HOW TO REQUEST MCIR ACCESS USING MILOGIN FOR BUSINESS

(formerly MILogin for Third Party)

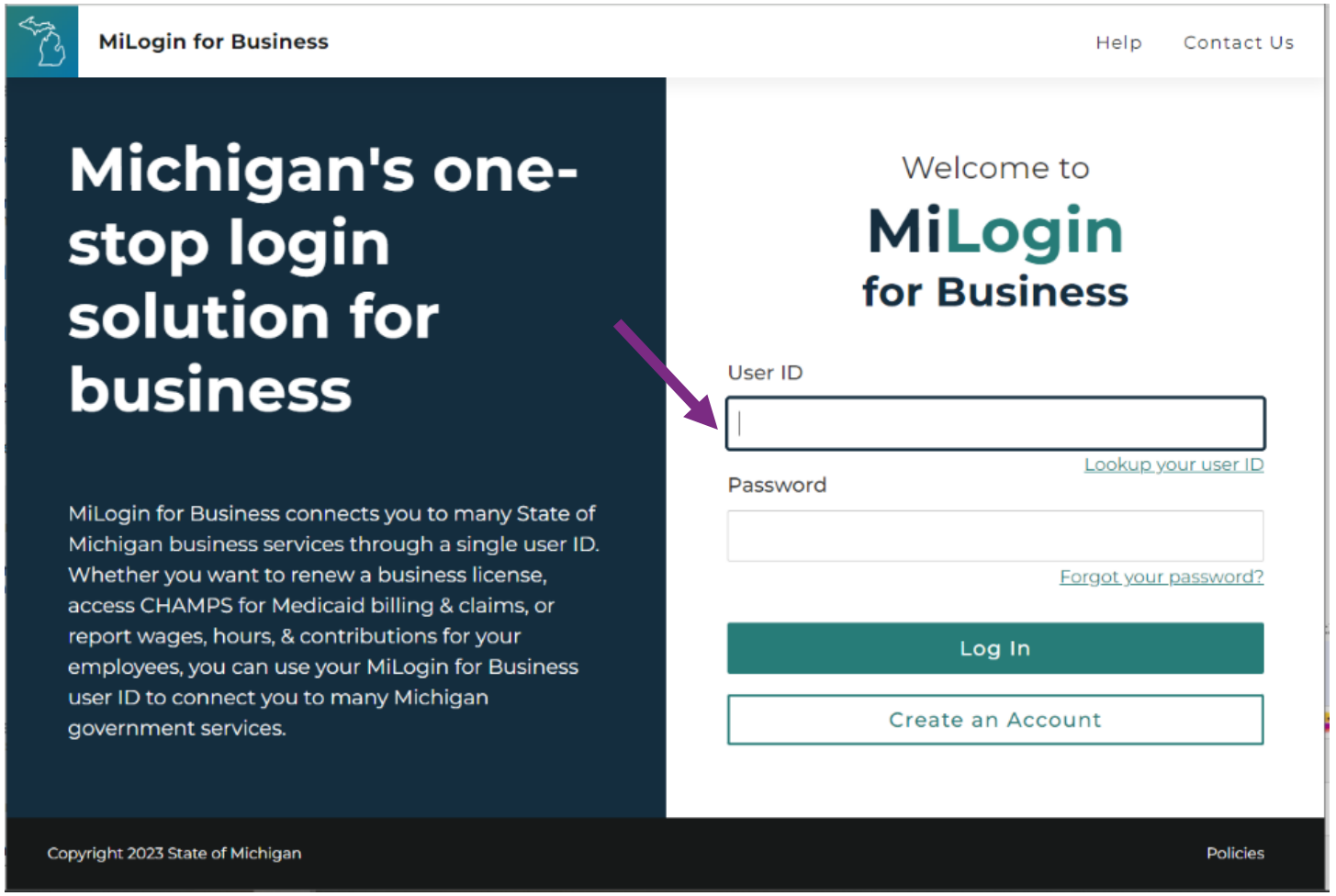
START HERE: Visit MiLogin Page

www.milogintp.Michigan.gov

Enter your **User ID** and **Password** and click **Log In.**

For assistance with registering for a MiLogin for Business account, see **Step 1** of the instructions.

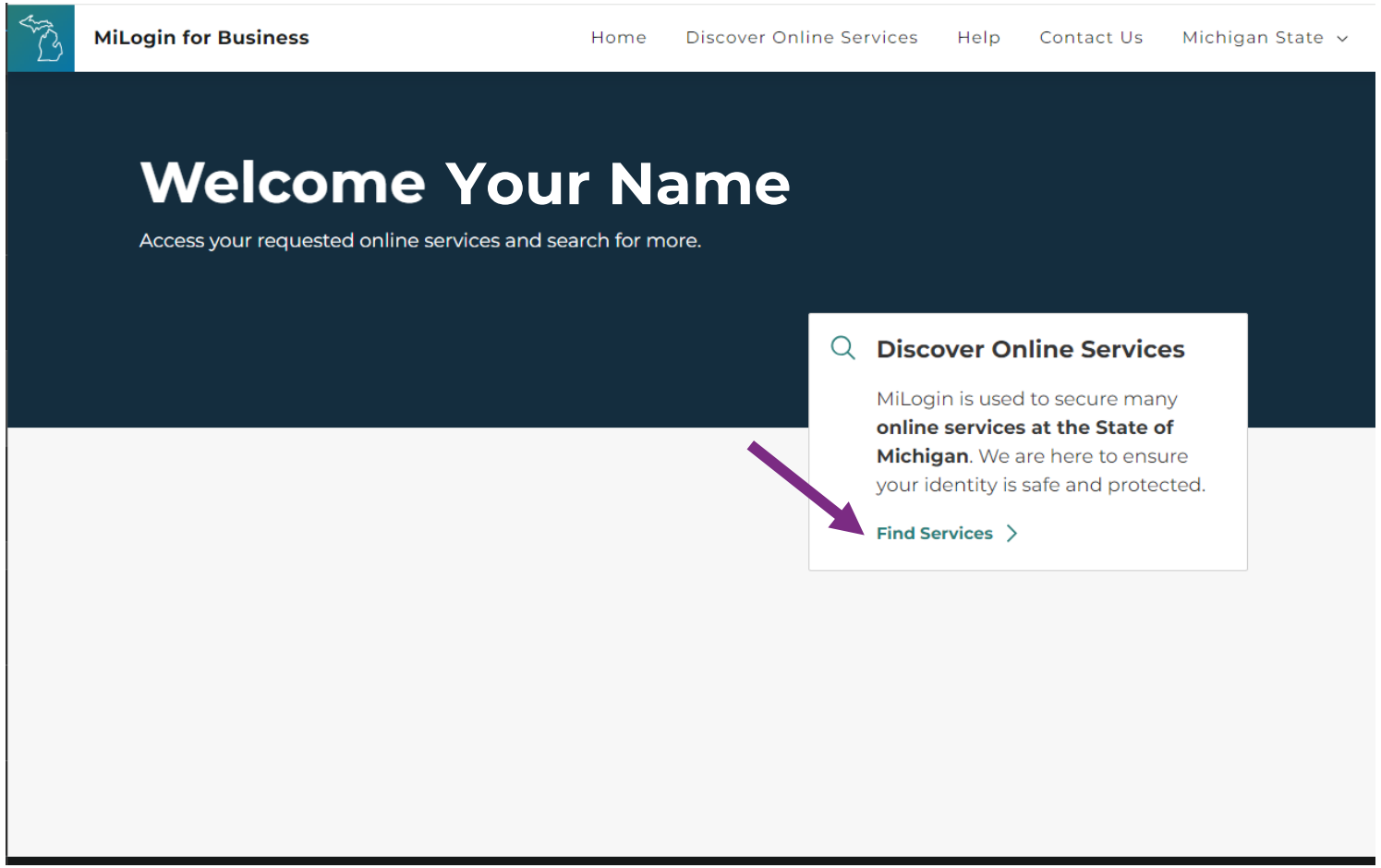
You will need your MCIR PIN to request MCIR access (see p.6 for guidance on finding your MCIR PIN).



Need Help using MiLogin? Contact DTMB Client Services 1-877-932-6424
Need Help with MCIR? Contact MCIR Help Desk 1-888-243-6652

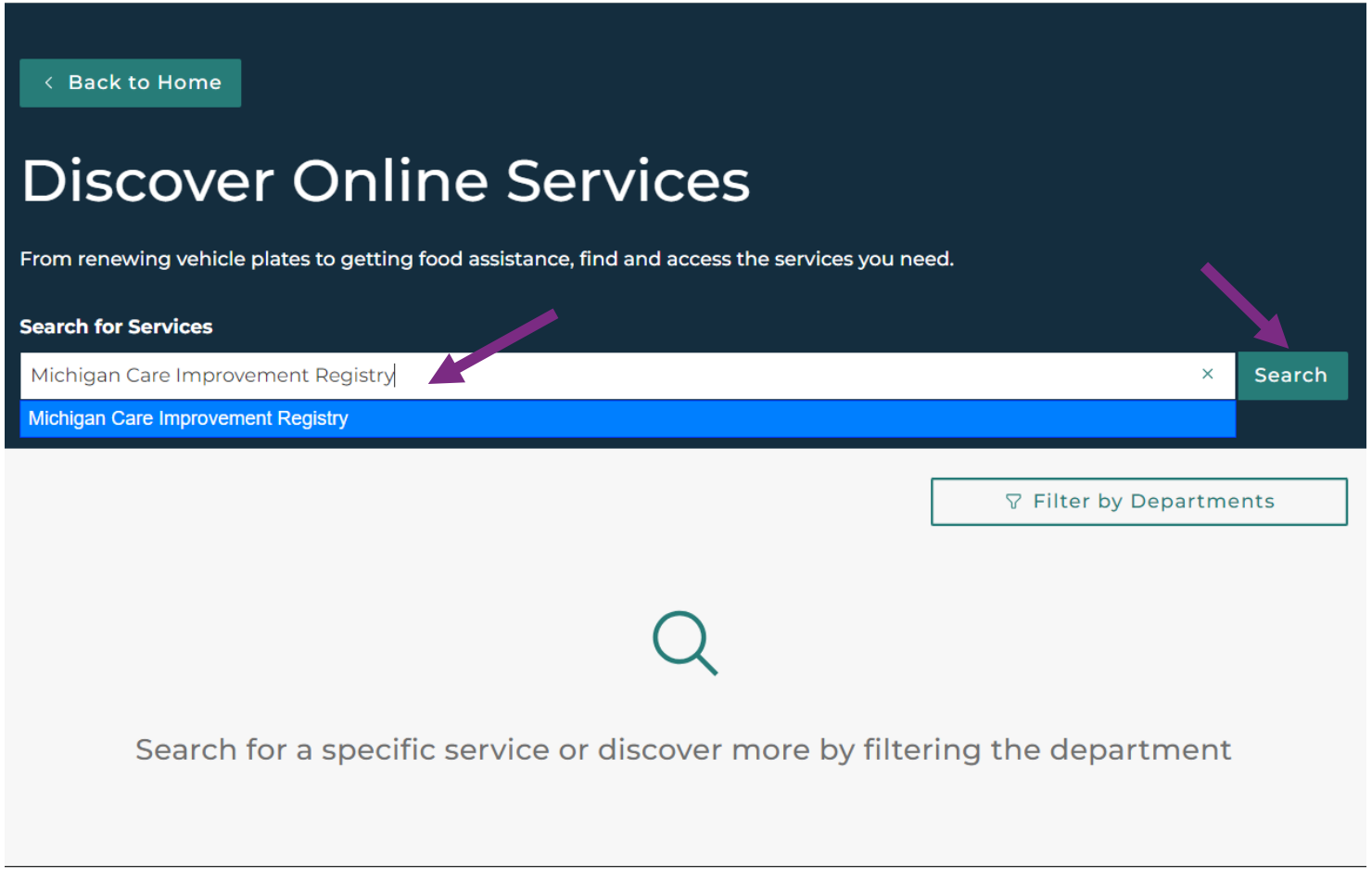
MCIR
Michigan Care Improvement Registry

Click **Find Services** under **Discover Online Services**.

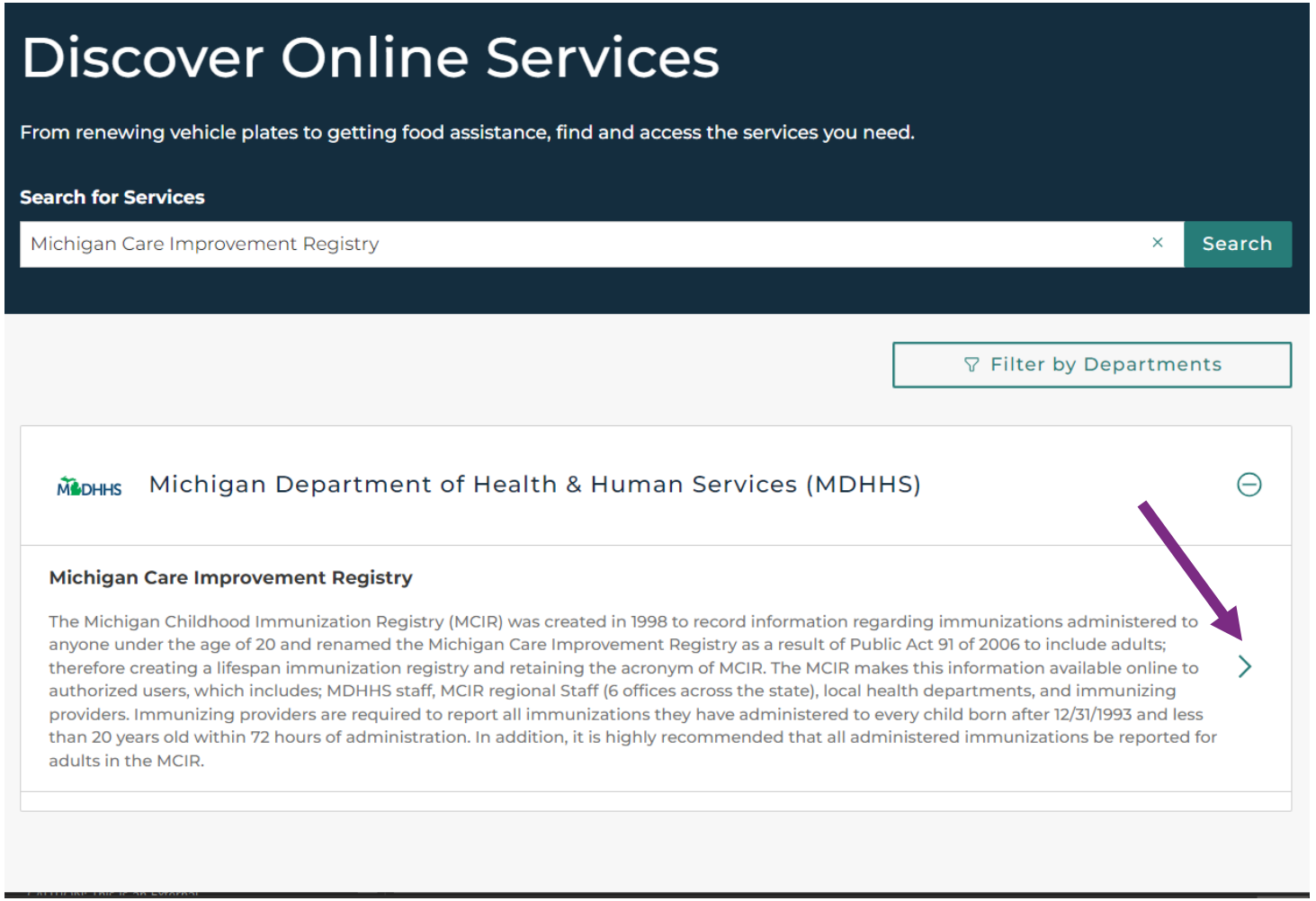


Enter **Michigan Care Improvement Registry** under Search for Services.

Click **Search**.



Click the blue arrow **(>)** next to the description.



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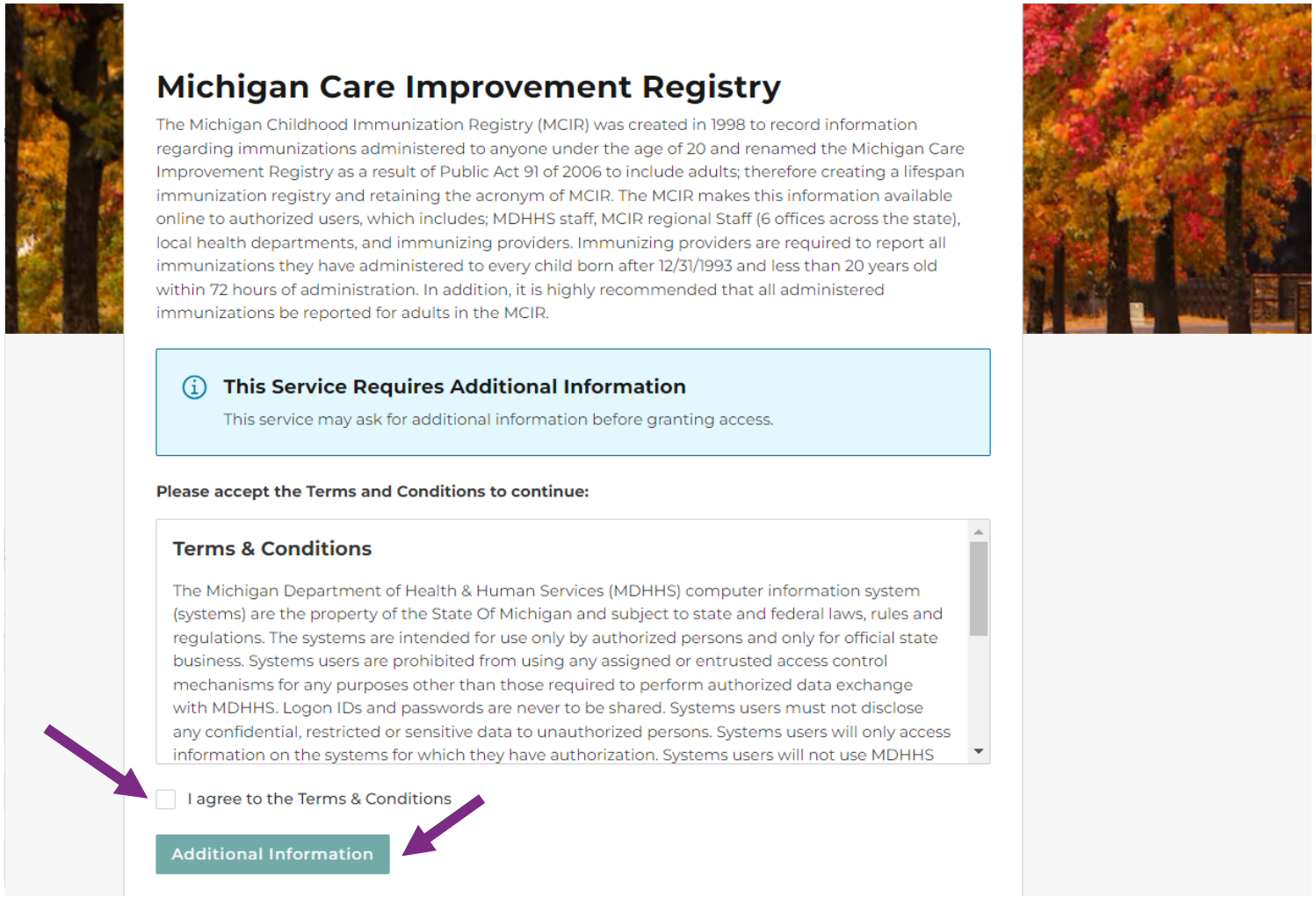
Check the box to agree to the **Terms & Conditions**.

Click **Additional Information** to continue.



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Enter the **MCIR PIN** (include the dashes) you received via email.

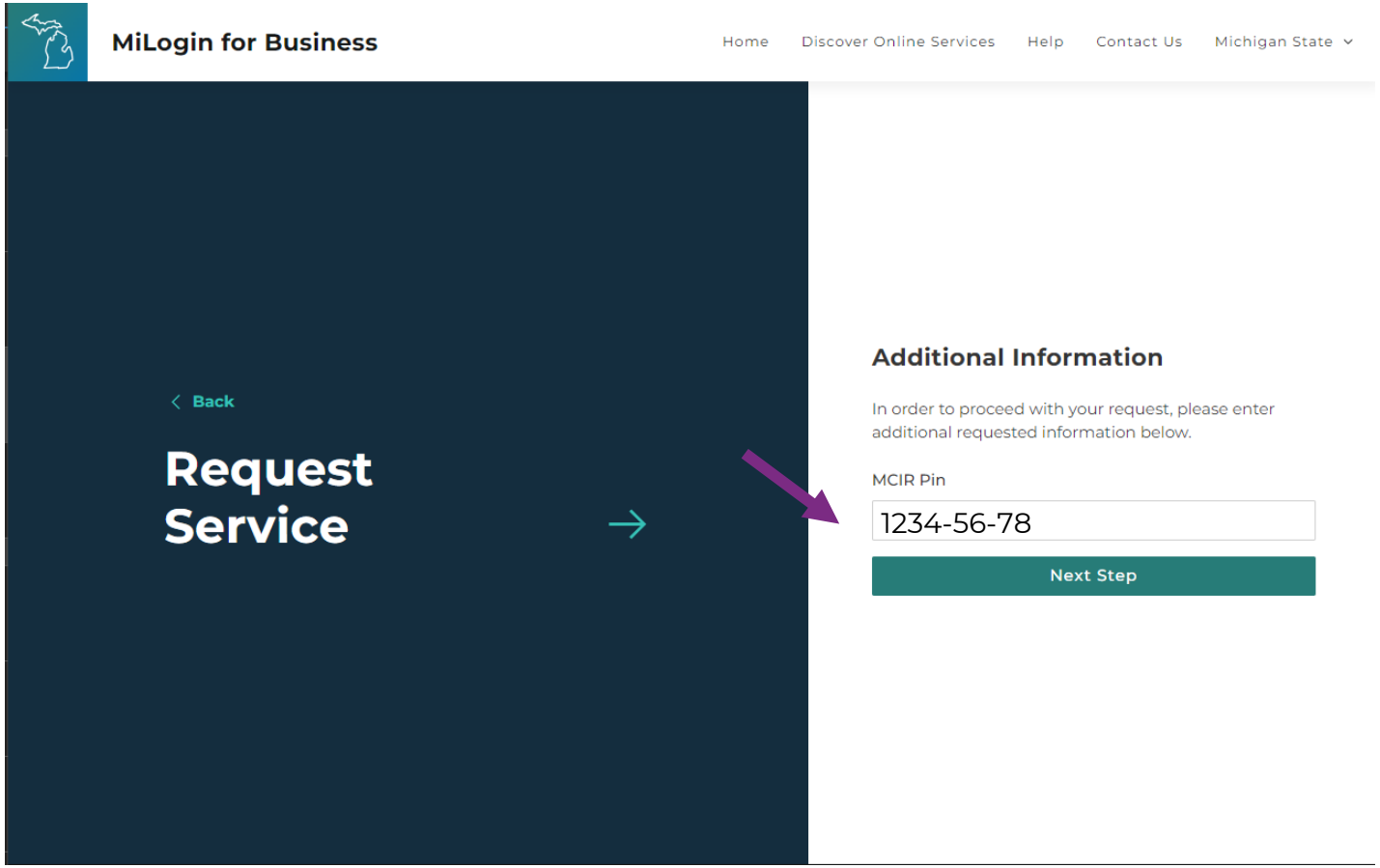
Check your junk/spam folder for an email from MCIR@Michigan.gov if you cannot find your PIN.

Don’t have a PIN? Ask your employer’s MCIR Site Administrator to add you as a user to their MCIR site.

Don’t know who your Site Administrator is? Call the MCIR Help Desk at **888-243-6652** to find out.

No longer have a Site Administrator or need to become the Site Administrator yourself?

Providers: Complete the Provider Site Usage Agreement form.
Schools/Childcares: Complete the Request to Change Site Administrator form.



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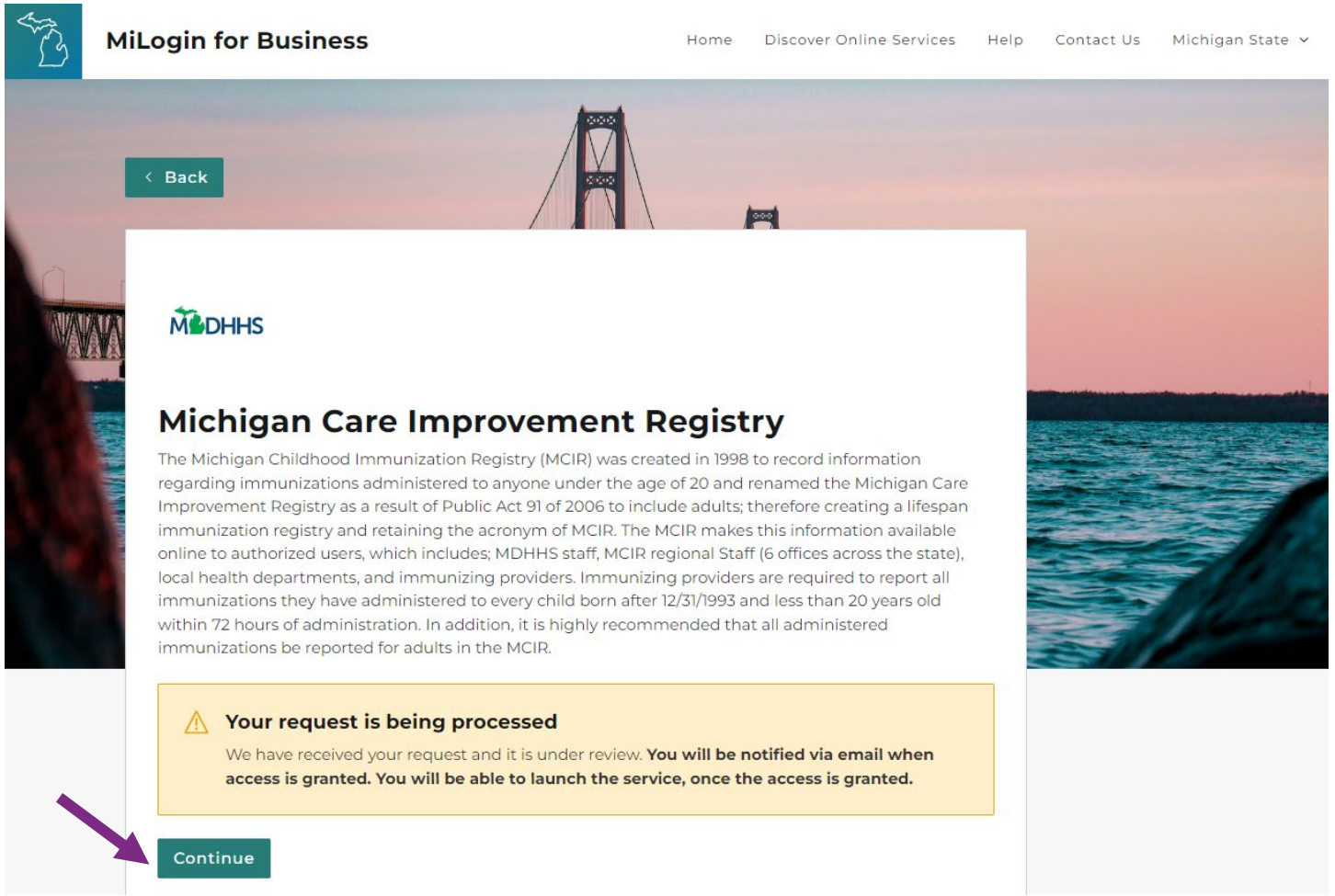
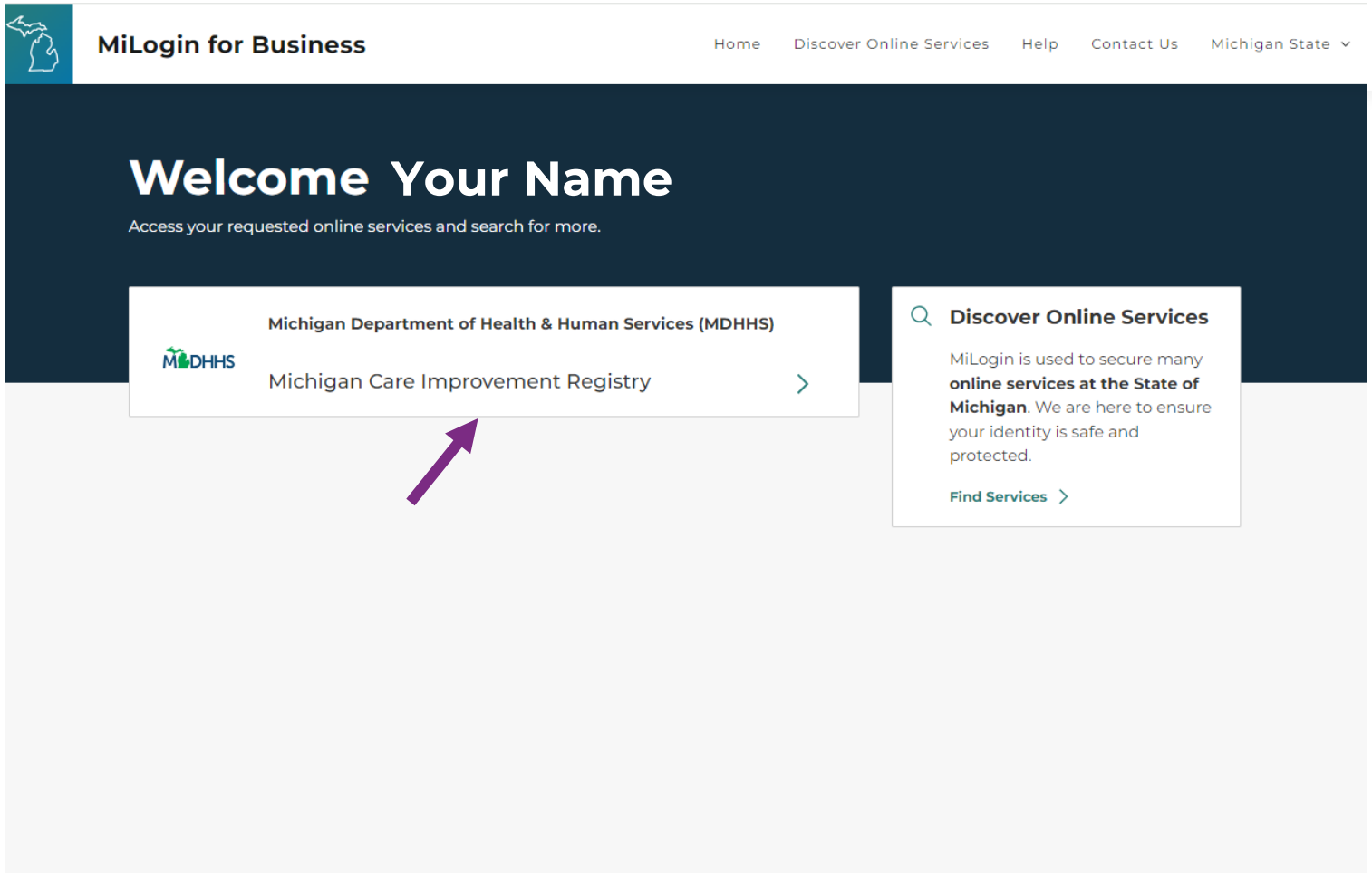
MCIR Michigan Care Improvement Registry

Click **Continue**.

Note: MCIR access is granted automatically with the MCIR PIN. You will not have to wait for the request to be reviewed.



You will be returned to the MiLogin for Business home page. To launch MCIR, click Michigan Care Improvement Registry.



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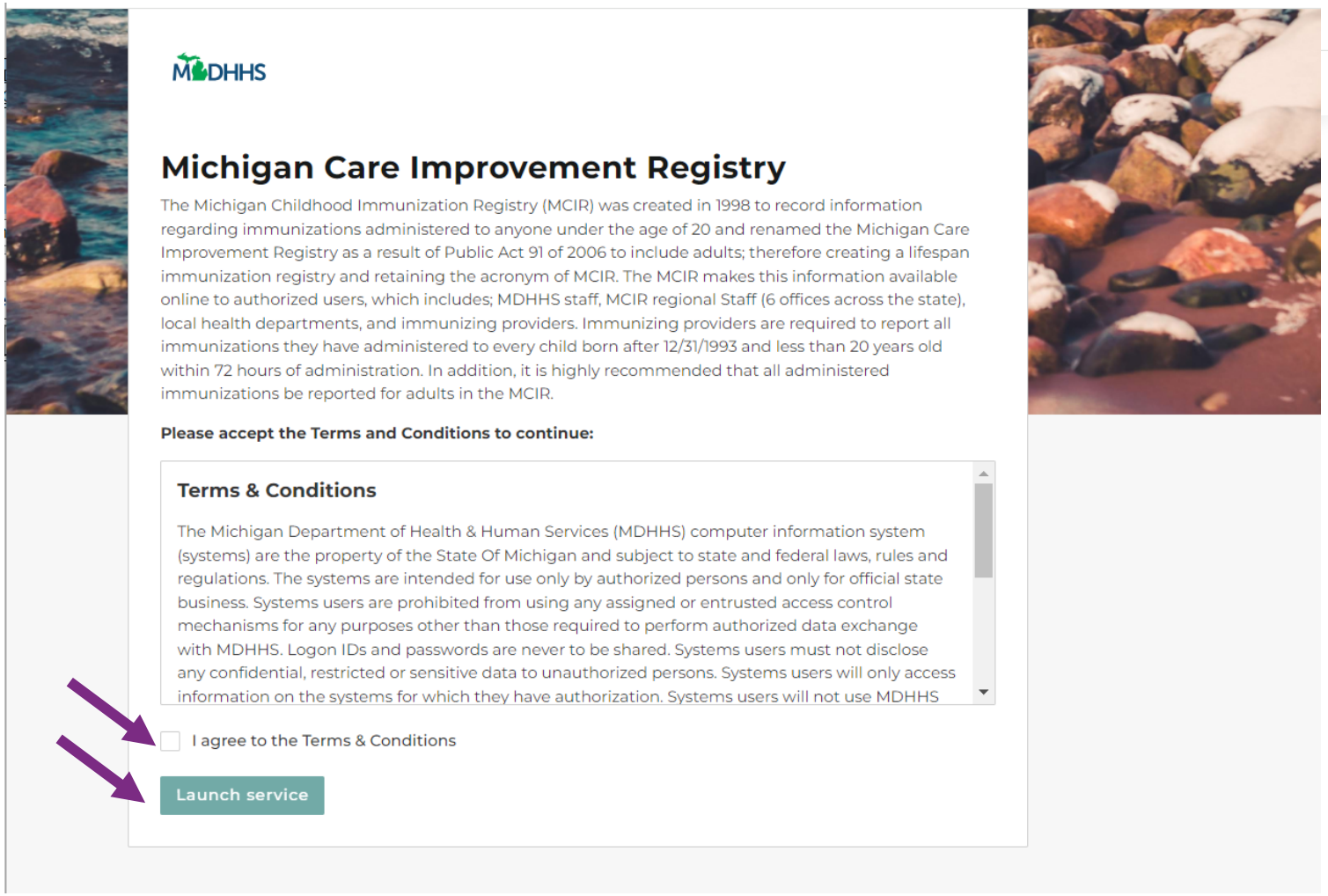
Check the box to agree to the **Terms & Conditions**.

Click **Launch Service.**



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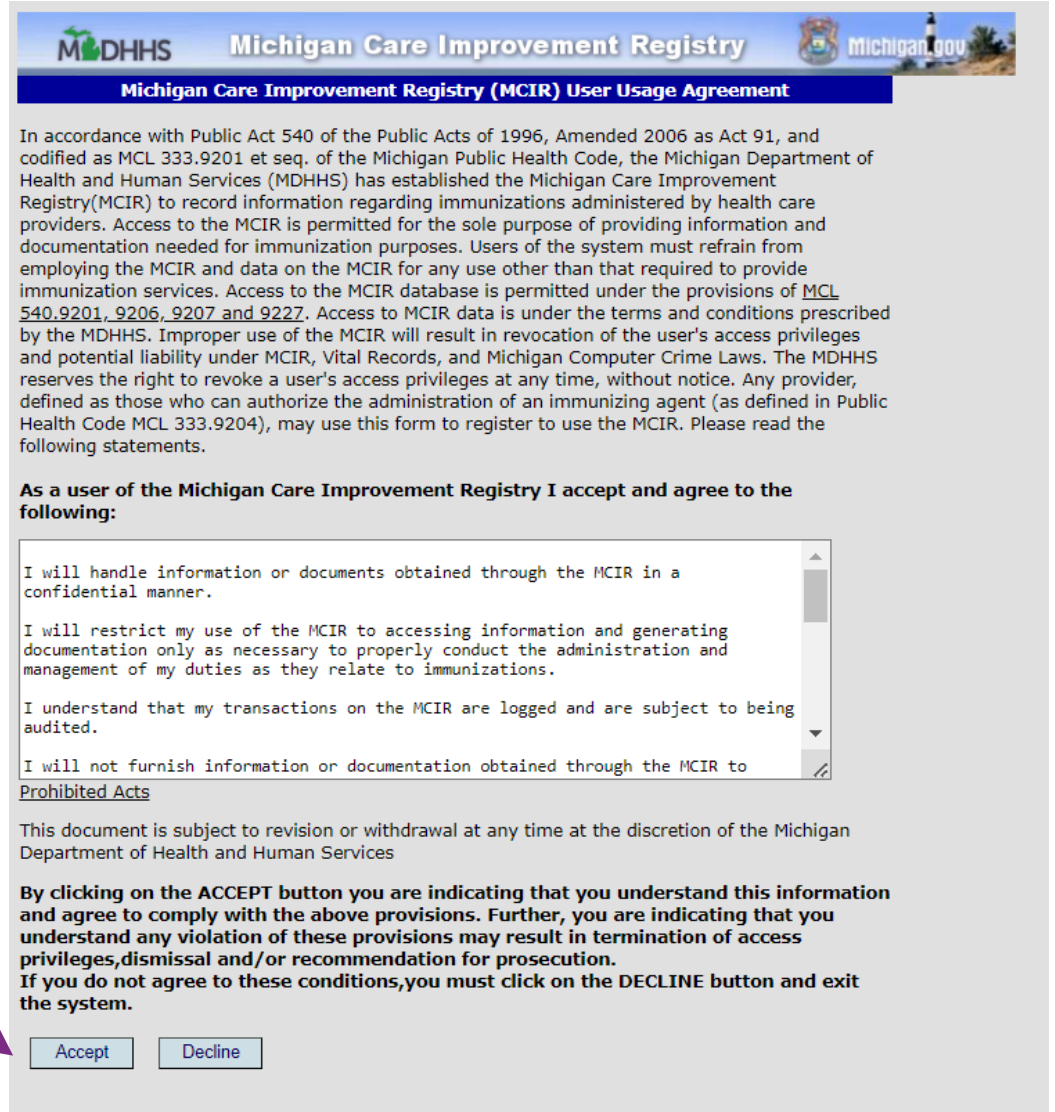
The MCIR system will open in a new window.

The first time MCIR is launched, you will need to **review** and **accept** the MCIR agreement.

MCIR will open automatically to your assigned site. If you are assigned more than one site and have not selected a default, you will see a list of sites to choose from.



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