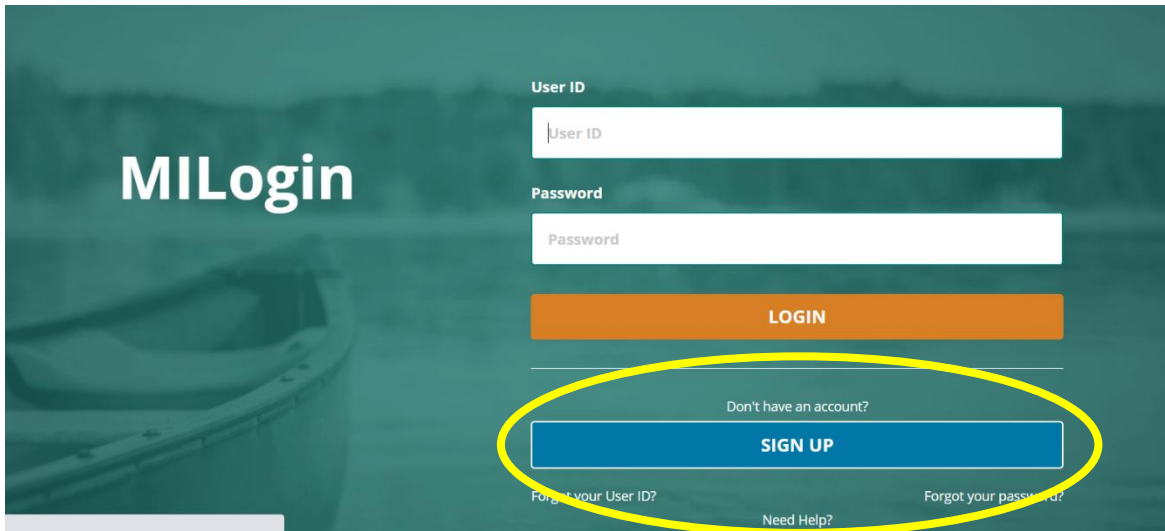


Payment User Guide for Lead Enforcement Fines

Lead Certification and Compliance Assurance Section
Certification and Enforcement Unit
Published date: February 14, 2023

Step 1:

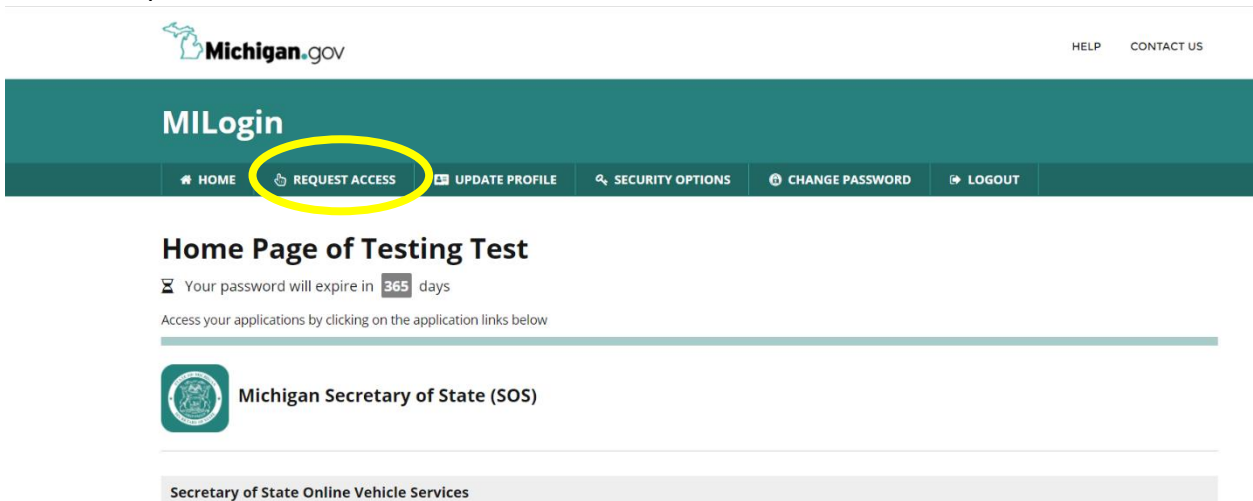
- Go to www.milogin.michigan.gov
- Select “Signup”



The image shows the MILogin login and signup page. It features a teal background with a boat image. On the right, there are input fields for 'User ID' and 'Password', followed by an orange 'LOGIN' button. Below the login button is a blue 'SIGN UP' button, which is circled in yellow. Above the 'SIGN UP' button is the text 'Don't have an account?'. At the bottom, 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 image shows the Michigan.gov MILogin dashboard. At the top, there is a header with the Michigan.gov logo and links for 'HELP' and 'CONTACT US'. Below the header is a teal banner with the 'MILogin' title. Underneath the banner is a navigation bar with links: 'HOME', 'REQUEST ACCESS' (circled in yellow), 'UPDATE PROFILE', 'SECURITY OPTIONS', 'CHANGE PASSWORD', and 'LOGOUT'. Below the navigation bar is the 'Home Page of Testing Test' section. It includes a password expiration notice: 'Your password will expire in 365 days'. Below this, there is a section for 'Michigan Secretary of State (SOS)' with a link to '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 (MiChildSupport)
- 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

2

3

✓ Search Application

Additional Information

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.

MILogin

HOME

REQUEST ACCESS

UPDATE PROFILE

SECURITY OPTIONS

CHANGE PASSWORD

LOGOUT

Request Access

1

2

3

✓ Search Application

✓ Additional Information

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 !\[\]\(5dfdba128eb39fff6530891e5ce22d21_img.jpg\)](#) [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

 Text Message	You will receive a passcode via a text message on your mobile XXX-XXX-7297
 Phone Call Back	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 —

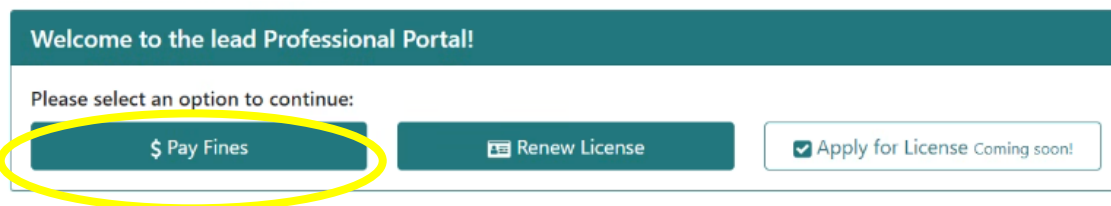
Enter the passcode

SUBMIT

BACK

Step 11:

- Select “Pay Fines.”



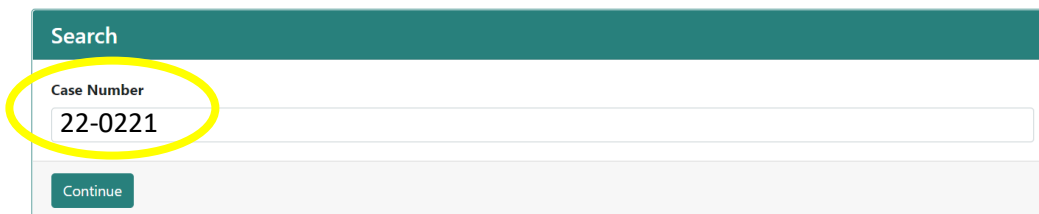
Welcome to the lead Professional Portal!

Please select an option to continue:

\$ Pay Fines Renew License Apply for License Coming soon!

Step 12:

- Enter six-digit case number, including the hyphen (i.e., dash).



Search

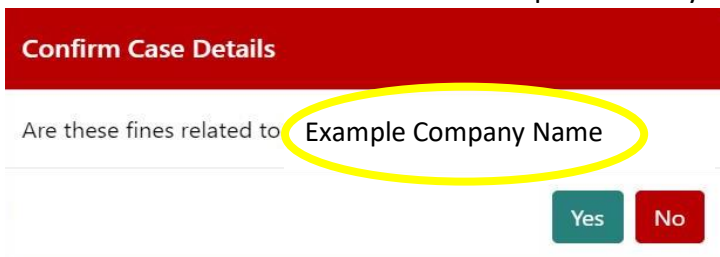
Case Number

22-0221

Continue

Step 13:

- Confirm the case number entered corresponds with your company name.



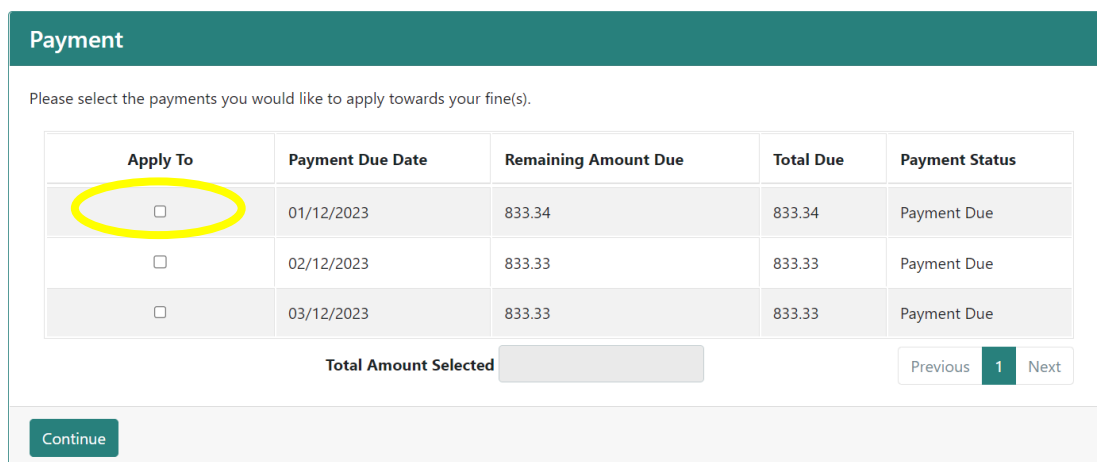
Confirm Case Details

Are these fines related to Example Company Name

Yes No

Step 14:

- Review payment(s) listed.
- Select the payment(s) you would like to pay. Once all selections are made, a total amount due will appear at the bottom of the screen.
- Select Continue.



Payment

Please select the payments you would like to apply towards your fine(s).

Apply To	Payment Due Date	Remaining Amount Due	Total Due	Payment Status
<input checked="" type="checkbox"/>	01/12/2023	833.34	833.34	Payment Due
<input type="checkbox"/>	02/12/2023	833.33	833.33	Payment Due
<input type="checkbox"/>	03/12/2023	833.33	833.33	Payment Due

Total Amount Selected

Previous 1 Next

Continue

Step 15:

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

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

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

MICHIGAN.GOV
Michigan's Official Website

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 16:

- 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 17:


- 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 Shutts 333 S. Grand Ave Lansing, MI 48204 shuttsj@michigan.gov
Payment Method
Credit Card  Jennifer Shutts x1111 01/26
Payment Amount
Amount: 833.34 USD Total: 833.34 USD
Back Pay Now Exit

Step 18:

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

Payment Results

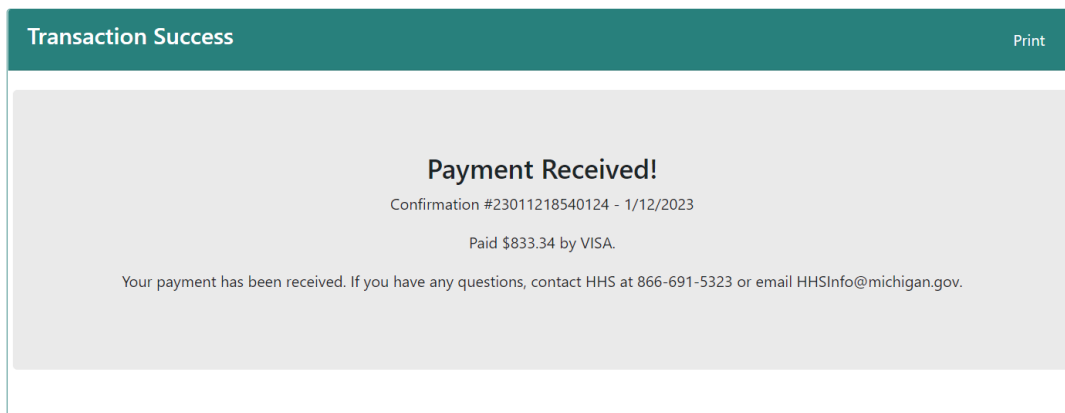
DHHS Lead Fee

*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: 01/12/2023 Confirmation Number: 23011218540124 Billing Address: Jennifer Shutts 333 S. Grand Ave Lansing, MI 48204 E-Mail Address: shuttsj@michigan.gov Total Amount: 833.34 USD Card Type: VISA Account #: x1111 Authorization Code: 865590 Disclaimer: This is where the disclaimer information is located.	
Exit	

Step 19:

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



Your payment is complete, please logout of the portal.