HOW TO FIND YOUR MCIR PIN

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