

HOW TO FIND YOUR MCIR PIN

The screenshot shows the MiLogin for Business website. On the left, a dark blue panel contains a 'Request Service' button with a green arrow pointing right. On the right, the 'Additional Information' section is visible, containing a text input field for the MCIR Pin with the value '1234-56-78' and a green 'Next Step' button below it. A purple arrow points from the 'Request Service' button to the MCIR Pin input field.

What is a MCIR PIN?

- When requesting access to MCIR in [MiLogin for Business](#), 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 [Provider Site Usage Agreement](#) 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.

Need Help using MiLogin? Contact DTMB Client Services 1-877-932-6424

Need Help with MCIR? Contact MCIR Help Desk 1-888-243-6652