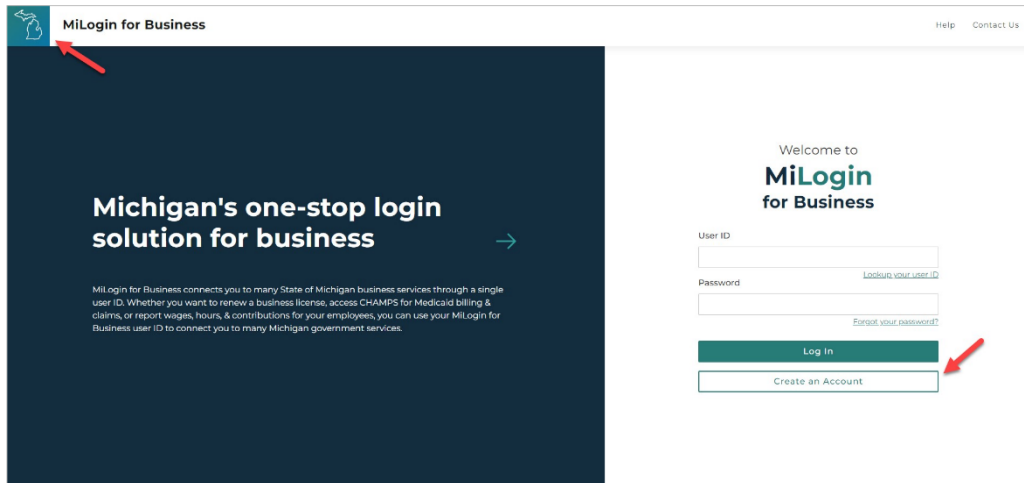


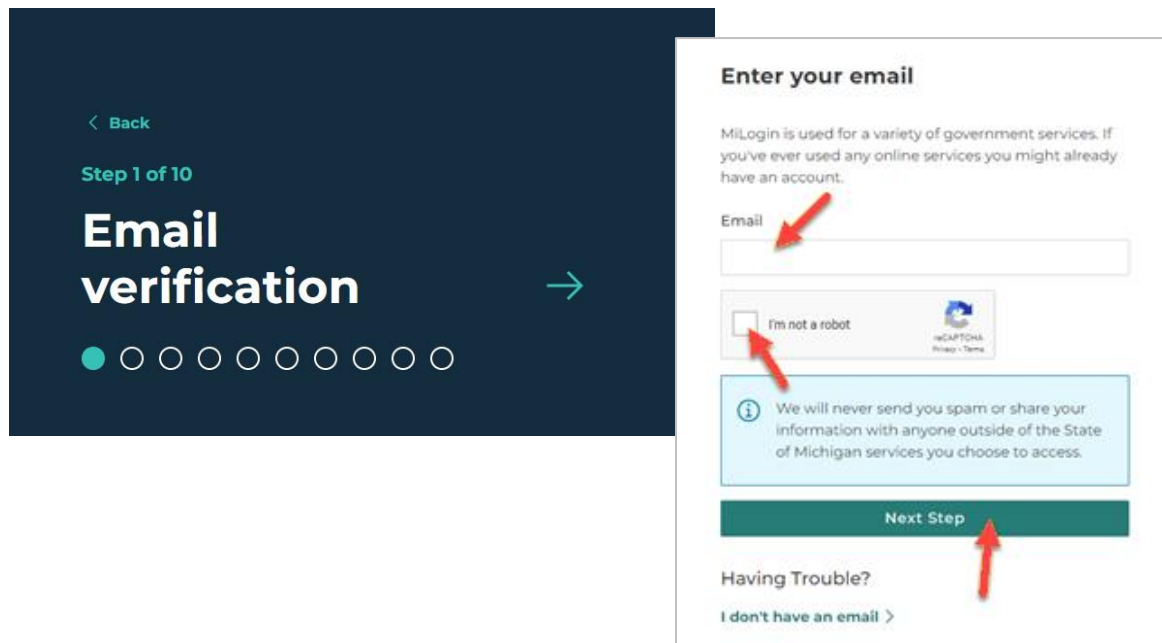
MiLogin: Create Your Account

To access EDRS, you will need to register for a State of Michigan MiLogin ID and subscribe to the EDRS application. To get started, go to the MiLogin website: <https://milogintp.michigan.gov>. Click the **Create an Account** button.



The screenshot shows the MiLogin for Business homepage. On the left, a dark blue banner contains the text "Michigan's one-stop login solution for business" and a right-pointing arrow. Below this, a paragraph explains that MiLogin connects users to various State of Michigan business services. On the right, a white box contains the login form. It includes fields for "User ID" and "Password", with links for "Lock your user ID" and "Forgot your password?". Below the fields are two buttons: "Log In" and "Create an Account". Red arrows point to the "MiLogin for Business" logo in the top left corner and the "Create an Account" button.

Step 1: Enter your email, select the **I'm not a robot** check box, and click **Next Step**.



The screenshot shows the "Email verification" step of the account creation process. On the left, a dark blue banner displays "Step 1 of 10" and "Email verification" with a right-pointing arrow. Below the text is a progress indicator consisting of ten circles, with the first circle filled in green. On the right, a white box contains the "Enter your email" form. It includes an "Email" input field, an "I'm not a robot" checkbox, and a reCAPTCHA logo. Below the checkbox is a blue information box stating: "We will never send you spam or share your information with anyone outside of the State of Michigan services you choose to access." At the bottom of the form is a green "Next Step" button. Red arrows point to the "Email" input field, the "I'm not a robot" checkbox, and the "Next Step" button.

MiLogin: Create Your Account

Step 2: Enter the passcode sent to the email address used to register for your MiLogin account.

[< Previous Step](#)

Step 2 of 10

Passcode verification

○ ● ○ ○ ○ ○ ○ ○ ○ ○ ○ ○

Enter your passcode

We have sent you a passcode to your email
email address

Passcode

Next Step

[Resend Passcode](#)

Step 3: Enter your information including **FIRST** and **LAST** name. Agree to the **Terms & Conditions** by checking the box and click **Next Step**

[< Previous Step](#)

Step 3 of 10

Profile Information

○ ○ ● ○ ○ ○ ○ ○ ○ ○ ○ ○


Enter your information

First Name

Middle Initial (Optional)

Last Name

Suffix (Optional)

-- 

☐ I agree to the [Terms & Conditions](#).

Next Step

MiLogin: Create Your Account

Step 4: Enter your work phone number and click **Next Step**.

[Previous Step](#)

Step 4 of 10


Work phone verification


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Enter your work phone number


Your **work phone** number is required for many State of Michigan services and can help us identify you and recover your account if you get locked out.


Work Phone



 You will receive a passcode via a voice call to your phone to confirm your identity.

Next Step



 **Can't verify work phone number?**

If you don't have access to your work phone number or cannot verify it, please proceed with entering the number above and you will be allowed to skip the verification in the next step.

Step 5: Enter the passcode receive via telephone call to your work number provided or choose skip verification. **Click Confirm Passcode.**

[Previous Step](#)

Step 5 of 10

Passcode verification


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Enter your passcode

We have sent you a passcode via a voice call to your **work phone** ending with **XXXX**

Passcode

XXXX -




Confirm Passcode

[Resend Passcode](#)

Can't verify work phone number?

[Skip Verification](#)



MiLogin: Create Your Account

Step 6: Enter your mobile phone number and click **Next Step** OR choose **Skip this for now**.

< Previous Step

Step 6 of 10

Mobile phone verification

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Enter your mobile phone number

Your **mobile phone** number is optional but can help us identify you and recover your account if you get locked out. We recommend adding it for account security.

Mobile Phone

○

i If your work phone can receive text messages, enter the phone number again to enable text message verification option.

Next Step

Skip this for now

Step 7: Select a verification method – **Text Message** or **Voice Call**.

< Previous Step


Step 7 of 10


Verification method

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Select a verification method

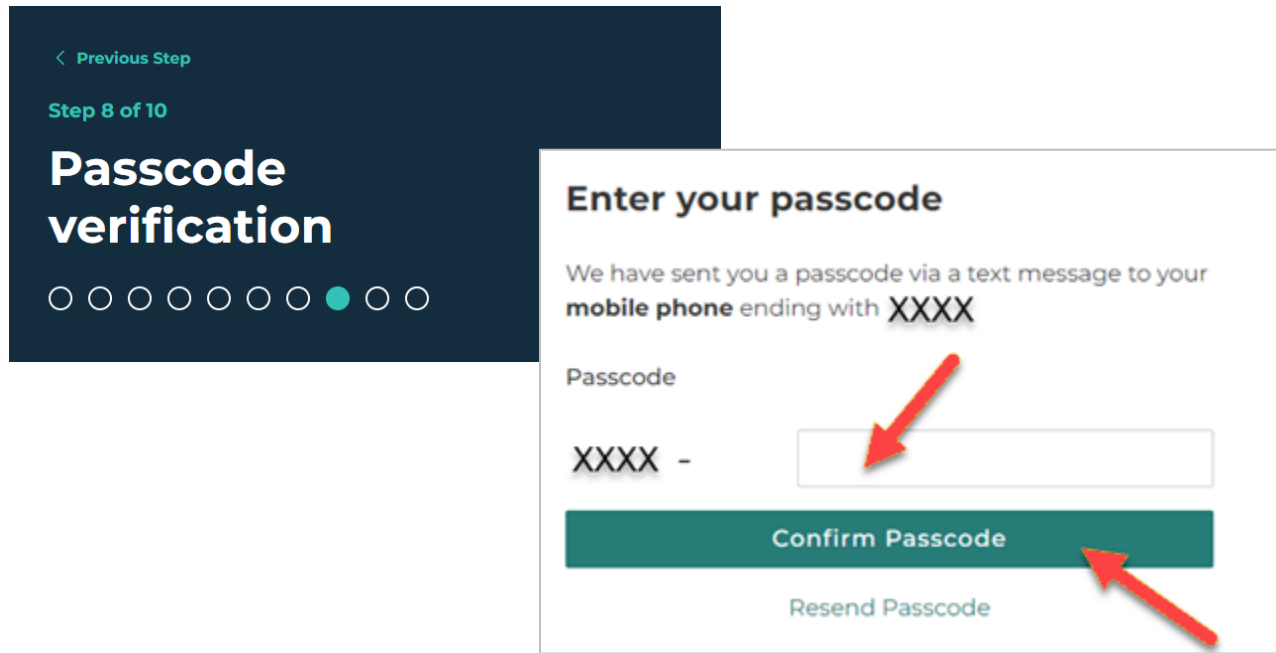
We need to make sure you're really you. Please select a verification method below to confirm your identity.

 **Text Message**
You will receive a passcode via a text message to your **mobile phone** ending with **XXXX**

 **Voice Call**
You will receive a passcode via a voice call to your **mobile phone** ending with **XXXX**

MiLogin: Create Your Account

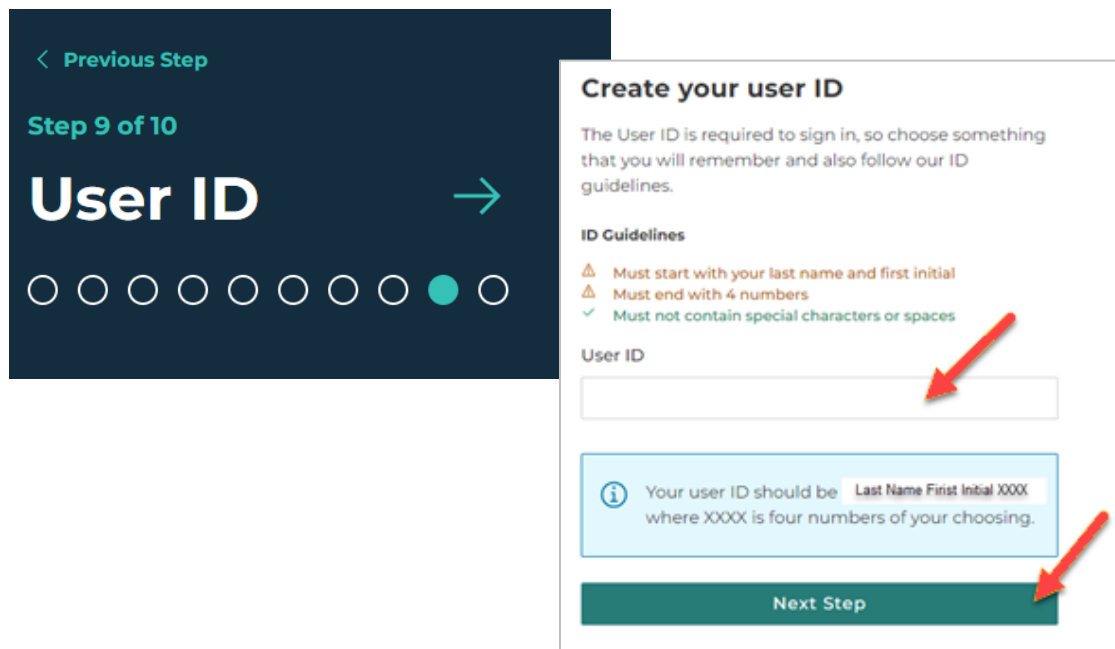
Step 8: Enter the passcode provided either via text message to your mobile phone number or voice recording to your mobile phone and click **Confirm Passcode**.



The screenshot shows the 'Passcode verification' screen. On the left, a dark blue sidebar contains a '< Previous Step' link, 'Step 8 of 10', and the title 'Passcode verification' with a progress indicator of 10 circles, the 8th of which is filled. The main content area is white and titled 'Enter your passcode'. It states: 'We have sent you a passcode via a text message to your mobile phone ending with XXXX'. Below this is a 'Passcode' label and a text input field containing 'XXXX -'. A red arrow points to this input field. At the bottom are two buttons: a green 'Confirm Passcode' button and a blue 'Resend Passcode' link. A red arrow points to the 'Confirm Passcode' button.

Step 9: Create your user ID and click **Next Step**.

Please Note: User IDs must be in the format of last name followed by first initial and then four digits.

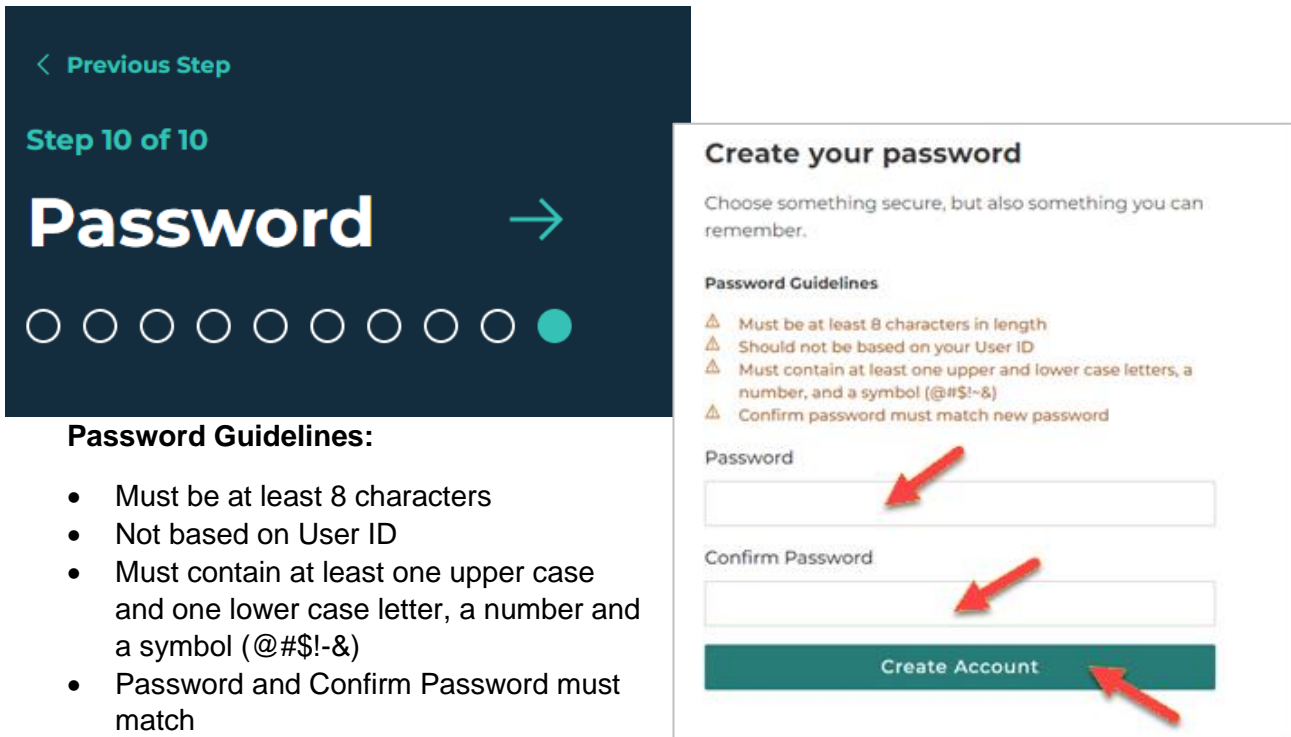


The screenshot shows the 'Create your user ID' screen. On the left, a dark blue sidebar contains a '< Previous Step' link, 'Step 9 of 10', and the title 'User ID' with a progress indicator of 10 circles, the 9th of which is filled. The main content area is white and titled 'Create your user ID'. It states: 'The User ID is required to sign in, so choose something that you will remember and also follow our ID guidelines.' Below this are 'ID Guidelines' with three items: 'Must start with your last name and first initial' (with a warning icon), 'Must end with 4 numbers' (with a warning icon), and 'Must not contain special characters or spaces' (with a checkmark icon). Below the guidelines is a 'User ID' label and a text input field. A red arrow points to this input field. At the bottom is a green 'Next Step' button. A red arrow points to this button. A light blue information box contains the text: 'Your user ID should be Last Name First Initial XXXX where XXXX is four numbers of your choosing.'

MiLogin: Create Your Account

Step 10: Create your password.

Please follow the Password Guidelines provided. Click **Create Account**.



Step 10 of 10


Password


Create your password


Choose something secure, but also something you can remember.

Password Guidelines

- ⚠ Must be at least 8 characters in length
- ⚠ Should not be based on your User ID
- ⚠ Must contain at least one upper and lower case letters, a number, and a symbol (@#\$!~&)
- ⚠ Confirm password must match new password

Password 

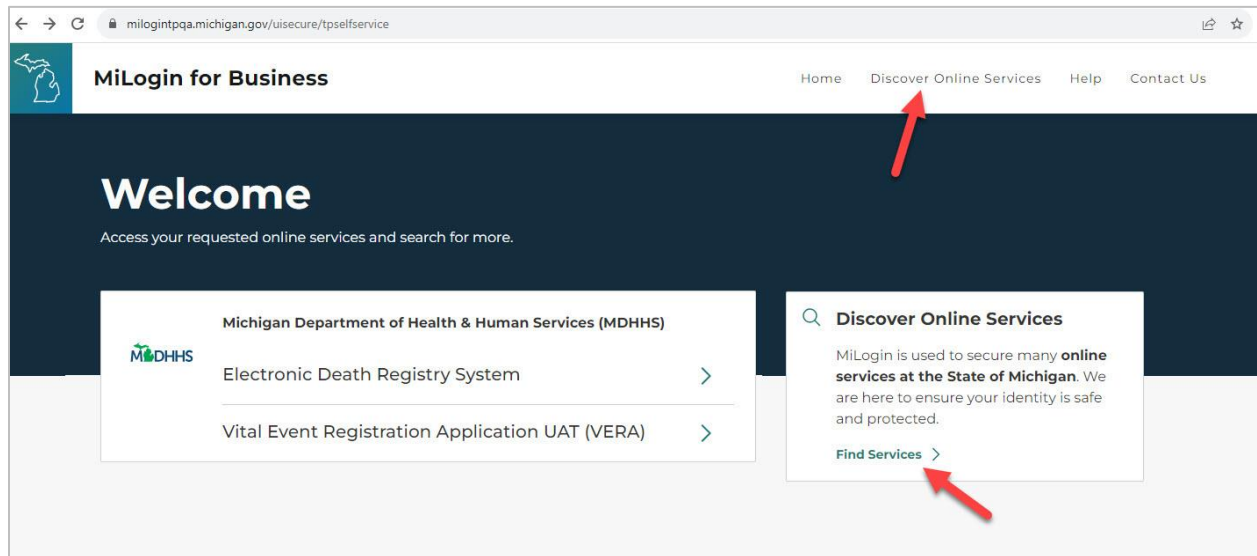
Confirm Password 

Create Account 

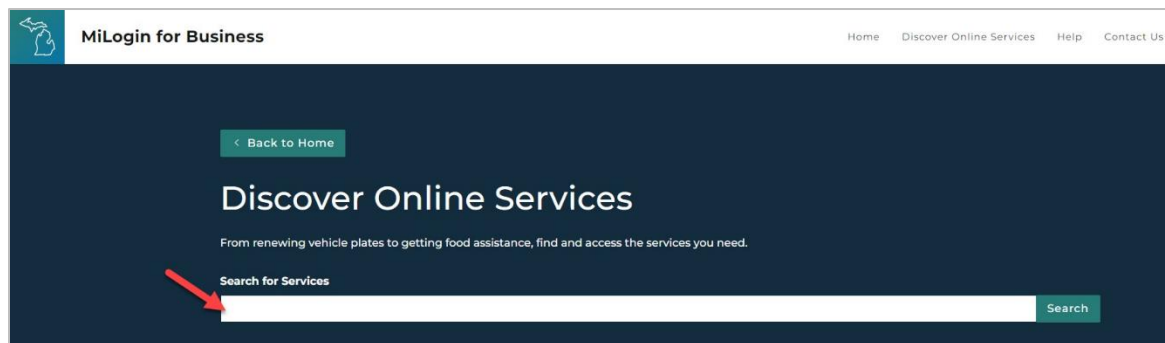
Your MiLogin account has been successfully created. Please move to step 11 to request access to the EDRS application.

Request Access to the Application

Step 11: Log into your account, then select the **Find Services** link at the bottom of the **Discover Online Services** box or click **Discover Online Services** at the top of the page.



Step 12: You can find the EDRS application by either using the **Search for Services** box and typing Electronic Death Registry System OR under **Filter by Departments** by selecting the box next to Michigan Department of Health & Human Services (MDHHS).



MiLogin: Create Your Account

A screenshot of a web form for creating a MiLogin account. It contains a list of checkboxes for selecting a Michigan state department. A red arrow points to the checkbox for the Michigan Department of Health & Human Services (MDHHS).

- ☐ Michigan Department of Corrections (MDOC)
- ☐ Michigan Department of Education (MDE)
- ☐ 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 Transportation (MDOT)
- ☐ Michigan Department of Treasury
- ☐ Michigan Gaming Control Board (MGCB)

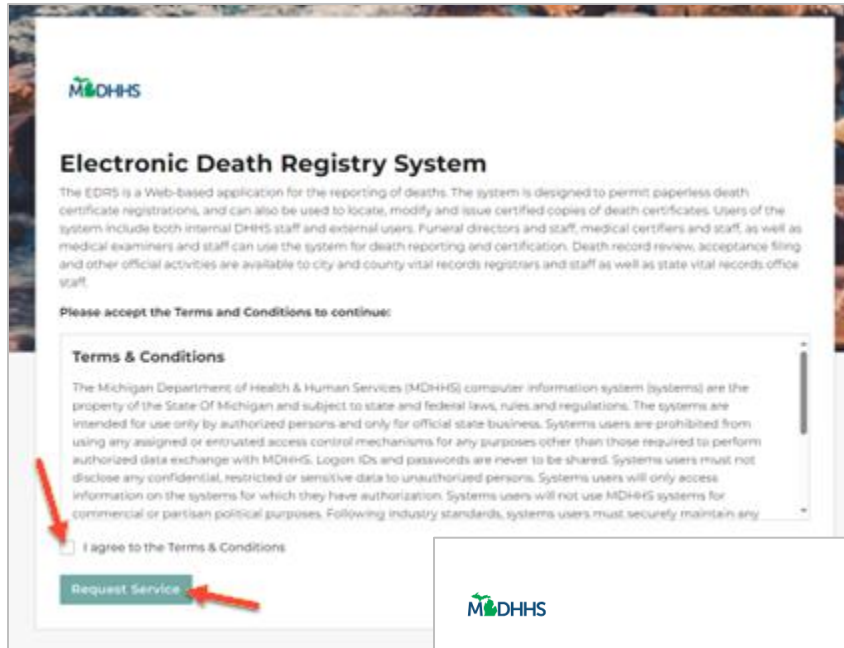
Step 13: Scroll down and choose the **Electronic Death Registry System** application.

Electronic Death Registry System

The EDRS is a Web-based application for the reporting of deaths. The system is designed to permit paperless death certificate registrations, and can also be used to locate, modify and issue certified copies of death certificates. Users of the system include both internal DHHS staff and external users. Funeral directors and staff, medical certifiers and staff, as well as medical examiners and staff can use the system for death reporting and certification. Death record review, acceptance filing and other official activities are available to city and county vital records registrars and staff as well as state vital records office staff. >

MiLogin: Create Your Account

Step 14: Agree to the Terms & Conditions by selecting the checkbox next to **I agree to the Terms & Conditions** and click **Request Service**. Your request is being processed. A system generated e-mail will be sent to the e-mail address used to register when your profile has been approved. You will see the application link on your home page upon approval. Approvals are done manually and may take up to 5 business days.



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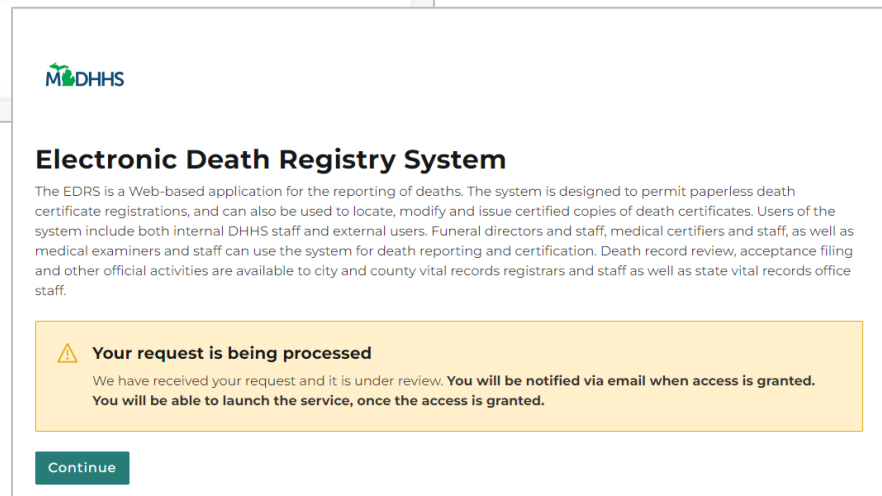
Please accept the Terms and Conditions to continue:

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. Login 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

☐ I agree to the Terms & Conditions

Request Service



Electronic Death Registry System

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⚠ Your request is being processed

We have received your request and it is under review. **You will be notified via email when access is granted.**
You will be able to launch the service, once the access is granted.

Continue