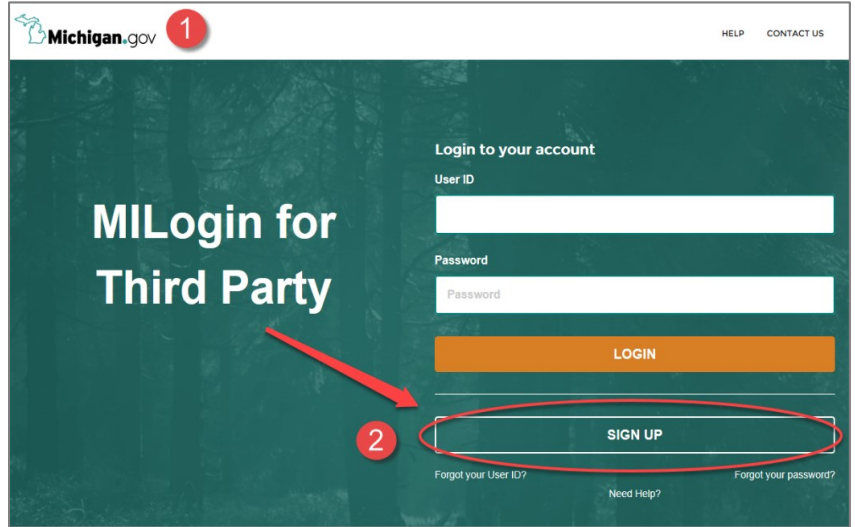


MILogin: Create Your Account - Profile Information

To access VERA, you will need to register for a State of Michigan MILogin ID, and subscribe to the VERA application. If you already have a MILogin ID, please start at **Step 13** on page 3. To create a MILogin ID, please follow the steps below.

Step 1: Go to MILogin website:
<https://milogintp.michigan.gov>.

Step 2: Click the **Sign Up** button.



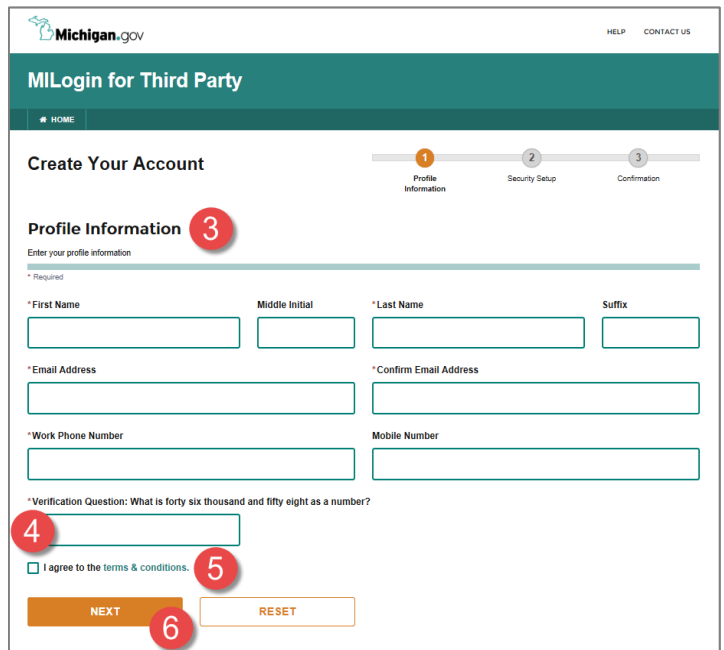
Step 3: Enter your Profile Information.

Step 4: Answer the Verification Question.

Step 5: Click the box to agree to the terms and conditions (*click the terms & conditions hyperlink to read the terms & conditions*).

Step 6: Click the **Next** button.

NOTE: Fields marked with an asterisk (*) are required fields.



MILogin: Request Access for the VERA Application

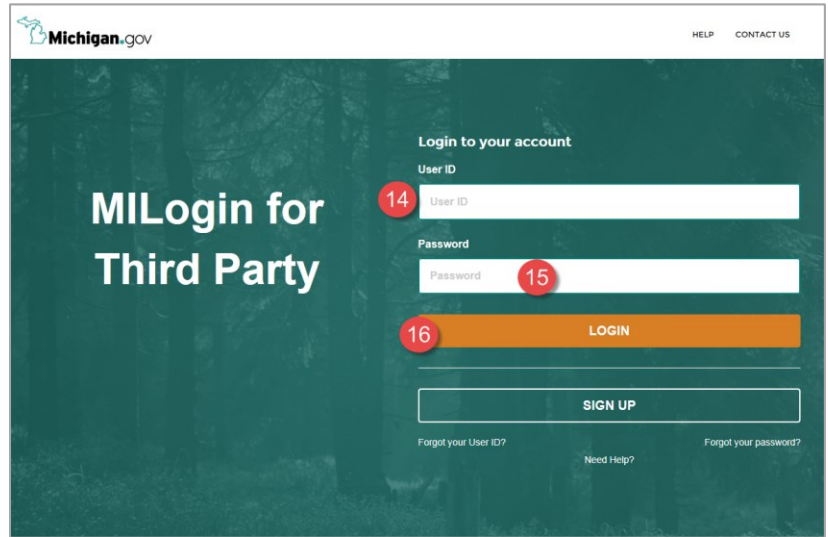
Step 13: Go to MILogin website:

<https://milogintp.michigan.gov>

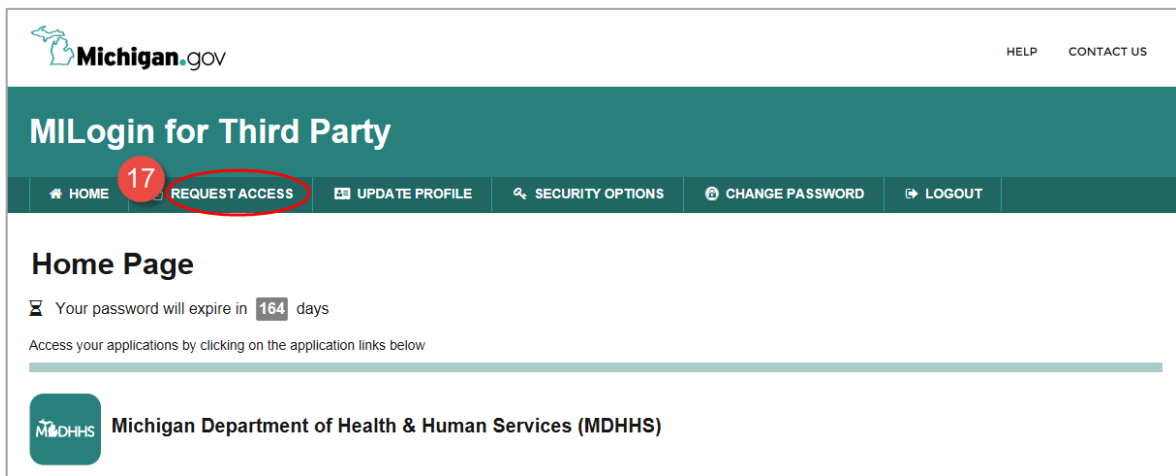
Step 14: Enter your User ID.

Step 15: Enter your Password.

Step 16: Click the **Login** button.



Step 17: Click **Request Access** on your MILogin Home page.



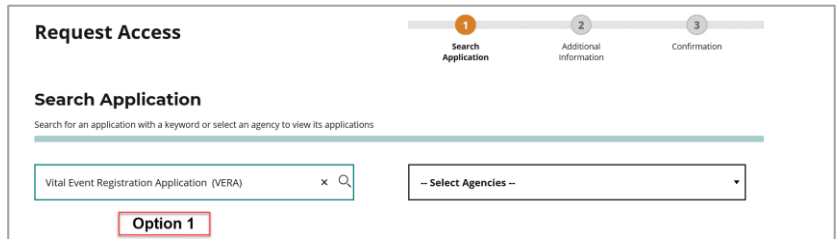
MILogin: Request Access for the VERA Application

Step 18: Search Application.

There are two options for you to search for an application.

Option 1:

Use the Search application field, enter 'VERA,' and then click the **Search** button.

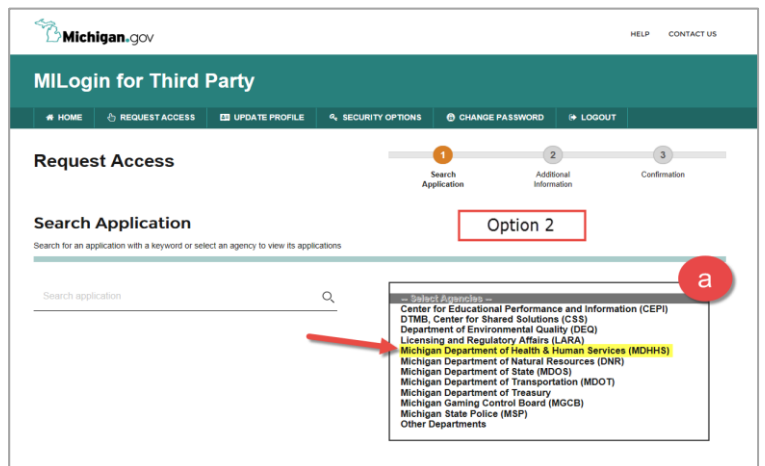


The screenshot shows the 'Request Access' page with a progress bar at the top indicating three steps: 1. Search Application, 2. Additional Information, and 3. Confirmation. Below the progress bar is the 'Search Application' section. It contains a search input field with the text 'Vital Event Registration Application (VERA)' and a search button. To the right of the search field is a dropdown menu labeled '-- Select Agencies --'. A red box labeled 'Option 1' is drawn around the search input field.

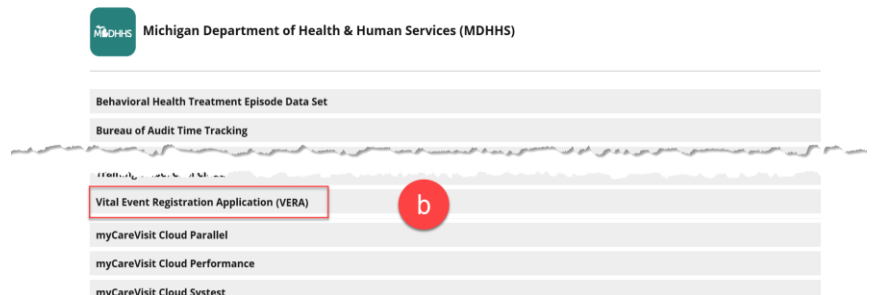
OR

Option 2:

- Click the dropdown arrow next to Select Agencies and select **Michigan Department of Health & Human Services (MDHHS)** from the dropdown list.
- Scroll through the list of applications to search for **VERA**.
- Click on the link for the **VERA** application.



The screenshot shows the 'Request Access' page with the search application field. The dropdown menu for agencies is open, showing a list of agencies. A red arrow points to the 'Michigan Department of Health & Human Services (MDHHS)' option. A red circle labeled 'a' is next to the dropdown menu. A red box labeled 'Option 2' is drawn around the search input field.



The screenshot shows the search results page for the Michigan Department of Health & Human Services (MDHHS). It lists several applications, including 'Behavioral Health Treatment Episode Data Set', 'Bureau of Audit Time Tracking', and 'Vital Event Registration Application (VERA)'. A red box labeled 'b' is drawn around the 'Vital Event Registration Application (VERA)' link.

MILogin: Request Access for the VERA Application

Step 19: Terms & Conditions of the application.

A page with the Terms & Conditions of the application will appear.

- Verify that the correct application is displayed above the Terms & Conditions.
- Review the terms and conditions, select the button next to **I agree to the terms & conditions**.
- Click on **REQUEST ACCESS** to continue.

Vital Event Registration Application UAT (VERA)

The Vital Event Registration Application (VERA) enables authorized requestors to register new vital records for the State of Michigan.

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. Logon 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 information downloaded, printed, or removed in any format from the system.

I agree to the terms & conditions
 I do not agree

CANCEL **REQUEST ACCESS**

Review Your Contact Information

- The system will default to the e-mail address and phone number used when registering for MILogin.
- Review this information displayed and click the **Submit** button to submit your request.

Confirmation Message

Clicking the Submit button sends the request and displays a confirmation message.

Once approved, you will see the VERA application on your MILogin Homepage the next time you login.

NOTE: Subscription requests and approval may take 24-48 hours to process.

Michigan.gov

HELP CONTACT US

MILogin for Third Party

HOME REQUEST ACCESS UPDATE PROFILE SECURITY OPTIONS CHANGE PASSWORD LOGOUT

Home Page of Testing

Your password will expire in 247 days

Access your applications by clicking on the application links below

Michigan Department of Health & Human Services (MDHHS)

Vital Event Registration Application (VERA)

Submitting Additional Required Documentation

In addition to creating a MILogin ID and subscribing to VERA, all users must complete a security agreement and VERA training. Proof of training completion must be submitted with the security agreement.

Additionally, birth specialists and licensed midwives will be required to take the NCHS online course: Applying Best Practices for Reporting Medical and Health Information on Birth Certificates www.cdc.gov/nchs/training/BirthCertificateElearning/ and submit a certificate of completion.

Please email the security agreement and proof of training completion (all users) and certificate of completion of the NCHS online course (birth specialists and licensed midwives) to:

MDHHS-VERA-help@michigan.gov.

***NOTE:** Subscription requests and approval may take 24-48 hours to process once all required documentation is received.*

Upon your first login after your account is fully approved, you will complete set up by inputting additional information. On subsequent logins, you will only need to input your user ID and password to access your account.