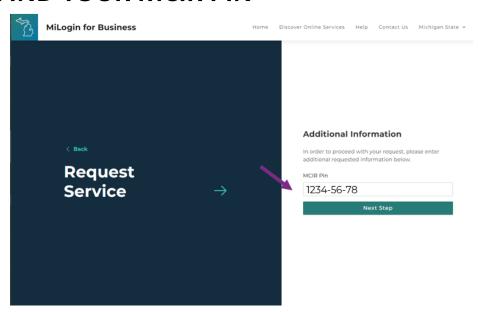
HOW TO FIND YOUR MCIR PIN



What is a MCIR PIN?

- When requesting access to MCIR in <u>MiLogin for Business</u>, you will be asked for a MCIR PIN. Your MCIR
 PIN is an 8-digit passcode needed to verify your MCIR access.
- The MCIR PIN is generated when you are added as a user to MCIR for the first time. The standard way to receive a MCIR PIN is when an employer associates you to their MCIR site.
- Once you are added to a site, you will receive an email from MCIR@michigan.gov in the format:
 - Registration Information:

Last Name: Smith

• First Name: Jane

MCIR PIN: 1234-56-78

Check your junk/spam folder if you cannot find your MCIR PIN.

How to Get a MCIR PIN

- Don't have a MCIR 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 <u>Provider Site Usage Agreement</u> form.
 - Schools/Childcares: Complete the Request to Change Site Administrator form.
- Are you the Site Administrator and need to know how to add a user to your site?
 - Add a New User to Your Site for individuals who have never used MCIR but may or may not already have a MiLogin account.
 - Add an Existing User to your Site for individuals who have used MCIR before even if it was at a
 previous employer and who have a MiLogin account.

