Add a Person to the MCIR

1. Log in to the **Michigan Care Improvement Registry**, (MCIR), and follow the steps to **Search for a Person**.

2. If your attempts to locate an individual are unsuccessful, contacting the MCIR Helpdesk is recommended. The helpdesk can assist in verifying if a person is already in the system, particularly for persons born after 1/1/1994.

3. If person is not found, and you encounter this pop-up screen, then select **Add Person**, Figure 1.

4. Enter the person's information to the Add New Person screen, Figure 2.

5. **All fields marked with an (*) asterisk are required.**

6. Click **Submit** to save.

Figure 1

Figure 2

MCIR requires the legal name only, thank you!