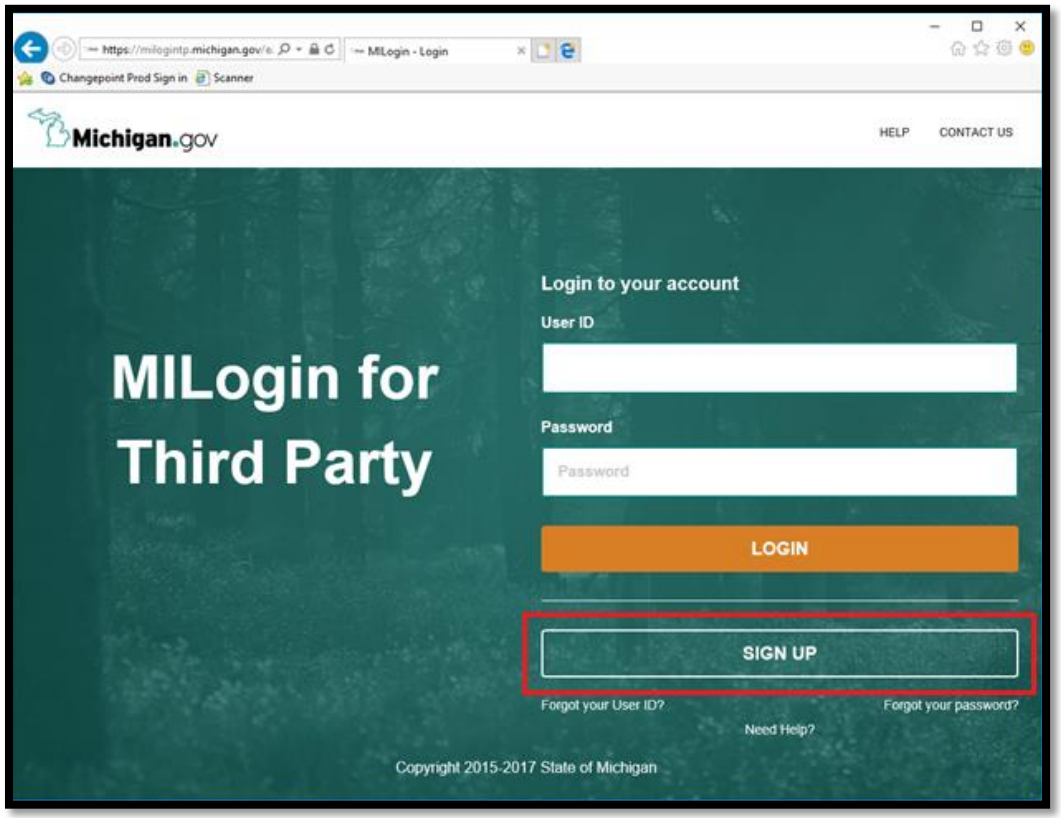
MILogin Instructions for External or Third-party Users

Defined as: Individuals who access State of Michigan applications but do **not** have State of Michigan network access and are **not** employees or contractors for the State of Michigan.

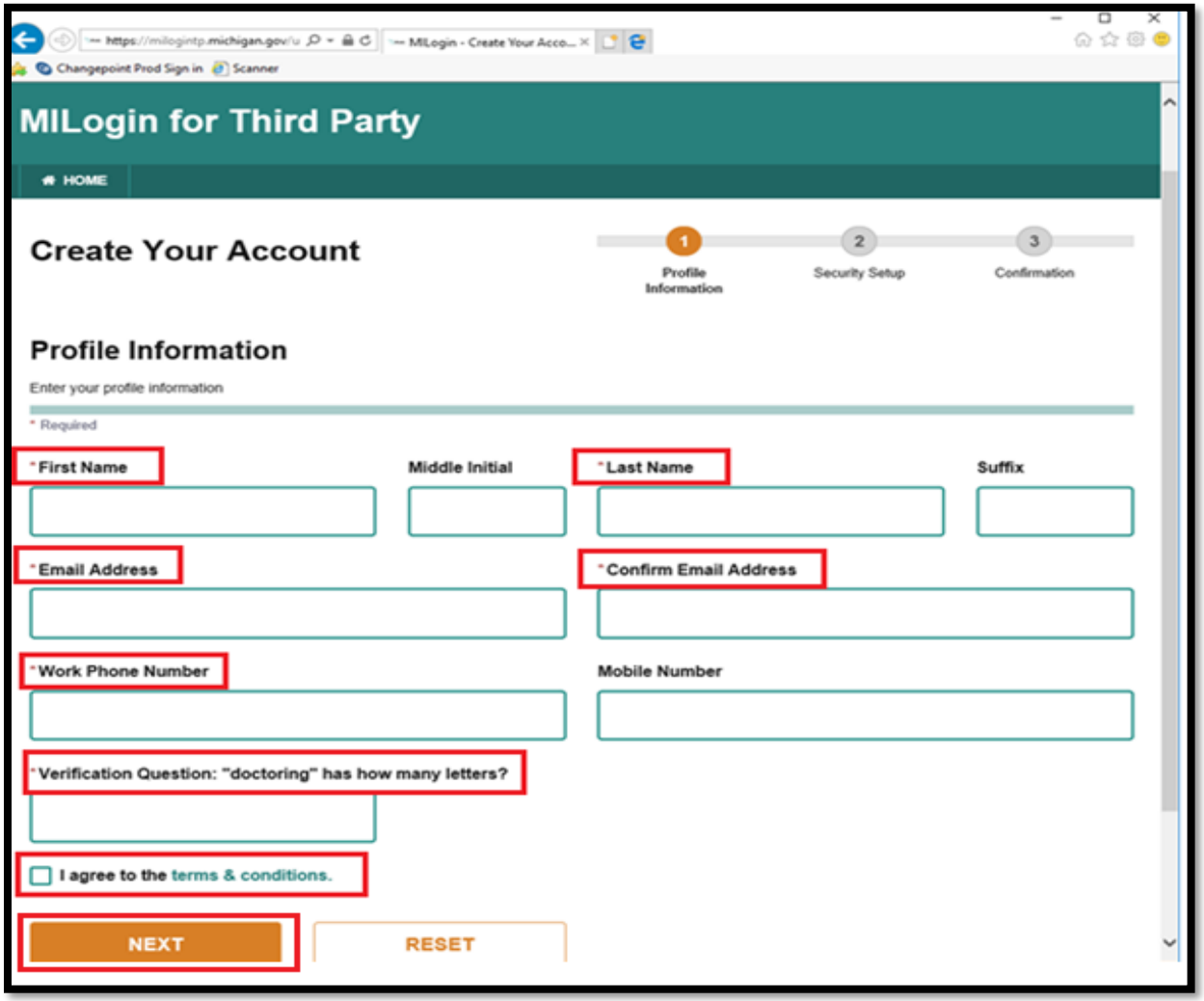
NOTE: Accessing E-Dockets through MILogin is a two-part process. You will first create a MILogin account (PART 1). From within the account you create, you will then be able to request access to the E-Dockets database (PART 2).

PART 1: How to Create a MILogin Account

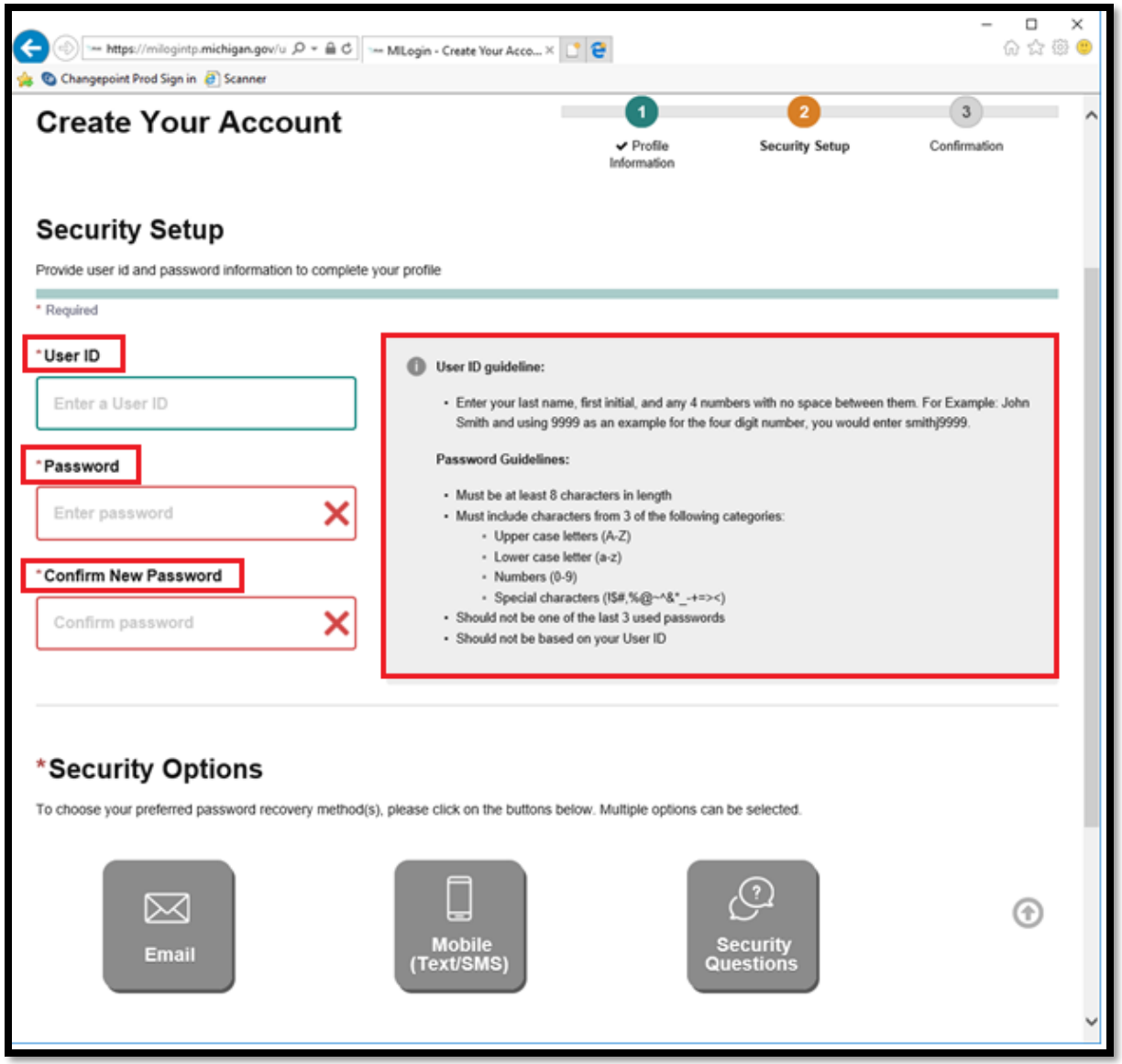
1. Open your browser and navigate to https://milogintp.michigan.gov. Click the "Sign Up" button



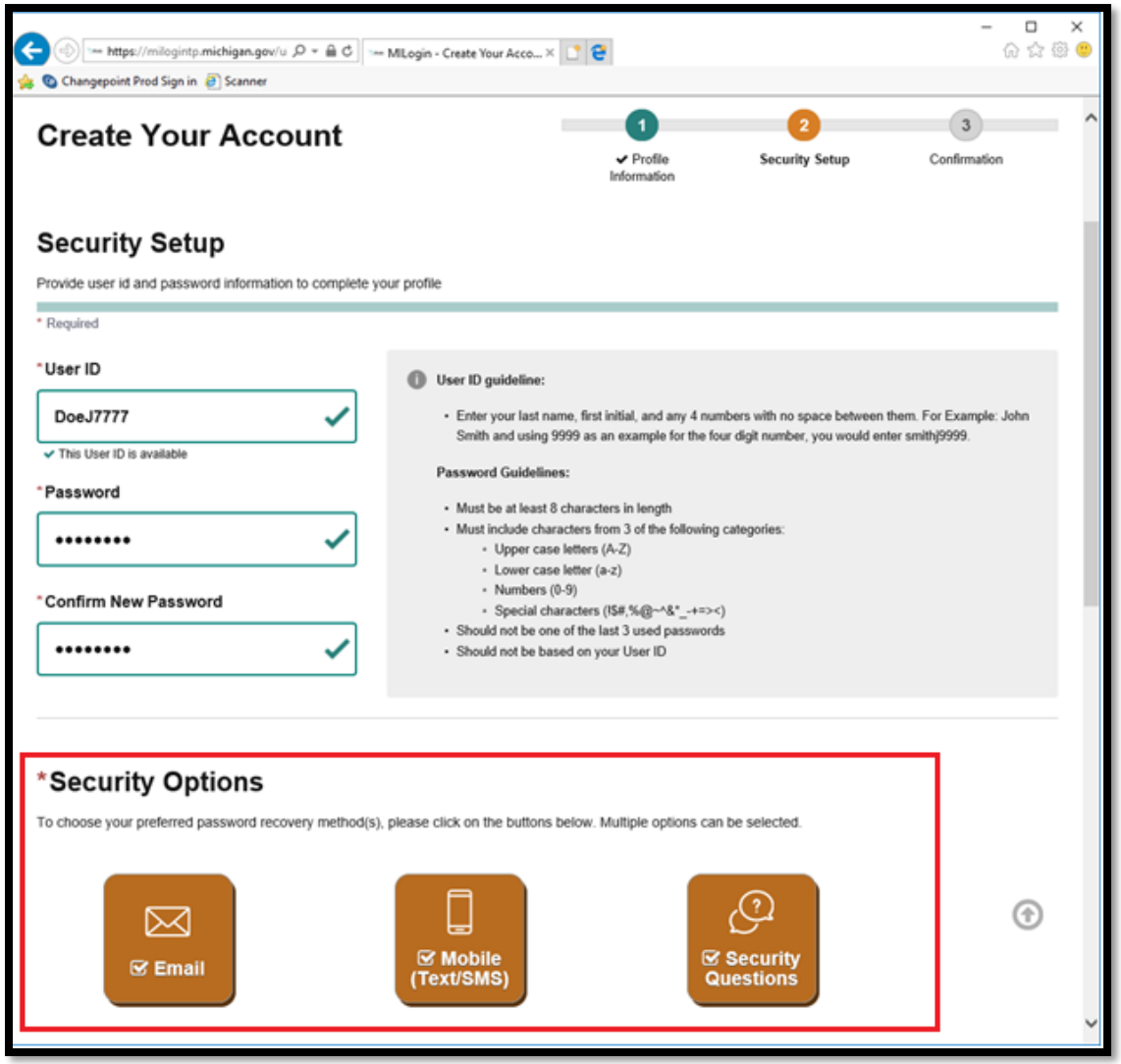
2. Enter your information in the fields with red asterisks and check the “I agree to the terms & conditions.” box at the bottom of the page. Click “Next.”



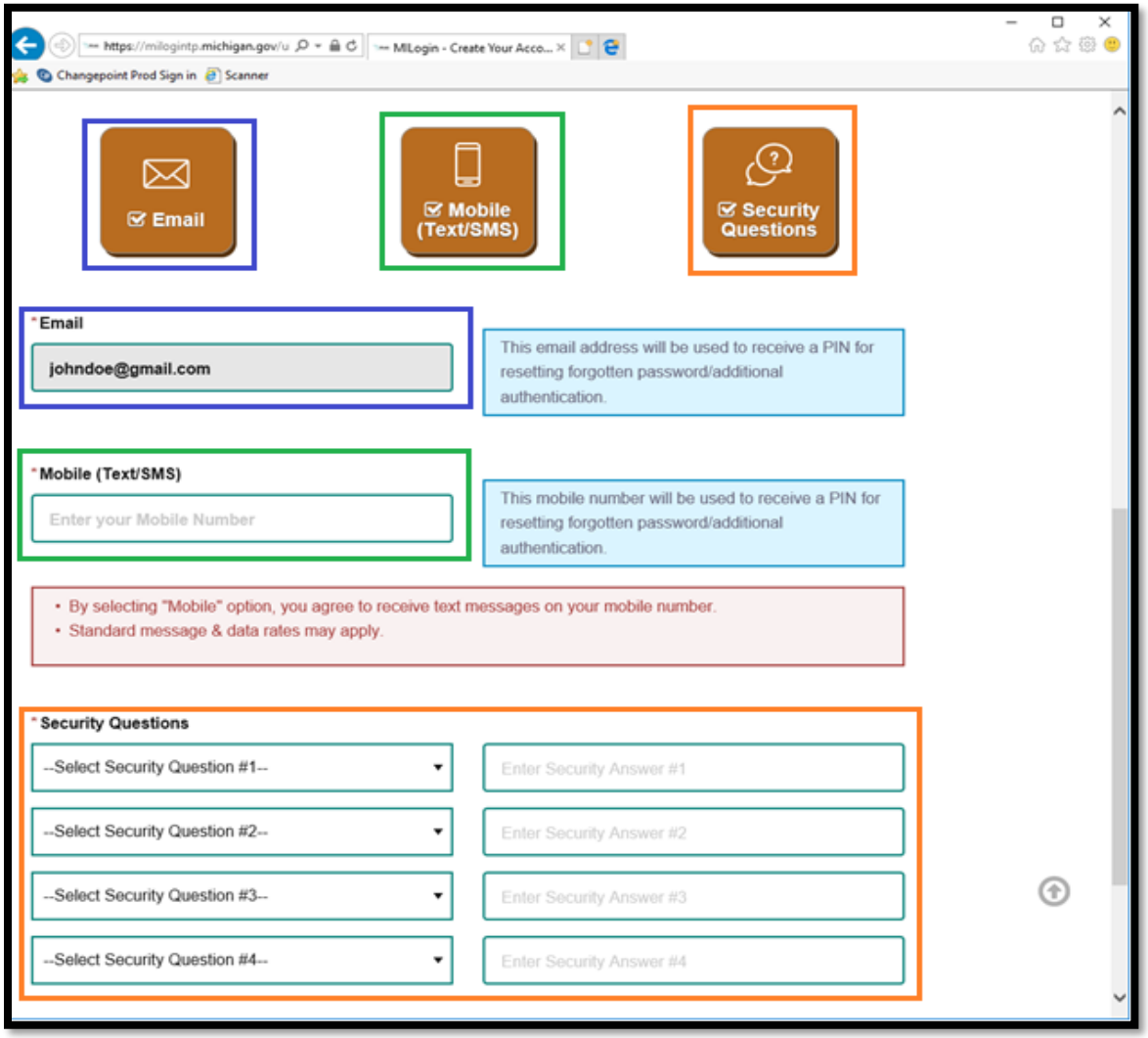
3. Choose a user ID and password based on the guidelines listed.



4. Choose the preferred methods for recovering a forgotten password (at least one option must be selected).

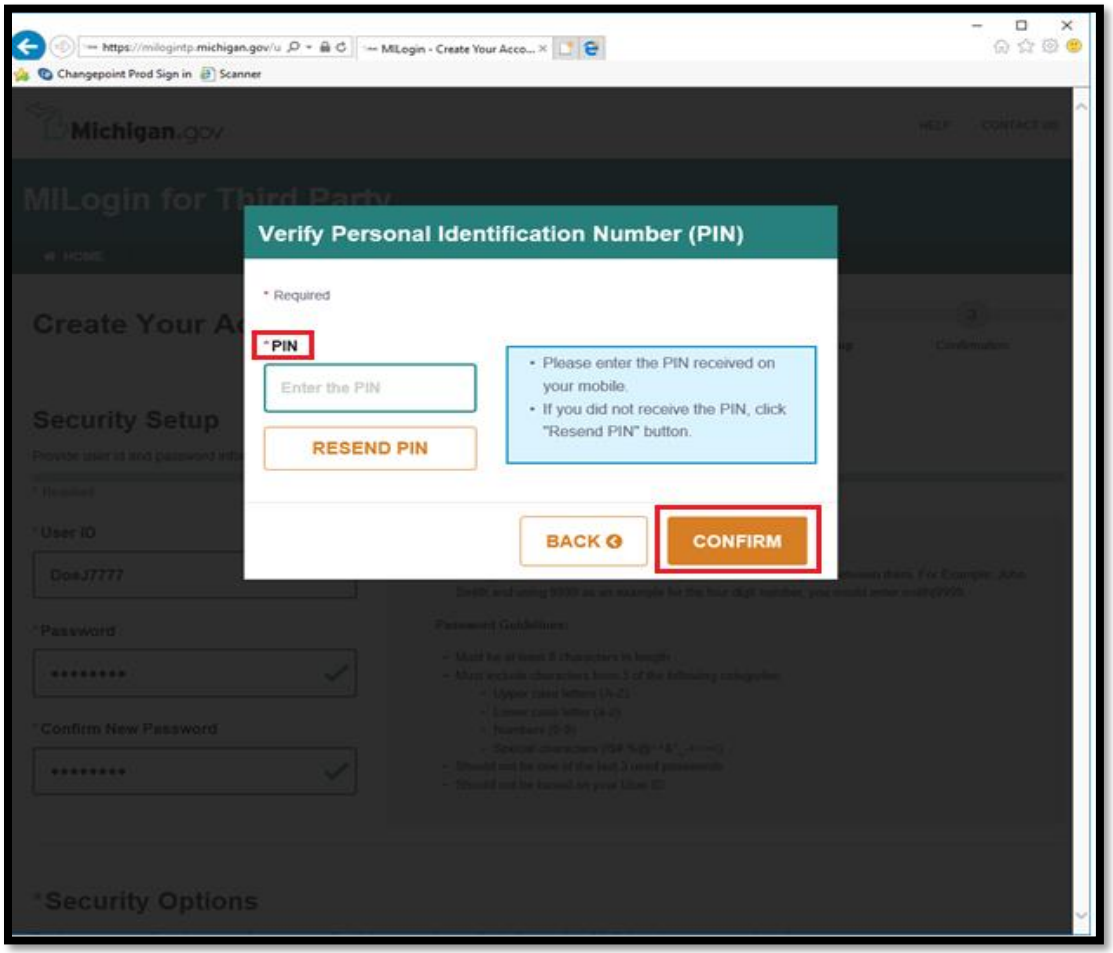


5. Based on your selection(s), corresponding fields will appear (color-coded in the picture below based on the options selected). Fill out any of these new fields with your information. Click “Create Account.”

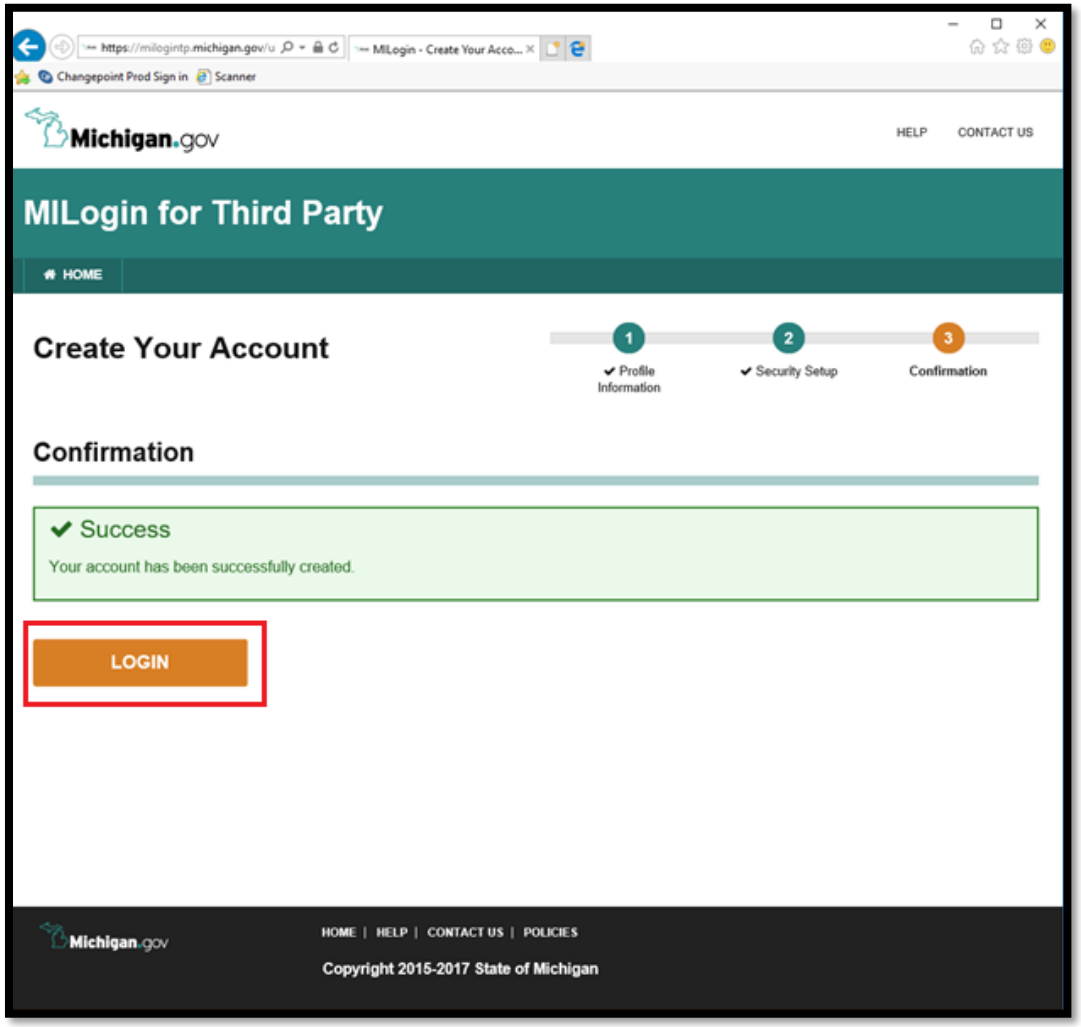


NOTE: If you selected "Mobile (Text/SMS)" as one of your password recovery options, you will receive a PIN at the phone number you entered. Enter the PIN in the MILogin window that appears and click "Confirm."

- If you need the PIN sent to the number you entered again, click "Resend PIN."
- If you need to change your contact number, click the "Back" button to return to the previous screen.

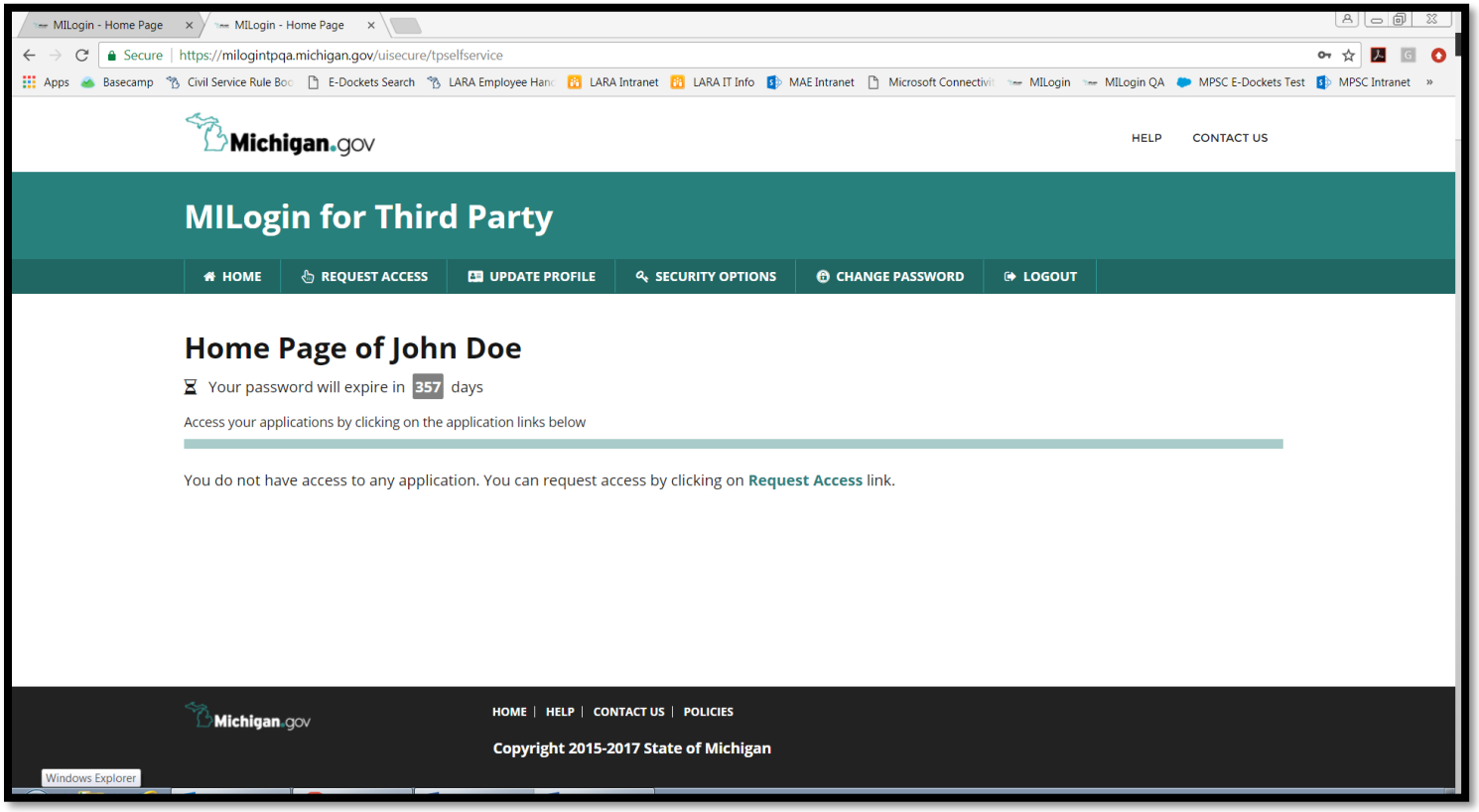


6. After submitting your information, you should receive a confirmation page (below) to indicate changes were made successfully.



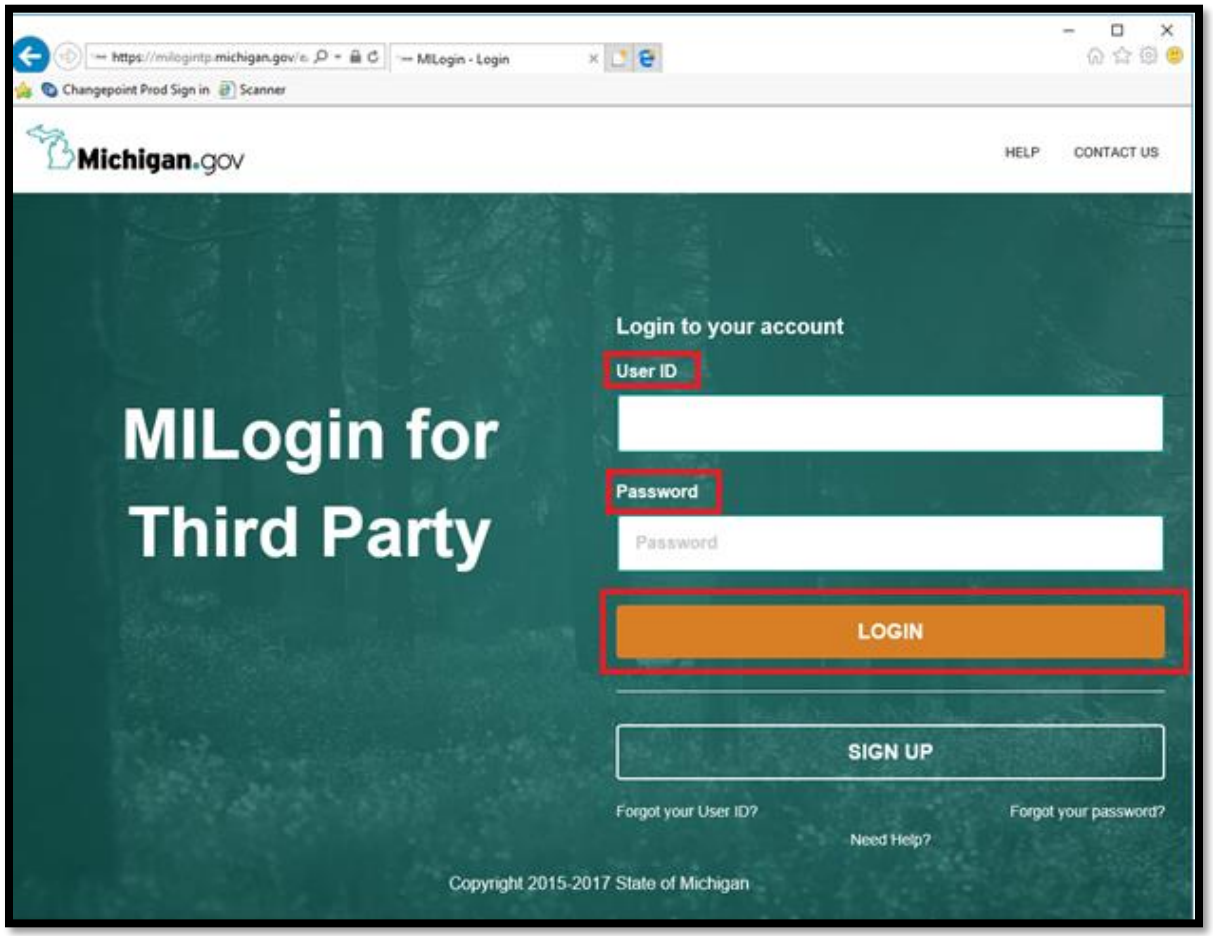
- If the changes are unsuccessful, please contact the helpdesk at 517.241.9700 or 1.800.968.2644.

7. Click “Login” to return to the login screen, and enter the user ID and password you just created. Click “Login.” If you now see your home page, you have successfully logged in.

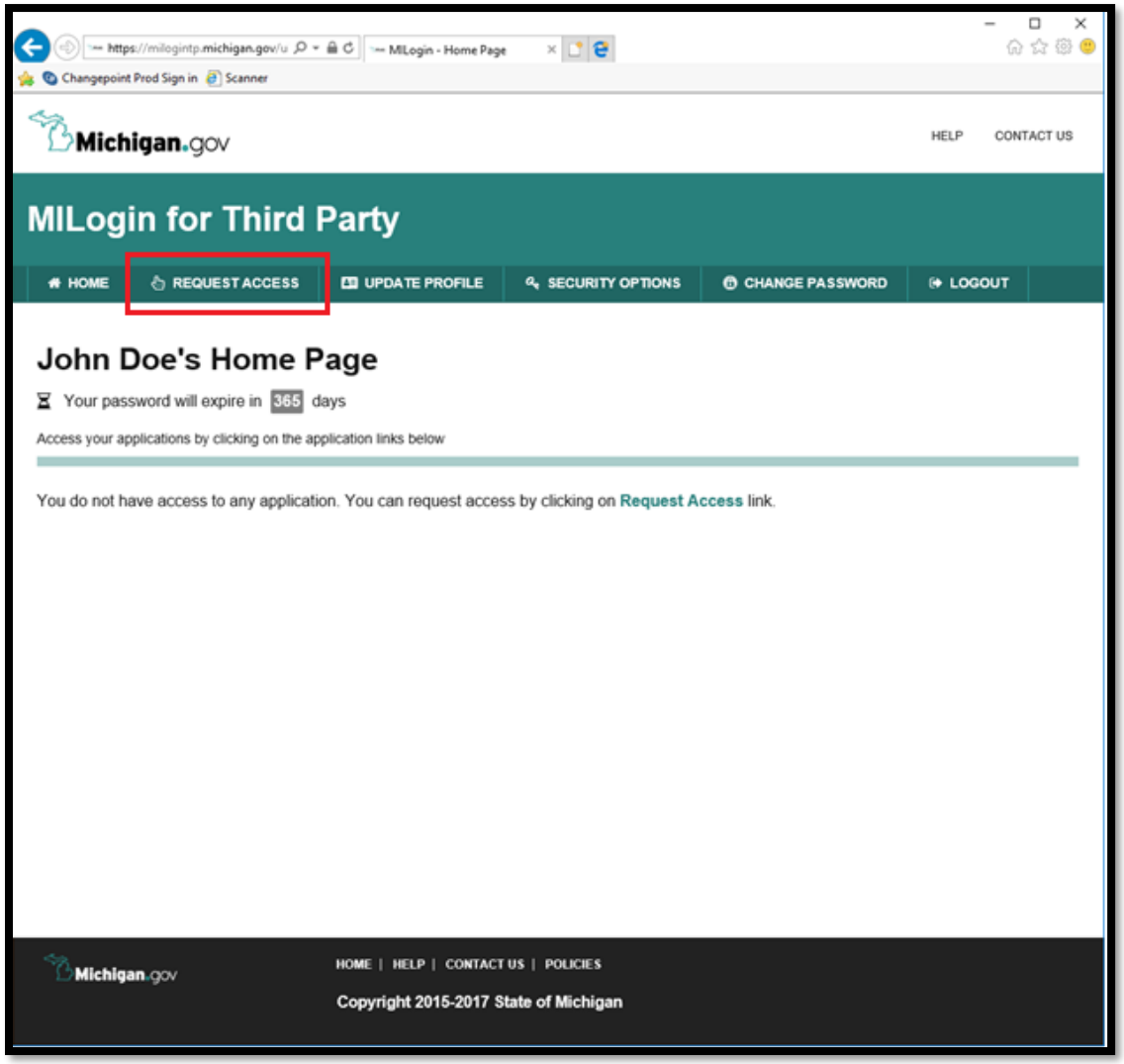


PART 2: How to Request Access to E-Dockets Application

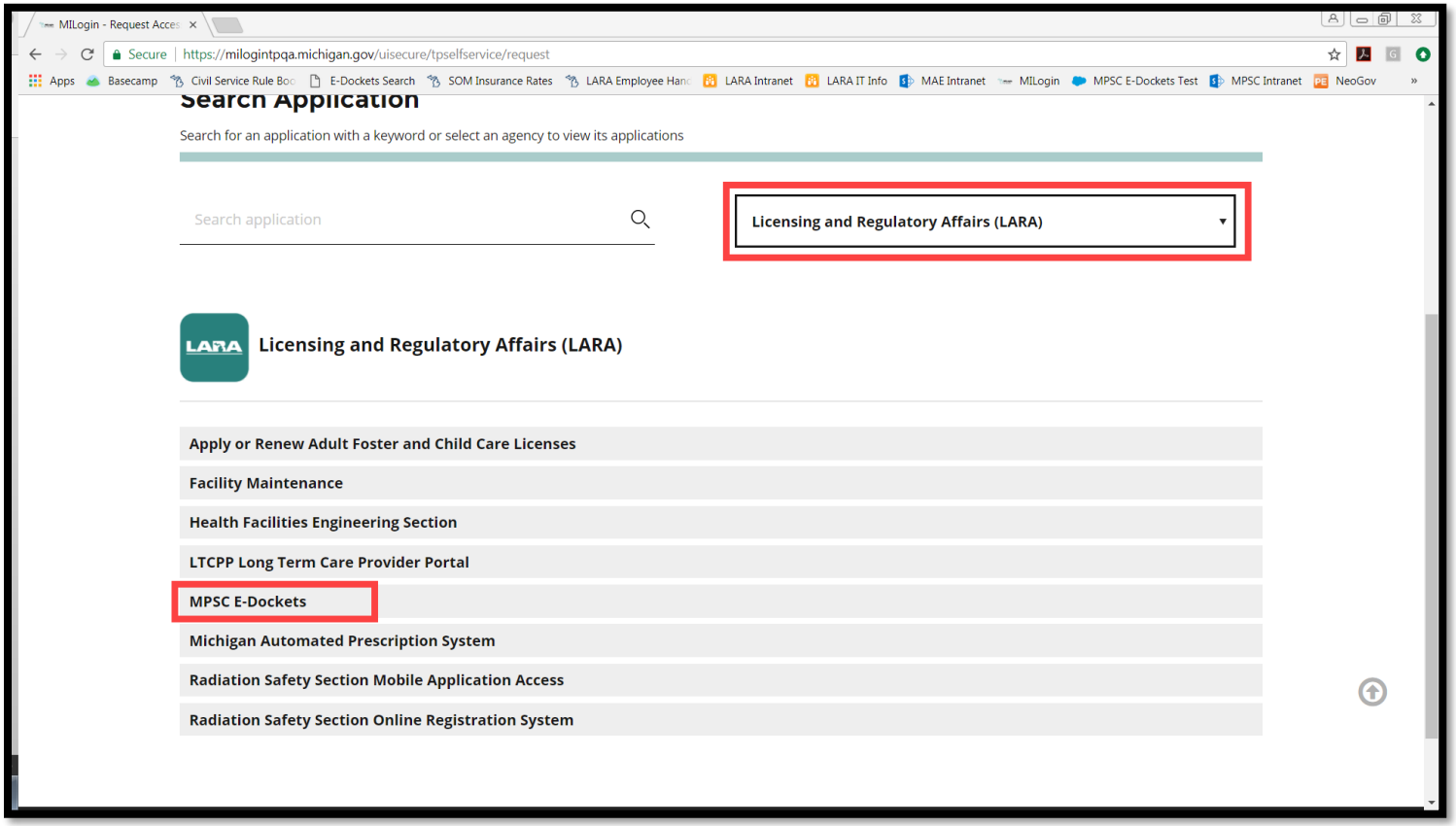
1. Login to your account (https://milogintp.michigan.gov) with the MILogin user ID and password you created.



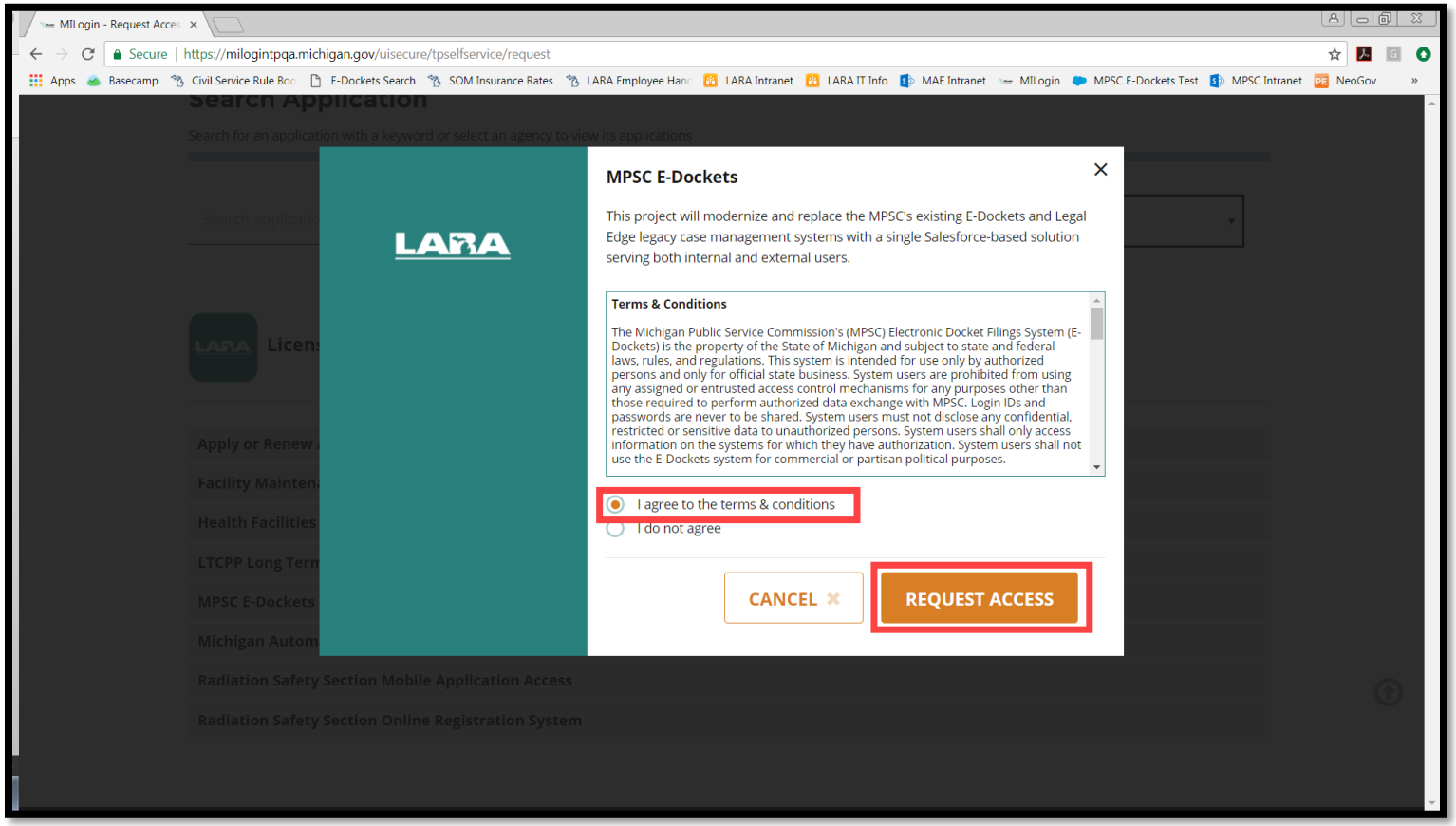
2. Select “Request Access” on the Home page.



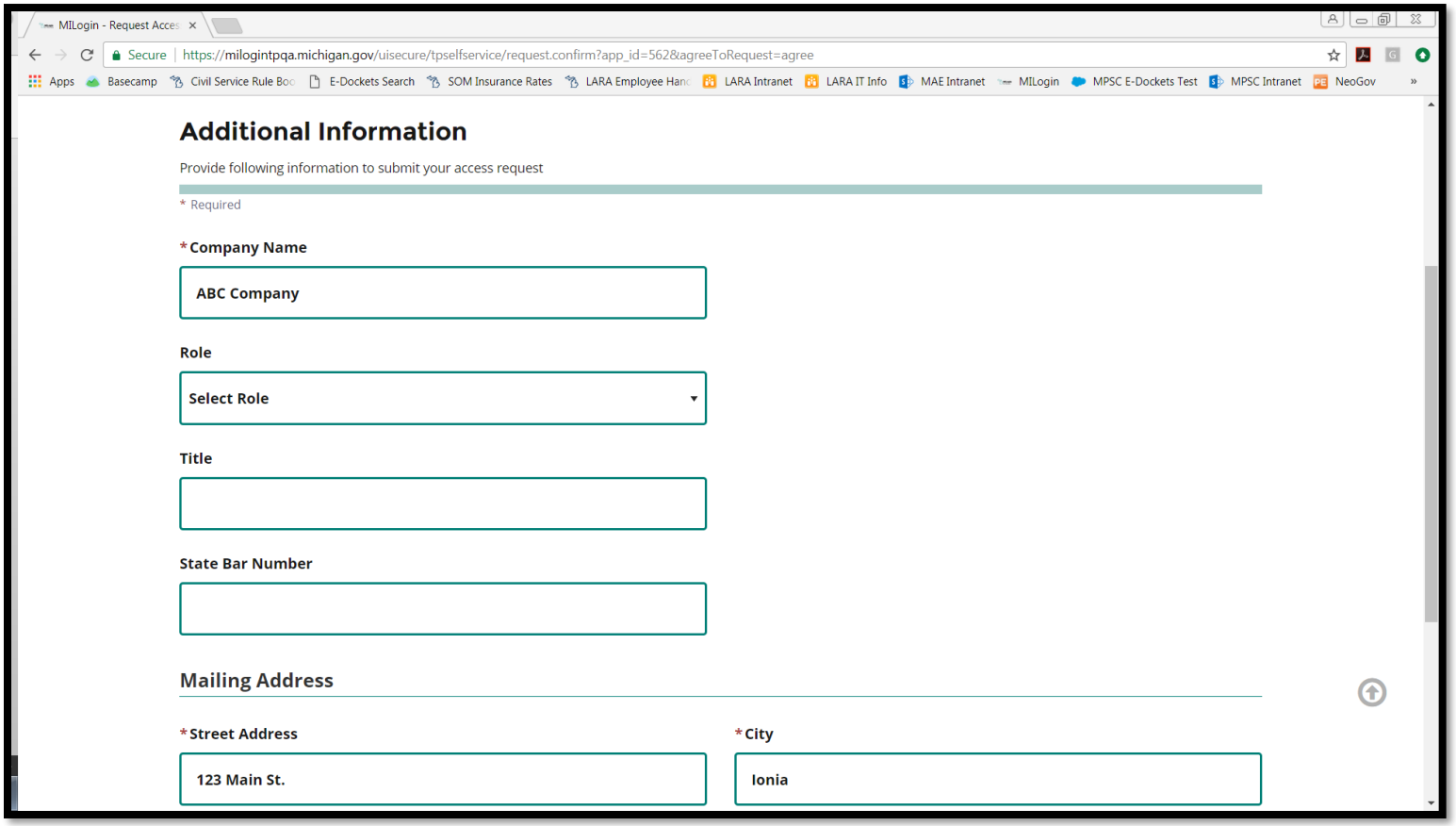
3. Select “Licensing and Regulatory Affairs (LARA)” from the “--Select Agencies --” dropdown menu, and click “MPSC E-Dockets” from the list of applications that appears.



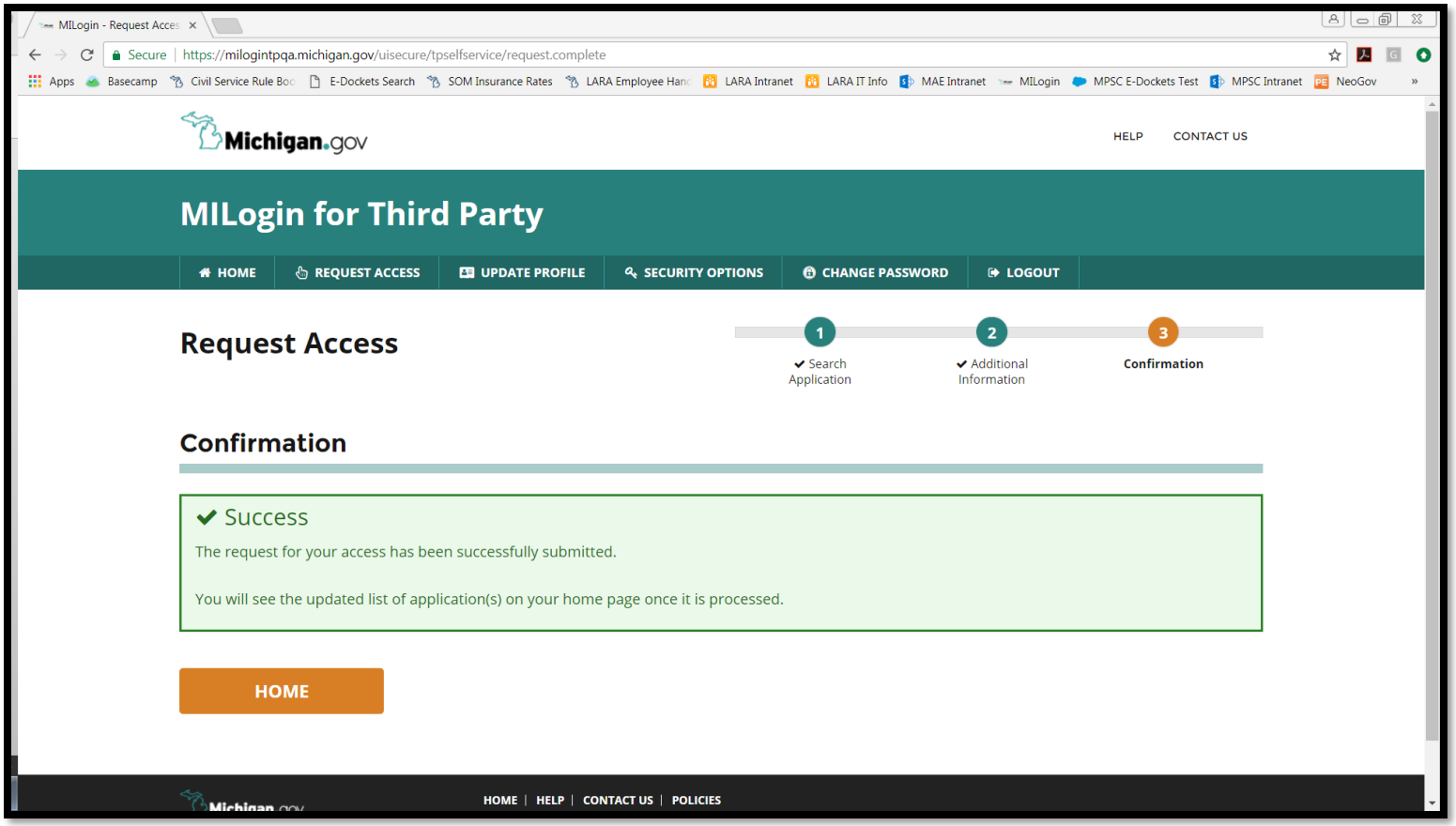
4. On the window that pops up, read the terms and conditions, then click the circle next to “I agree to the terms & conditions.” Click “Request Access.”



5. Fill out all required fields (denoted by an asterisk) on the “Additional Information” page. Click “Submit.”

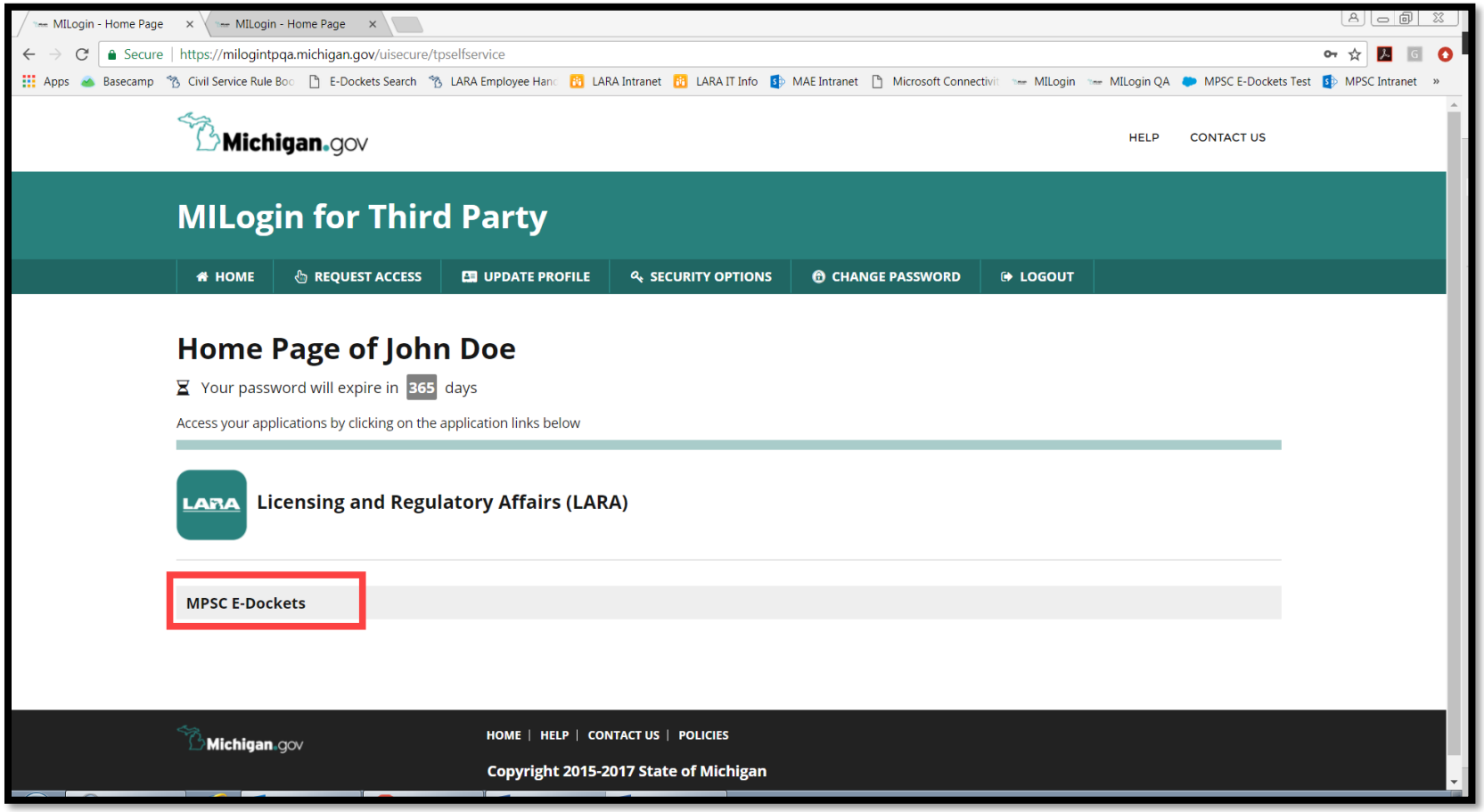


6. If the request was processed successfully, you will see the screen below.

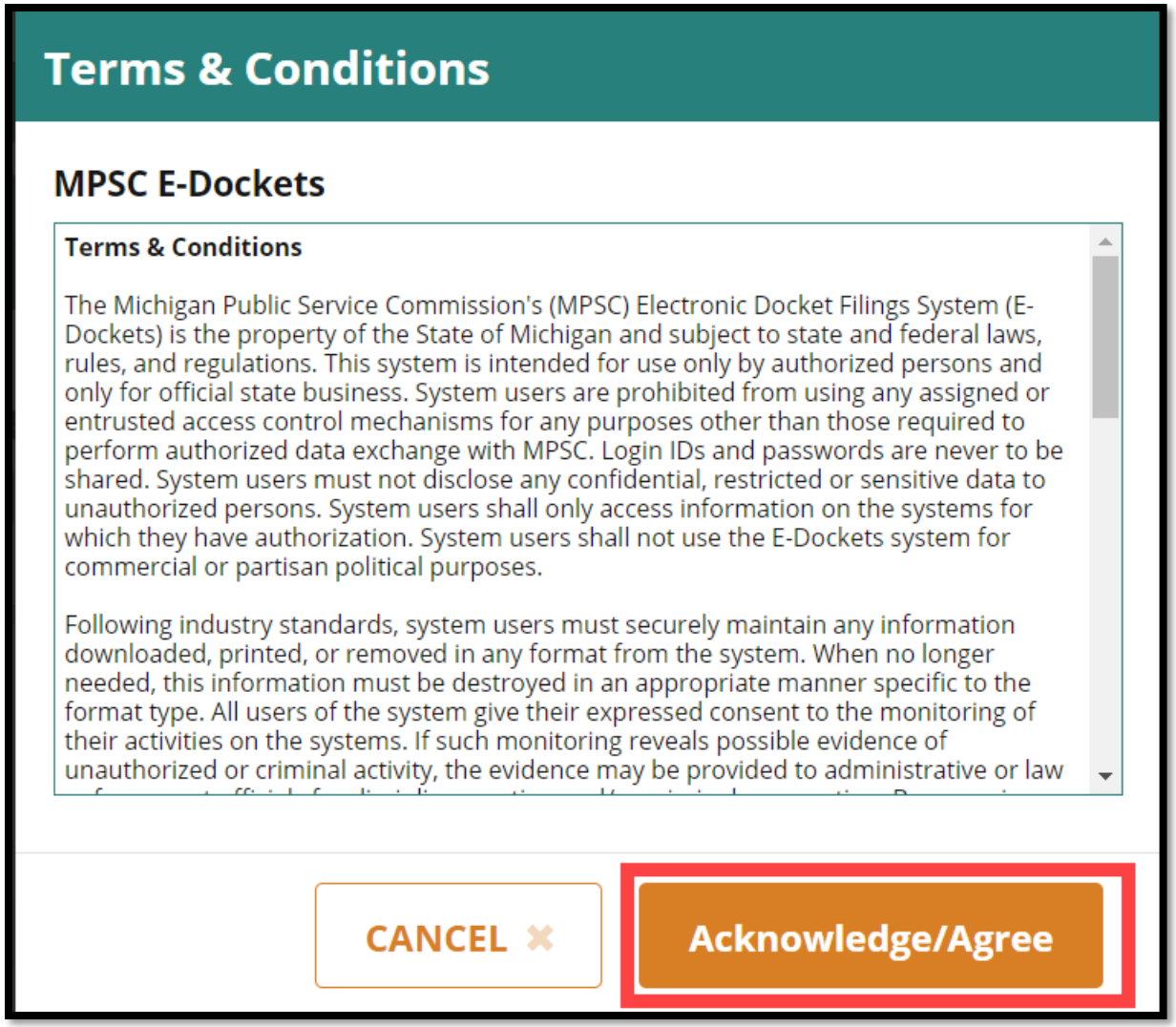


- If the request is unsuccessful, please contact the helpdesk at 517.241.9700 or 1.800.968.2644.

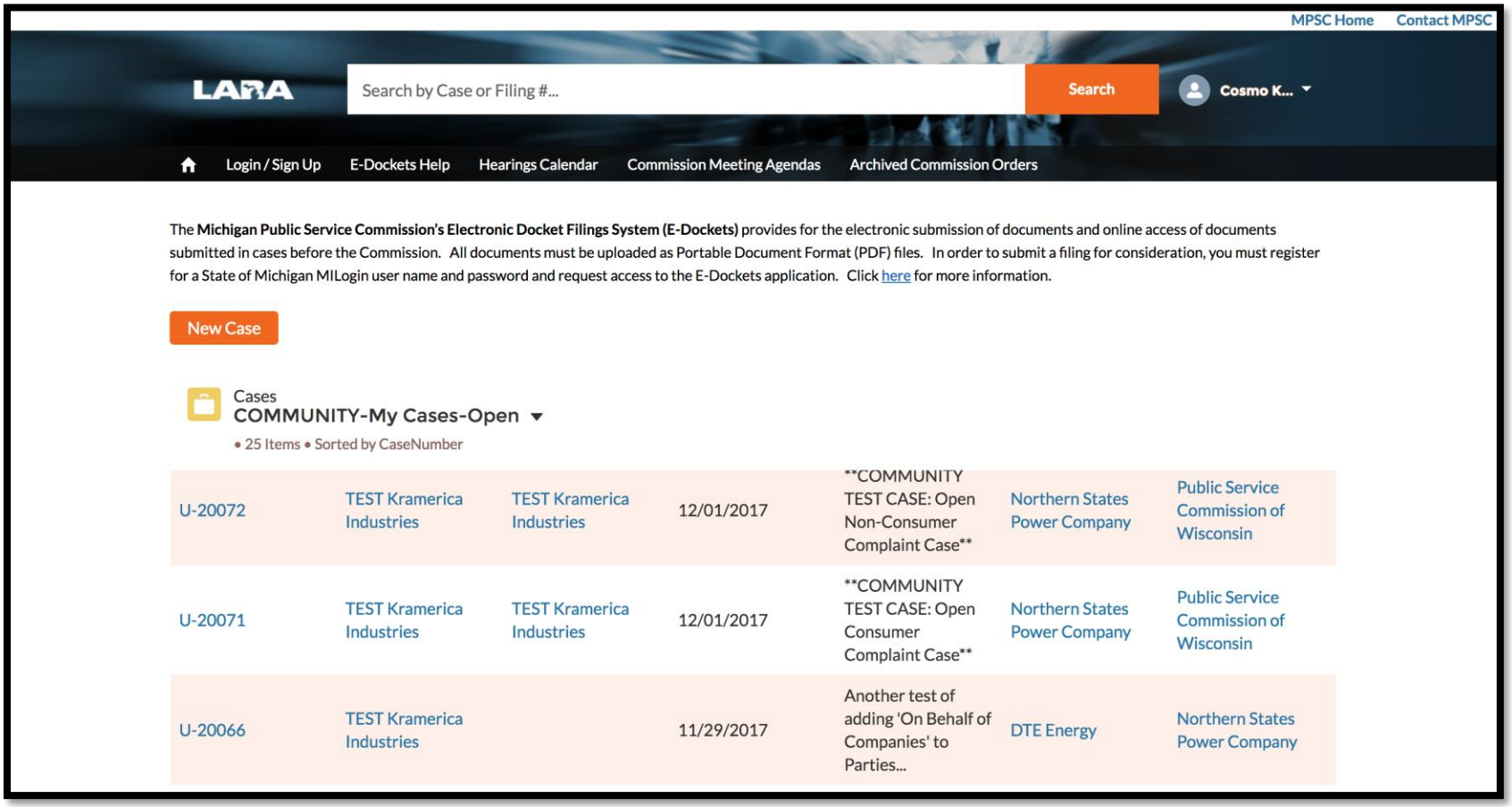
7. Once you are granted access to E-Dockets, click on the "MPSC E-Dockets" link on your Home page to access the system and create a case or make a filing. You may have to log-out of your account and then log back in before the link is visible.



8. On the window that pops up, read the terms and conditions, then click the “Acknowledge/Agree” button.



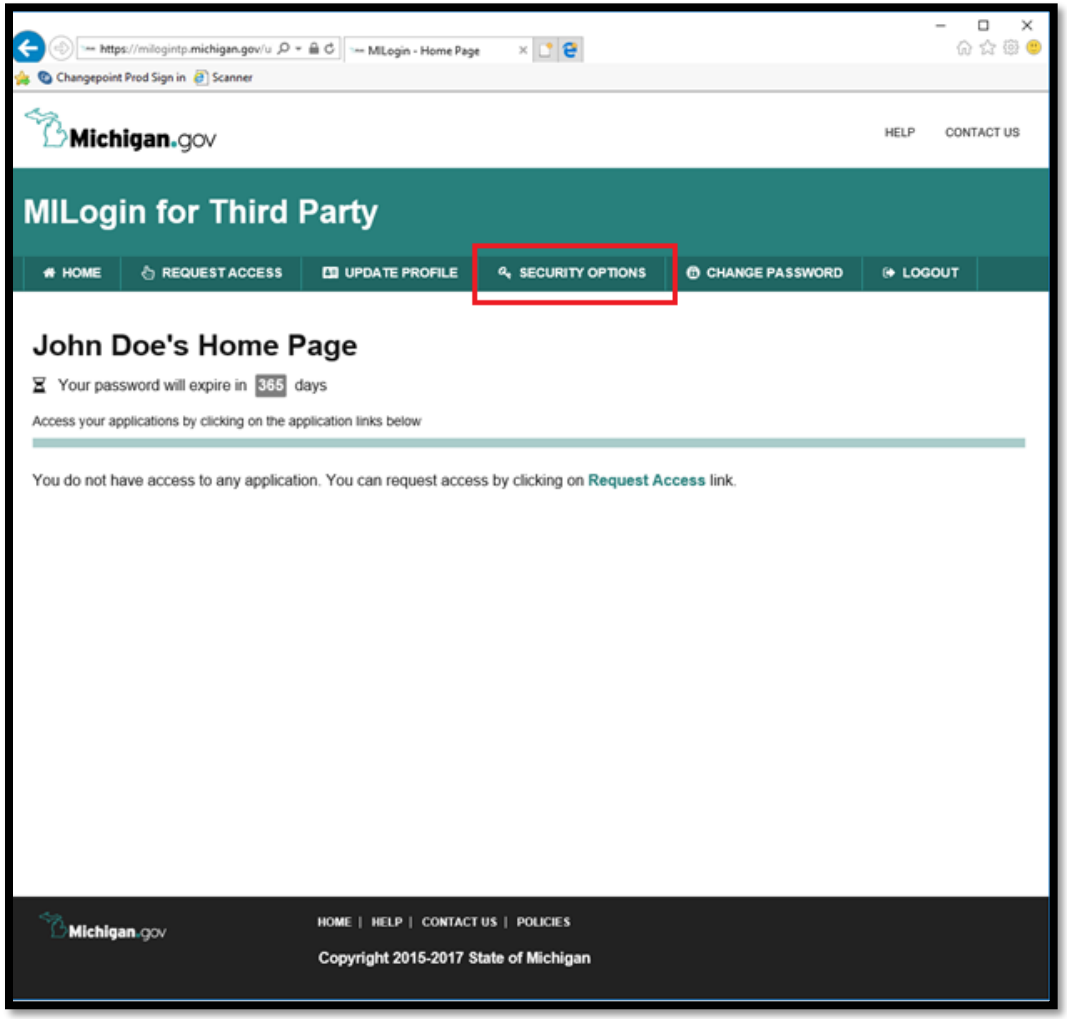
9. You should now see the Home page below. From here, you can create a case, make a filing, access your account, and search for cases and filings. Search for a case or filing by entering a case or filing number in the search box at the top of the page. Or, click on the triangle next to "COMMUNITY-My Cases-Open" to select other filtered views of cases.



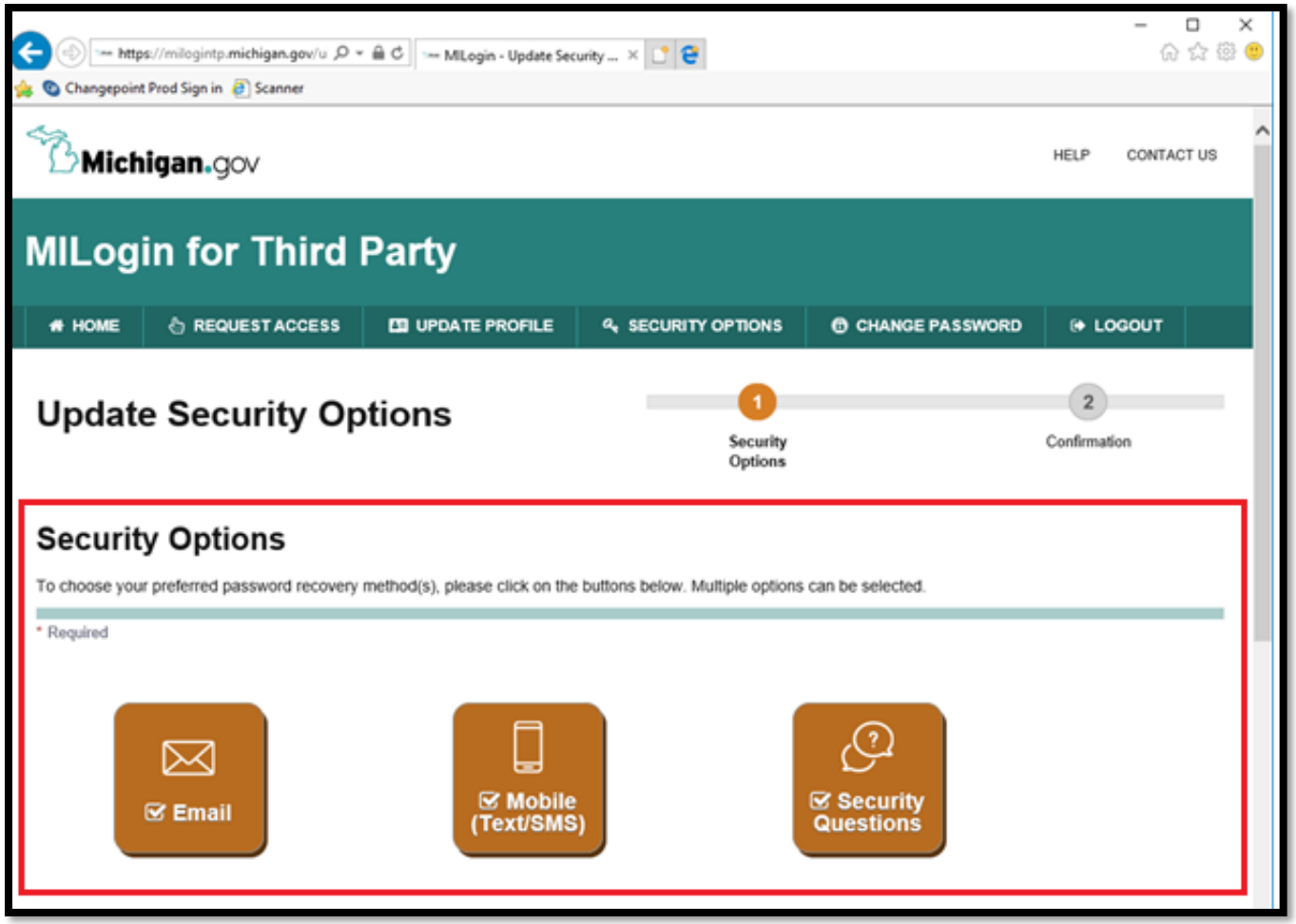
Additional Information

Updating Your Password Recovery Options

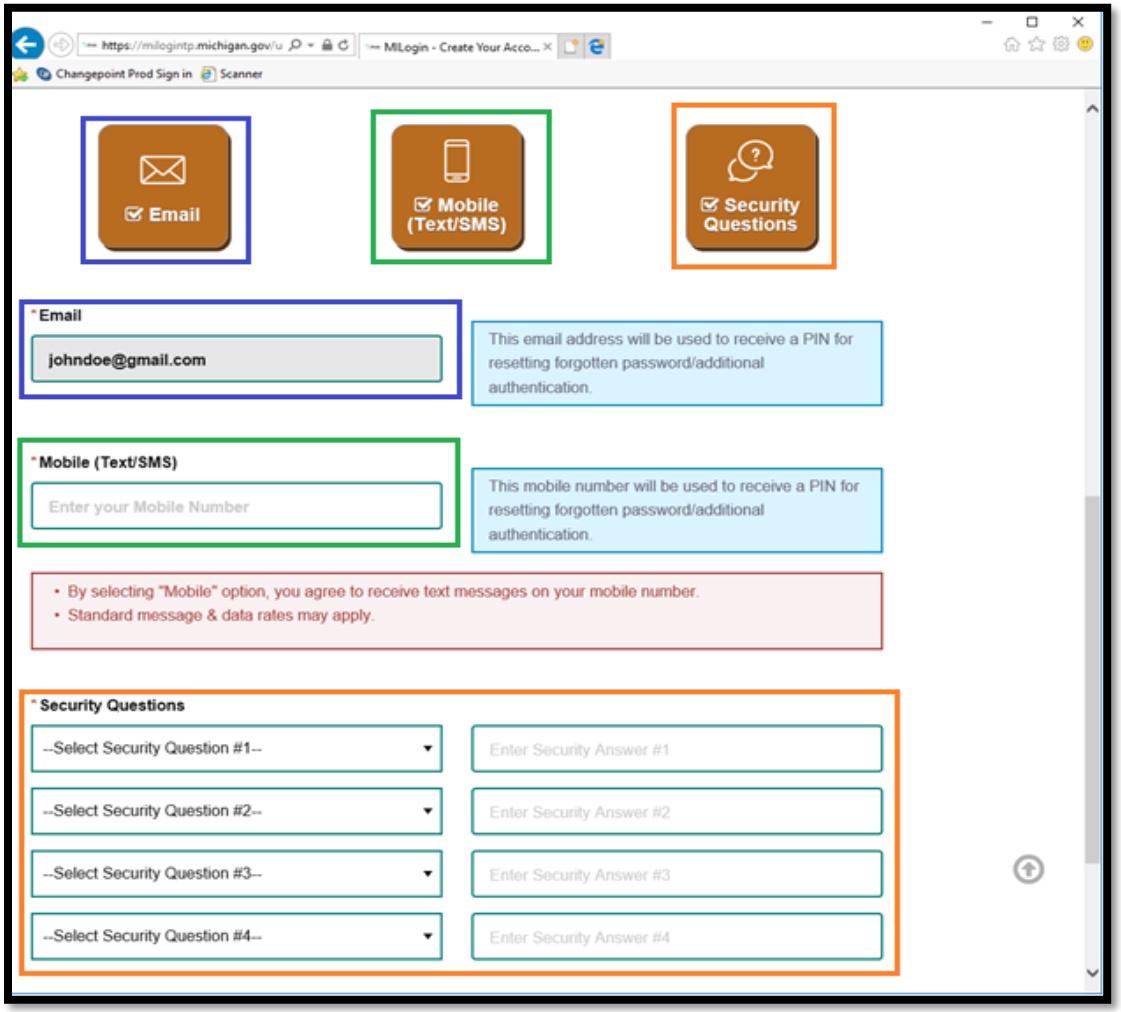
1. After logging in to your MILogin account (https://milogintp.michigan.gov), select "Security Options" on the Home page.



2. Choose your preferred password recovery method(s).



3. Based on your selection(s), corresponding fields will appear (color-coded in the picture below based on the options selected). Fill out/edit any fields with your information. Click “Submit.”



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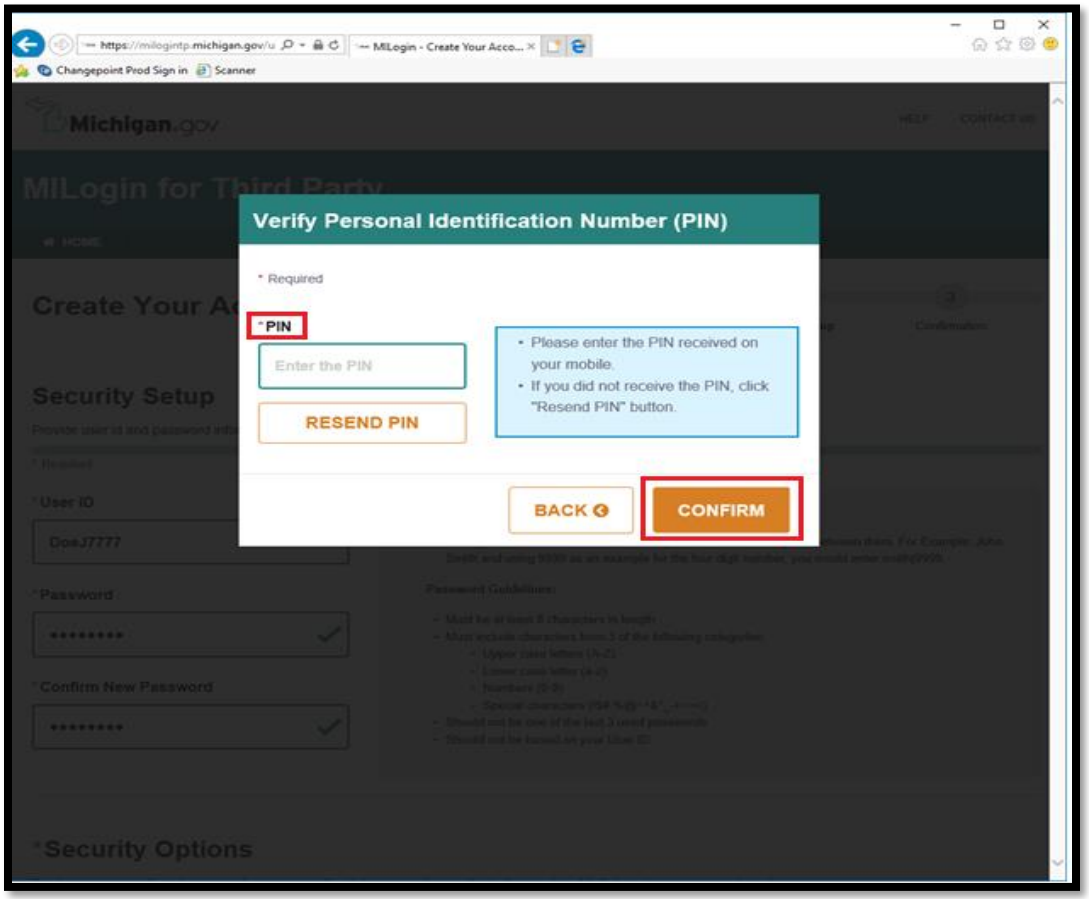
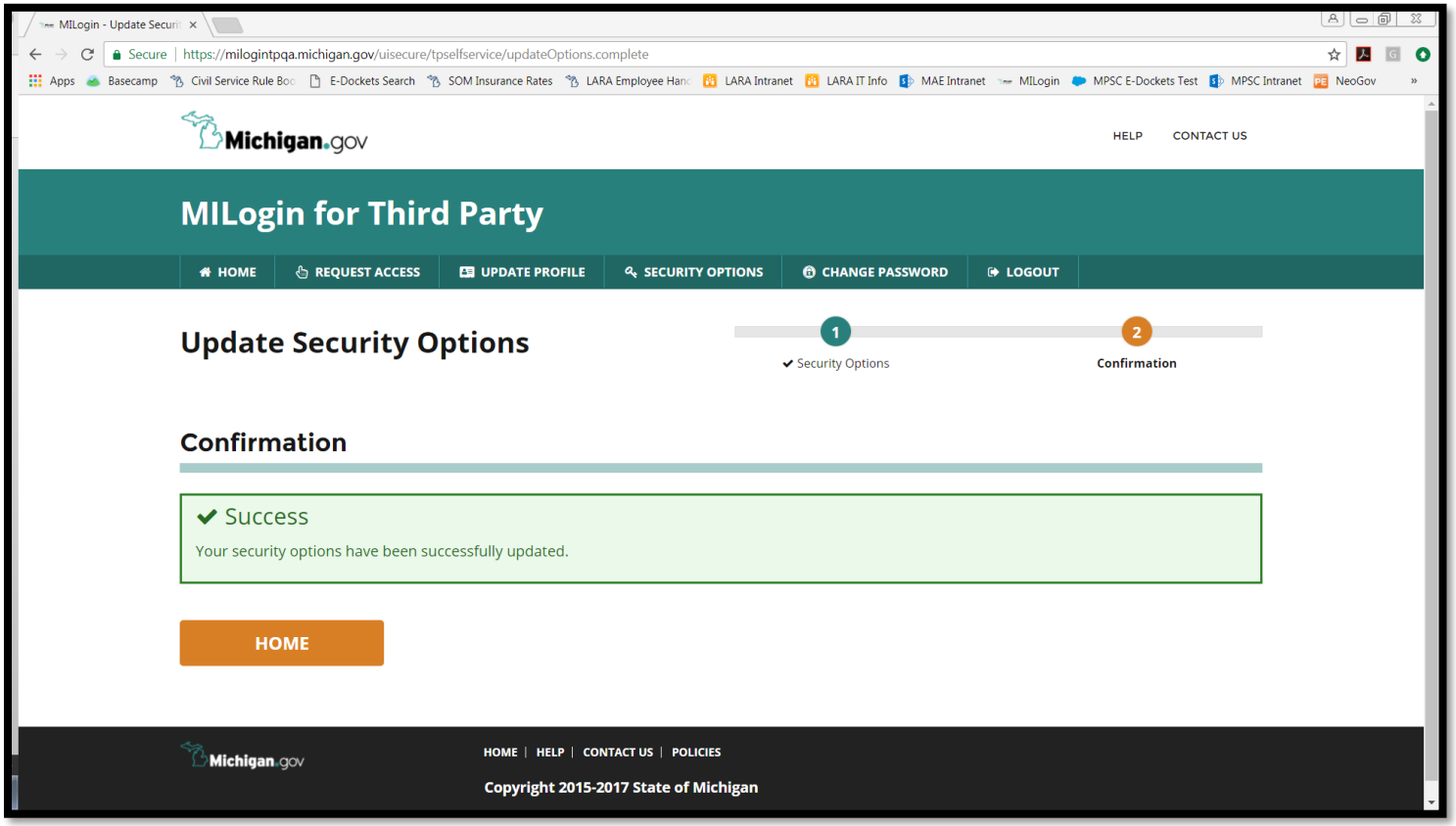


4. After submitting/confirming your information, you should receive a confirmation page (below) to indicate changes were made successfully.



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