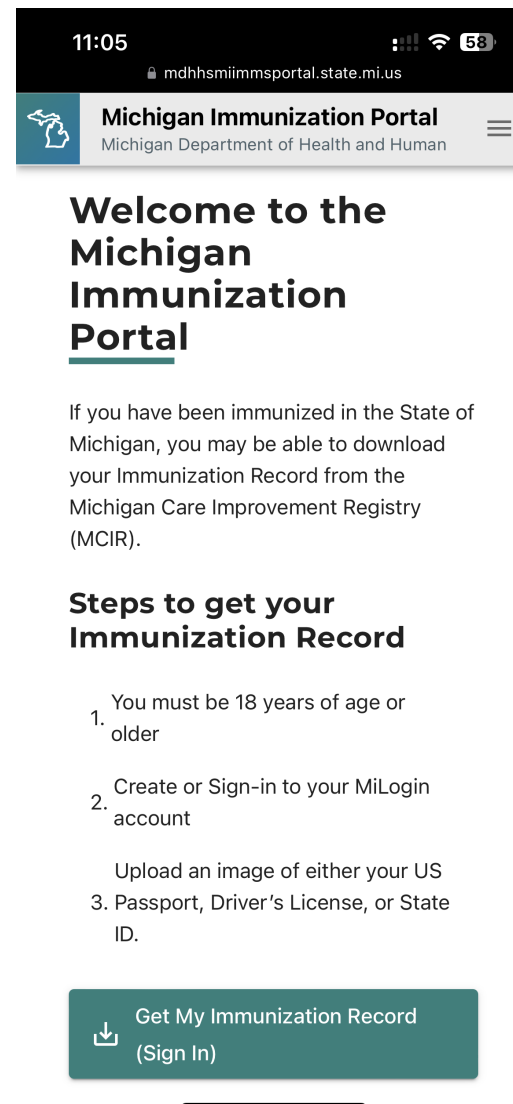


HOW TO USE THE MICHIGAN IMMUNIZATION PORTAL

iPhone Tutorial

If you have been immunized in the State of Michigan, you may be able to download your Immunization Record from the Michigan Care Improvement Registry (MCIR).

START HERE: [Visit Michigan Immunization Portal](#)

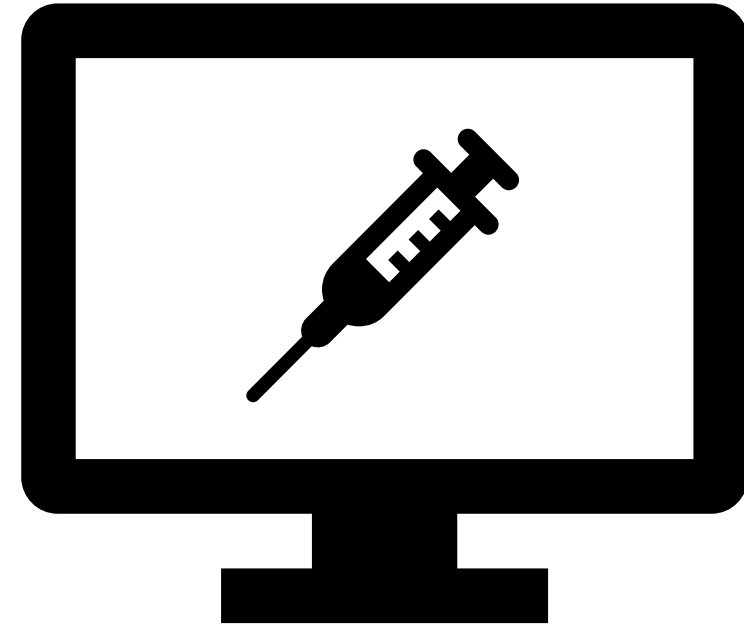


Need Help using MiLogin? Contact DTMB Client Services 1-877-932-6424

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

Who Can Use the Michigan Immunization Portal?

- You must be **18 years of age or older**
- You must have or create a **MiLogin Account**
- You must upload an image of either your valid **US Passport, Driver's License, or State ID**
- Your **Name** and **Address** on your ID must match what is in MCIR to access your record
 - If your information has changed, complete a [Request to Change Information](#) form and return to MDHHS-MCIRHelp@michigan.gov or fax to 517-763-0370
 - Passports and out-of-state licenses can be used for non-Michigan residents if the address entered in the portal matches the address in MCIR.



For more information on how to get an immunization record copy for someone under 18, an out-of-state resident, or to get a copy without using the portal, please see [page 20](#).

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

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

Before Using the Portal

- Before using the portal, take a picture of your US Passport, Driver's License or State ID.
- Take the picture in an area with bright light and hold the camera steady to get a clear image showing all 4 corners.
- Save the picture in an easily accessible location.
- The portal will **not** accept expired IDs.



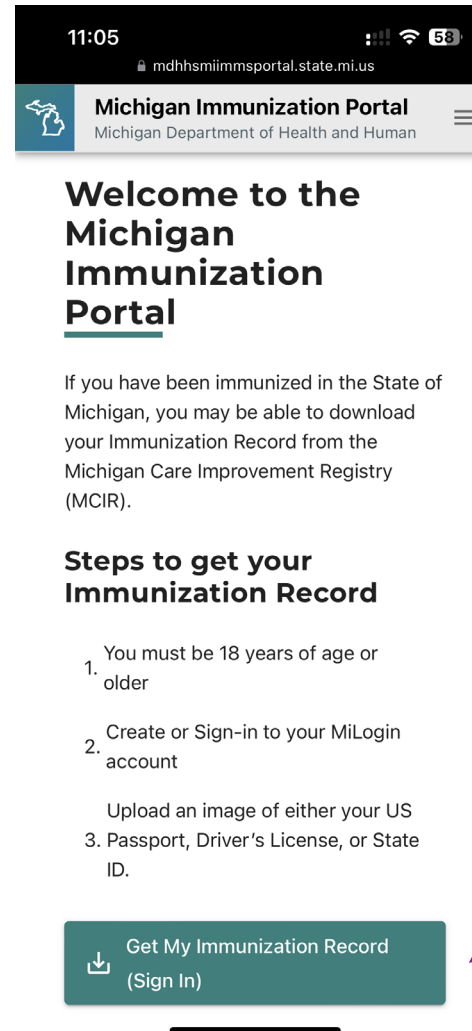
Need Help using MiLogin? Contact DTMB Client Services 1-877-932-6424

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

Using the Michigan Immunization Portal

Click here to get started: [Michigan Immunization Portal](#)

Click **Get My Immunization Record (Sign In)**



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

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

Using the Michigan Immunization Portal

Have a MiLogin account?

Enter your **User ID/Email** and **Password**.

Check the box next to “I’m not a robot”.

Click **Log In**.

***Note:** MiLogin is also used for Secretary of State Online Services, MI Bridges, Unemployment/MiWAM, and more. If you have an existing account from one of these programs, it can be used here.*

Need a MiLogin account?

Click **Create an Account**.

Skip to [page 13](#) if you have an existing account.

The screenshot shows the mobile interface of the Michigan MiLogin portal. At the top, the time is 11:06 and the URL is milogin.michigan.gov. A dark blue banner explains that MiLogin connects users to various state services. Below this, the text 'Welcome to MiLogin' is displayed. There are two main input fields: 'User ID or Email' and 'Password'. A link for 'Lookup your user ID' is next to the password field, and a link for 'Forgot your password?' is below it. A reCAPTCHA 'I'm not a robot' checkbox is present. At the bottom, there are two buttons: a dark green 'Log In' button and a white 'Create an Account' button.

If you already have a MiLogin account, sign in here.

If you need to create a MiLogin account, click Create an 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

How to Create a MiLogin Account

Enter your **email address**.

Check the box next to “I’m not a robot”.

Click **Next Step**.

The screenshot shows a mobile browser interface for the MiLogin website. At the top, the status bar shows the time 11:06, signal strength, Wi-Fi, and battery icons. The address bar displays 'milogin.michigan.gov'. The main heading is 'Email verification'. Below this is the instruction 'Enter your email'. A paragraph explains that MiLogin is used for various government services and that users might already have an account. There is an empty text input field labeled 'Email'. Below the input field is a reCAPTCHA checkbox labeled 'I'm not a robot' with a circular arrow icon and links for 'Privacy - Terms'. A light blue information box contains the text: '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 is a dark green button labeled 'Next Step'. Three purple arrows point to the email input field, the 'I'm not a robot' checkbox, and the 'Next Step' button respectively.

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

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

How to Create a MiLogin Account

Check your email for the passcode to verify your email address.
Enter the passcode.

If you do not see the email, check your spam or junk folders. The email will come from DONOTREPLY-MILogin@michigan.gov.

Click **Next Step**.



11:08

AA milogin.michigan.gov

MiLogin

< Previous Step

Step 2 of 8

Passcode verification

Enter your passcode

We have sent you a passcode to your email [redacted]@gmail.com

Passcode

Next Step

Resend Passcode

Need Help using MiLogin? Contact DTMB Client Services 1-877-932-6424
Need Help with MCIR? Contact MCIR Help Desk 1-888-243-6652

How to Create a MiLogin Account

Enter your **First Name and Last Name.**

Check the box next to “I agree to the Terms & Conditions.”

Click **Next Step.**

11:08
milogin.michigan.gov

MiLogin

< Previous Step

Step 3 of 8

Profile Information

Enter your information

First Name

Middle Initial (Optional)

Last Name Suffix (Optional)

I agree to the Terms & Conditions.

Next Step

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

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

How to Create a MiLogin Account

Click **Skip this for now** to skip phone number verification.

OR

Enter your **Phone Number** and click **Next Step** to complete phone number verification (*steps not shown*).

11:09
milogin.michigan.gov

Step 4 of 8

Phone number verification

Enter your phone number

Your 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.

Phone Number

+1

i You can skip this step if you'd like but we recommend adding your phone number for account security.

Next Step

[Skip this for now](#)

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

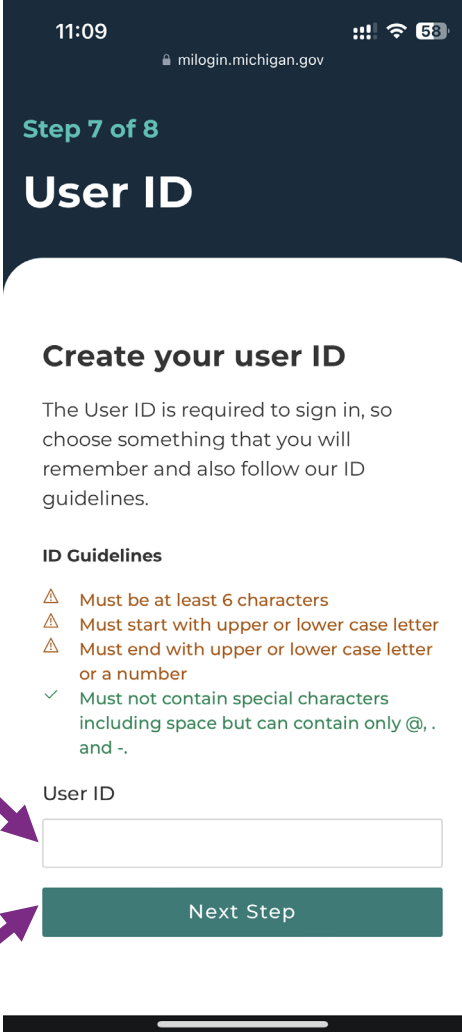
Need Help with MCIR? Contact MCIR Help Desk 1-888-243-6652

How to Create a MiLogin Account

Create your **User ID**.

The User ID must be at least **6 characters**, start with a **letter**, end with a **letter** or a **number**, and **must not contain** special characters including space but can contain @, . and -.

Click **Next Step**.



The screenshot shows the 'User ID' creation screen in the MiLogin app. At the top, the time is 11:09 and the URL is milogin.michigan.gov. The screen is titled 'Step 7 of 8 User ID'. Below the title, it says 'Create your user ID' and provides instructions: 'The User ID is required to sign in, so choose something that you will remember and also follow our ID guidelines.' Underneath, 'ID Guidelines' are listed with icons: a warning triangle for 'Must be at least 6 characters', 'Must start with upper or lower case letter', and 'Must end with upper or lower case letter or a number'; and a checkmark for 'Must not contain special characters including space but can contain only @, . and -'. At the bottom, there is a text input field labeled 'User ID' and a green 'Next Step' button. Two purple arrows point to the input field and the 'Next Step' button.

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

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

How to Create a MiLogin Account

Create your **Password**.

Your password must be at least **8 characters** in length, **not** based on your User ID, contain at least **one upper case letter, one lower case letter, a number, and a symbol** (@#\$!~&)

Enter your **Password** again to **Confirm**.

Click **Create Account**.

11:10 milogin.michigan.gov

< Previous Step

Step 8 of 8

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

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

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

How to Create a MiLogin Account

You may be returned to the MiLogin Home Page.

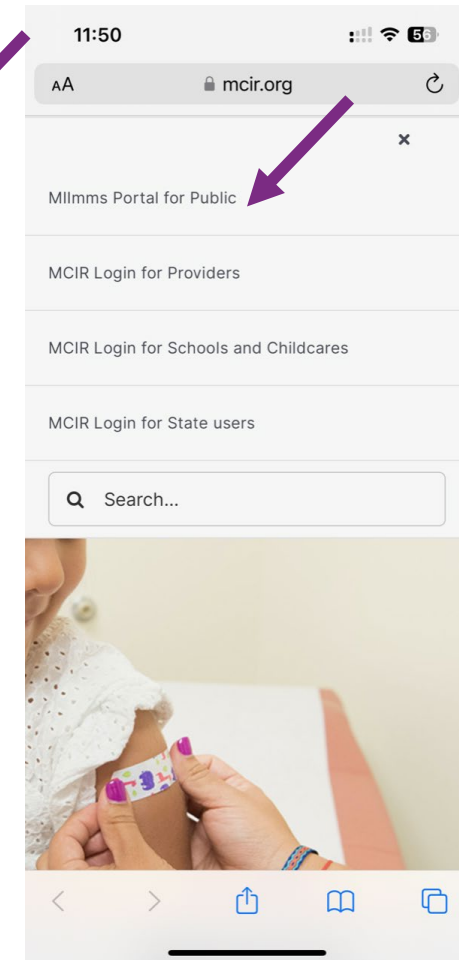
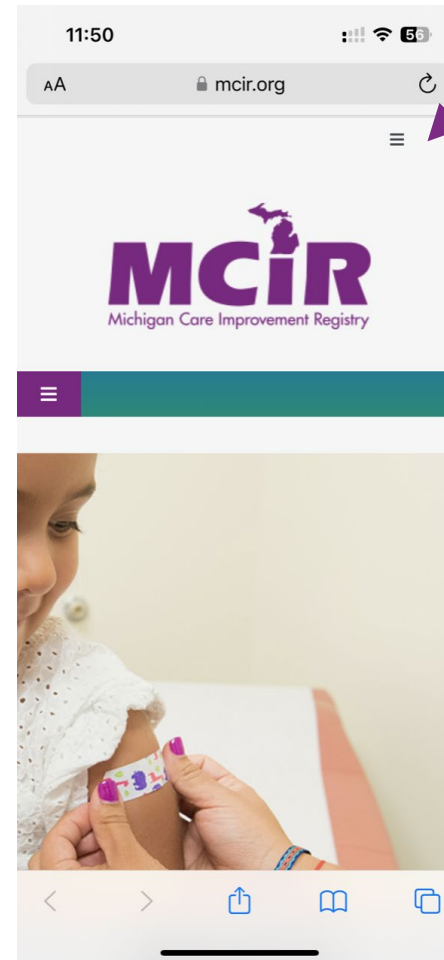
Click [HERE](#) to return to the Michigan Immunization Portal

OR

Visit mdhhs.miimmsportal.state.mi.us

OR

Go to www.mcir.org and select MIIMMS Portal for Public



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

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

Using the Michigan Immunization Portal

Click **Get My Immunization Record (Sign In)**.

If you are not already logged into **MiLogin**, enter your **User ID or Email** and **Password**, and click **Log in**.




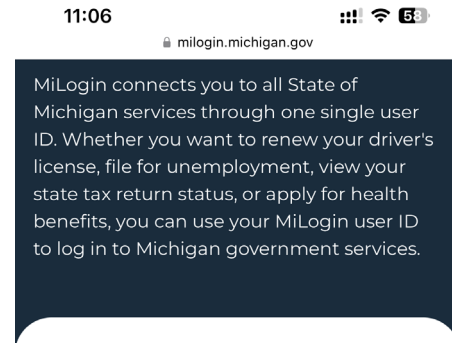
Welcome to the Michigan Immunization Portal

If you have been immunized in the State of Michigan, you may be able to download your Immunization Record from the Michigan Care Improvement Registry (MCIR).

Steps to get your Immunization Record

1. You must be 18 years of age or older
 2. Create or Sign-in to your MiLogin account
- Upload an image of either your US
3. Passport, Driver's License, or State ID.

 Get My Immunization Record (Sign In)



Welcome to MiLogin

User ID or Email

[Lookup your user ID](#)

Password

[Forgot your password?](#)

I'm not a robot



Log In

Create an Account

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

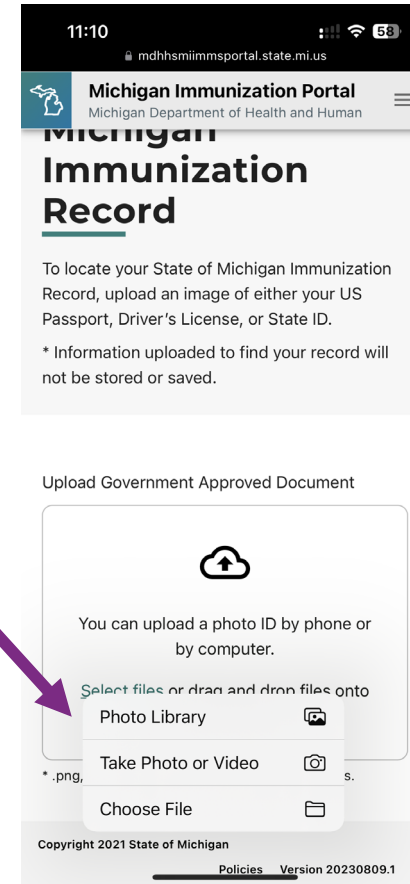
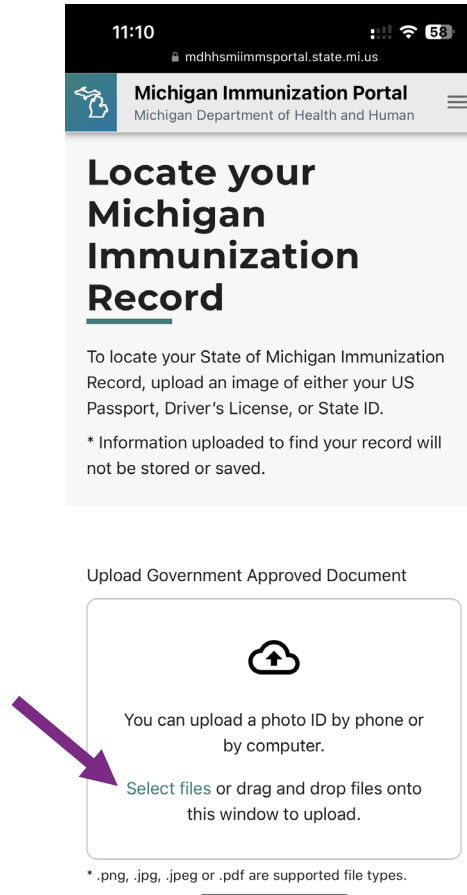
Need Help with MCIR? Contact MCIR Help Desk 1-888-243-6652

Using the Michigan Immunization Portal

Click **Select Files** to locate your ID picture.

You will have the option to select Photo Library, Take Photo, or Choose File. Locate your **ID Photo or File** (or take a new one) and select it (example shown using Photo Library).

Click **Done**.



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

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

Using the Michigan Immunization Portal

Review the **Information from your Photo ID** section to check for errors.

The Address **MUST** match what is in MCIR or the portal will **not** locate a record.

Confirm or enter in the correct address.

***Note:** You do not need to enter your SSN or Phone Number. No other fields can be edited except the Address field.*

Check the box to certify your information is entered correctly and truthfully.

Check the box next to “I’m not a robot”.

Click **Get My Immunization Record**.

Michigan Immunization Portal
Michigan Department of Health and Human Services

Information from your Photo ID

First Name *

Middle Name

Last Name *

Sex

Date of Birth *

Document Number *

Expiration Date *

State where ID was issued

Address *

123 NORTH STATE ST LANSING, MI 48918-0000

SSN

Phone Number

(area code)-XXX-XXXX

I certify the information I provided to access my State of Michigan Immunization Record is true and correct to the best of my knowledge. I also understand that any false statements or deliberate omissions on this form may subject me to legal actions for fraudulent misrepresentation.

I certify the information I provided to access my State of Michigan Immunization Record is true and correct to the best of my knowledge. I also understand that any false statements or deliberate omissions on this form may

I'm not a robot

reCAPTCHA
Privacy - Terms

Get My Immunization Record

Copyright 2021 State of Michigan
Policies Version 20230809.1

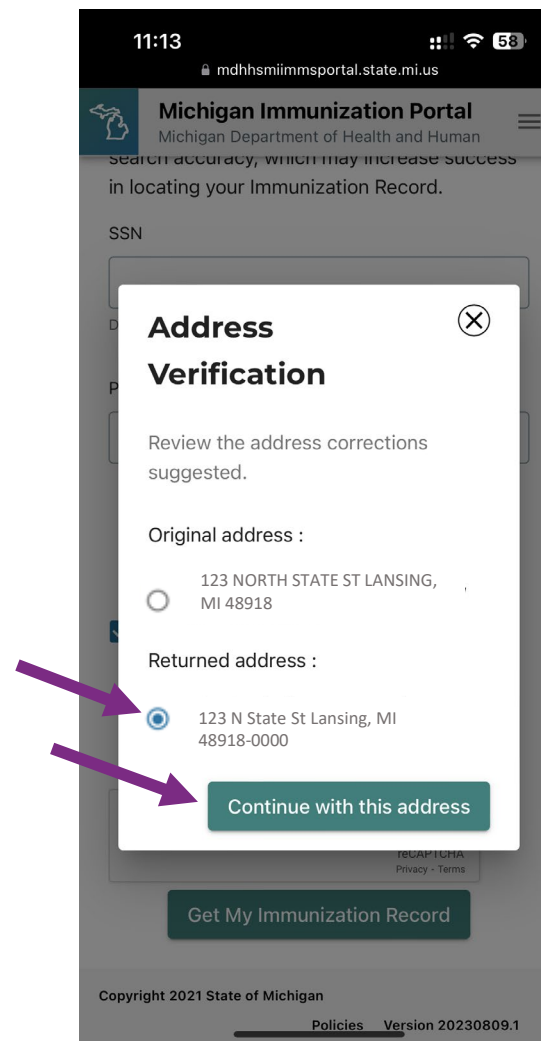
Need Help using MiLogin? Contact DTMB Client Services 1-877-932-6424

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

Using the Michigan Immunization Portal

A pop-up may appear requesting you to review suggested address corrections. Select the most accurate option using the button to the left.

Click **Continue with this address.**



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

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

Using the Michigan Immunization Portal

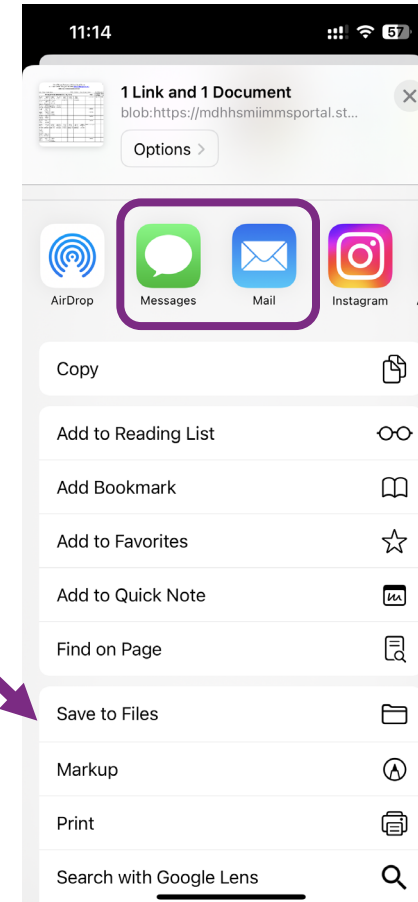
If the search was successful, your **Immunization Record** will open automatically in the same window. *Image blurred for privacy – actual record will be unmodified.*

To send yourself a copy of the record or save to your iPhone files, click the center icon in the bottom of your browser.

Select Messages or Mail to text or email a PDF of the record. Scroll to the left to display additional options to save or open the file in depending on what apps you have downloaded.

OR

Select Save to Files to save to your My Files app and select Save.



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

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

How to Read Your State of Michigan Immunization Record

Your immunization record provides a history of all the vaccines reported to the Michigan Care Improvement Registry (MCIR). The MCIR is an immunization database that documents immunizations given to individuals receiving immunization care in Michigan. If you were born before December 31, 1993, your childhood vaccines may not be entered in our system. If you have medical documentation of your childhood immunizations work with your healthcare provider to update your immunization record in the MCIR. Connect with your health care provider if you have any questions or concerns regarding your immunization record information.

This is a list of vaccines recommended for adults. You will see more on your record if your childhood vaccines were recorded in the registry.

STATE OF MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES										As of: July 06, 2021			
Official State of Michigan Immunization Record													
MCIR ID#: 000000000		Name: Test, Person			DOB: 08/27/1977		Age: 43 Years 10 Months						
History of Immunizations Given by Series										Status	Accelerated Date	Recommended	Shots Given
DTP/DTaP/DT/Td/Tdap	10/29/02 Td (adult) adsorbed	02/18/08 Tdap (adol/adult)	04/20/18 Td PF (adol/adult)							Up-To-Date	04/20/2028	04/20/2028	
MMR										Overdue	08/27/1978	08/27/1978	
Hepatitis B	10/18/93 Hep B (ped/adol)	11/16/93 Hep B (ped/adol)	04/15/94 Hep B (ped/adol)							Complete			
Varicella										Immune			
Hepatitis A										Overdue	08/27/1978	08/27/1978	
Seasonal Influenza	10/17/13 IV4 (P-free,inject)	10/28/14 IV4 (inject)	10/15/15 IV4 (P-free,inject)	11/03/16 IV4 (inject)	10/19/17 IV4 (P-free,inject)	10/18/18 IV4 (P-free,inject)	10/22/19 IV4 (P-free,inject)	10/16/20 IV4 (inject)		Up-To-Date	09/01/2021	09/01/2021	
Tuberculosis	03/09/09 Tuberculin												
Pneumococcal Adult	02/11/11 PPSV23 (Pneumovax)												
2009 H1N1 Influenza	10/27/09 H1N1-09 (Inject)												
SARS-CoV-2	12/29/20 COVID-19 (Pfizer)	01/19/21 COVID-19 (Pfizer)											

The status column indicates if you are eligible, or overdue for recommended vaccine(s) and suggests a timeline to be immunized. *see Status Definitions

These columns include each date the vaccine or vaccine series was given to you and recorded by a health care provider.

STATUS DEFINITIONS:

- **Eligible:** A dose in this series can be given now.
- **Complete:** All recommended doses in this series have been received. No further doses are recommended.
- **Immune:** Indicates person does not need this vaccine because they already have non-vaccine related immunity to the disease the vaccine prevents.
- **Overdue:** Vaccine is past the recommended date for the dose of vaccine, it is recommended to contact your healthcare provider.
- **Up to Date:** Additional doses recommended in this vaccine series, but it may not be time for your next dose.
- **Accelerated Date:** The earliest date the vaccine may be given to catch-up a person that may be more than one month behind the immunization due date.
- **Consider:** Health care providers considering giving a vaccine dose to their patient based on age and risk factors
- **Discuss/Due now:** Health care provider encourage to discuss with the patient about risk of disease and benefit of vaccination and then based on clinical decision the patient may receive the vaccine.

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

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

Immunization Record Not Found

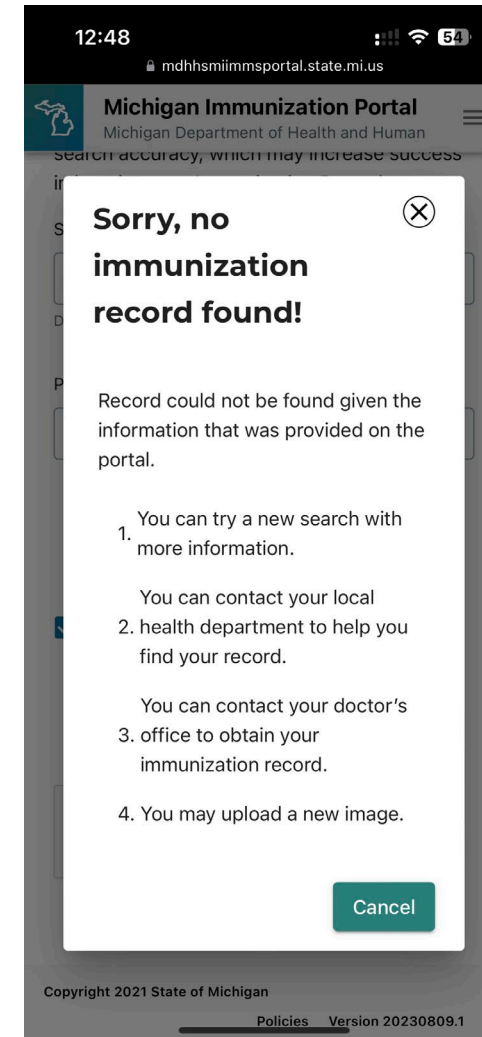
If the search was unsuccessful, a new window will pop-up saying the record could not be found.

Double check that the address you have entered is correct, and that none of the populated fields from your ID have errors in your name or date of birth.

If your ID picture is unclear/blurry, try uploading a retaken picture. Alternatively, use another form of ID if you have it.

Remember, your name and address on your ID must match what is in MCIR.

If your record still cannot be found, contact the MCIR Help Desk for troubleshooting at 888-243-6652. The Help Desk can also confirm if the name and address in your MCIR record is the same as your ID or check for duplicate records that may cause this error.



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

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

Alternate Ways to Locate Your MCIR Immunization Record

There are multiple options for getting a copy of your MCIR record without using the portal.

1. Request a copy from your county's [Local Health Department](#).
2. Request a copy from your physician.
3. Submit an [Official State of Michigan Immunization Record Request](#) (non-Michigan residents must use this form).
4. Completed requests along with required ID photocopy can be faxed to 517-335-9855, emailed to MDHHS-ImmunizationRecords@michigan.gov, or mailed to MDHHS Immunization Program, PO Box 30195, Lansing, MI 48909. Please allow up to 14 business days for processing – a copy of any records will be mailed.



REQUEST FOR OFFICIAL STATE OF MICHIGAN IMMUNIZATION RECORD

PLEASE PRINT CLEARLY AND LEGIBLY

REQUESTED IMMUNIZATION RECORD INFORMATION

Last Name		First Name		Middle Name	Maiden Name
Date of Birth:	Month	Day	Year	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female

REQUESTOR'S INFORMATION (PERSON REQUESTING RECORD)

NOTE: All requests **MUST** be accompanied with a photocopy of the requestor's current state-issued driver's license or picture I.D. or it will not be processed.

- If the record requested is for a person under 18 years of age, please state your relationship to the child.
- If the record requested is for a person 18 years of age or older, only the person named on the Immunization record may request a copy.
- If the requestor is a social services agency, please provide a formal request with parental/legal guardian's signature and a photocopy of their state-issued I.D., along with a photocopy of requestor's state-issued I.D.

Requestor's Name: _____

Requestor's Relationship: _____

NOTE: Have you recently moved? If so, please provide both old and new addresses. If not, provide current address. If you moved out-of-state, please provide your last known Michigan address.

Old Current
Address: Street City Zip Code County

New Address: Street City State Zip Code

NOTE: Has your telephone number recently changed? If so, please provide both the old and new number.

Old Current
Telephone Number: Area Code/Number New Number: Area Code/Number

Requestor's Signature _____ Date _____

Instructions for completing this request: Please complete the form by **printing** all requested information as completely as possible. International requests please include an email address. We cannot fax or phone internationally. **Fax to:** 517-335-9855

Mail to: Michigan Dept. of Health and Human Services-Immunization Program, PO Box 30195, Lansing, MI 48909. Please allow 14 business days for processing.

Office Use Only MCIR ID _____ Date mailed _____ Initials _____

This document is subject to revision or withdrawal at the discretion of the Michigan Department of Health and Human Services Rev. 2-2016

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

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



Missing Immunizations on MCIR Record

If there are immunizations missing from your record you received **recently**, contact the provider or pharmacy who administered the immunization to confirm it is uploaded to MCIR.

MCIR may not include all **childhood** immunizations if you received them prior to December 31, 1993 - all immunizations administered to a child under 20 after this date are required to be reported to MCIR within 72 hours. If you need help adding immunizations to your record, contact your physician or [Local Health Department](#). The LHD can also help input vaccine records into MCIR from other states or countries with proof/documentation.

Check with your previous health care providers, schools (preschool – college), past employers, or family records to locate old immunization records.

Note: MCIR requires the reporting of childhood vaccines through age 19 years, and highly recommends the reporting of adult vaccination records. Not all records may be in the registry.

Tips for Finding Old Immunization Records



Your immunization history is important. Immunization records are needed at doctor visits and to meet childcare, summer camp, and school (including college and post-secondary training and education) immunization requirements. Your records may be needed for a job or international travel. If you have a copy of your immunization record, keep it safe. If the record is lost, it can be a challenge to replace. Here are some tips on how to find old immunization records.

Where to look for old immunization records?

- **Family Records:** Look through family records, such as baby books. Remember to look through old papers, such as camp and medical forms.
- **Doctor Offices or Clinics:** Check with all previous health care providers, including the local health department, where immunizations may have been given.
 - Don't forget that sometimes when a physician retires or the medical practice changes hands, old patient records may be stored electronically or in a storage unit. It may be possible to obtain records, for a fee, from the company.
- **School (including preschool through college) or Childcare Provider:** Schools and licensed childcare providers must verify immunizations for students. Check schools or any childcare provider that was attended, to see what immunization records have been kept. For some teens, vaccines are required for college entry. Don't forget to check colleges attended to see if any records have been kept.
- **Previous Employers:** Check with previous employers (including military) that may have required immunizations in an employee personal file.
- **An Immunization Registry (immunization information system):** The Michigan Care Improvement Registry (MCIR) for Michigan is a confidential, computerized system for storing immunization records. The registry has the ability to collect reliable immunization information and gather vaccine history from multiple providers.

What immunization records are in the Michigan Care Improvement Registry (MCIR)?

Immunization records have been stored in the MCIR since 1994. MCIR is a lifespan registry. MCIR requires the reporting of childhood vaccines through age 19 years, and highly recommends the reporting of adult vaccination records. Not all records may be in the registry.

How to obtain an immunization record through MCIR?

Information about how you can find MCIR immunization records can be obtained from your physician, local health department, or MCIR website www.mcir.org. Computerized immunization records for Michiganders are easy to find with MCIR. The registry provides a complete history of immunizations to help get needed vaccines at the right time and provides printed immunization records that can be used for things such as but not restricted to daycare, school, or camp registration. If you have been [immunized](#) in the State of Michigan, you may be able to download your Immunization Record from the Michigan Care Improvement Registry (MCIR). Immunizations given in another state may require contacting the registry in that state, in order to get a complete record. A list of registries can be found at www.cdc.gov/vaccines/programs/iis/contacts-locate-records.html#state.

What do I do if I can't find my record?

You and your provider will discuss the next steps towards updating your immunization status. No national registry maintains this information. So, if immunization records are lost or not available, you or your child may need to repeat vaccine doses.

What to do if you find your record? Congratulations! Now you should take the records to your provider or local health department and ask them to document this information on an official record, and, if possible, in the state or local immunization registry. Many schools, camps, etc., will accept only this type of "provider-verified" record because this ensures the information has been verified by a medical professional. Be sure to keep a copy with your home records and place all your supporting documentation in a safe place where you can find it. It is a good idea to take a picture of records with a smartphone or scan and save a copy electronically.

For more information or updates to this handout refer to the Michigan Department of Health and Human Services Division of Immunization website at www.michigan.gov/immunize or the Michigan Care Improvement Registry (MCIR) at www.mcir.org

Revised August 11, 2023

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

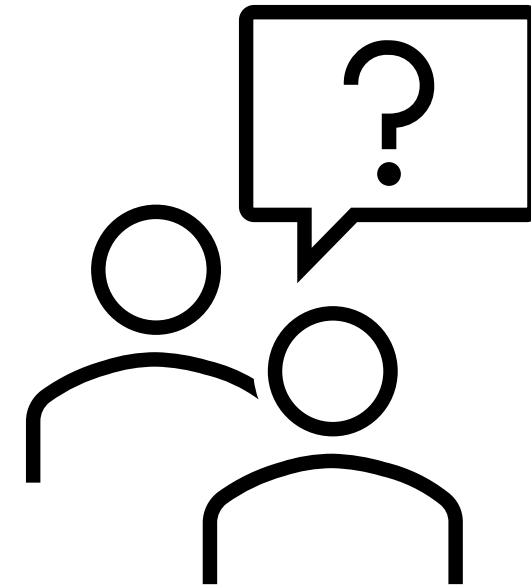
Need Help with MCIR? Contact MCIR Help Desk 1-888-243-6652



Local Health Departments and Immunization Records

The [Local Health Department](#) (LHD) can help you:

- Obtain a copy of you or your child's immunization record.
- Submit requests to modify your immunization record for legal name changes, address updates, spelling or date of birth corrections, or combining duplicate accounts.
- Update your record if you have proof of missing vaccinations.
- Interpret your immunization record and identify upcoming or overdue vaccines.
- Input (or translate) your out-of-state or international immunization records into MCIR with proof/documentation.
- Learn the immunization requirements for schools and childcares for your child.
- Provide vaccines to you or your child (many LHDs have programs to provide low/no-cost vaccines with or without health insurance, call to determine eligibility requirements).



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

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