

Lead Portal User Guide

*For Lead Professionals, Firms and Training
Providers*

Lead Certification and Compliance Assurance Section
Certification and Enforcement Unit
Published date: April 2024

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Brief Overview:

In order to use the Lead Professional Portal a MiLogin account must first be created. By following the instructions in this guide, it will show you how to set up your account and gain access to the portal. You will find information on how to create your account, associate your account with a professional, firm, or training provider, renew your license, view or edit your contact information, submit notifications and pay fines.

Create a MiLogin Account

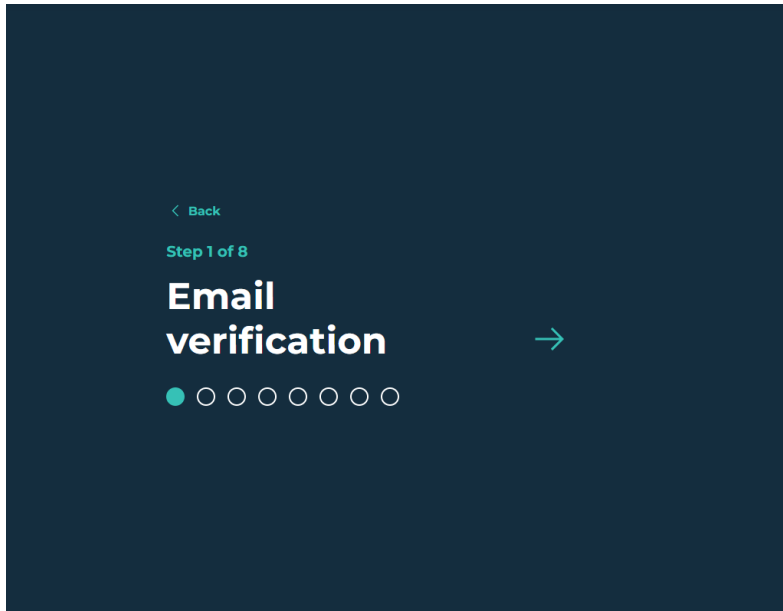
Step 1:

- Go to <https://milogin.michigan.gov>.
- Select Create an Account.

The image shows two side-by-side screenshots. The left screenshot is a dark blue banner with the text "Michigan's one-stop login solution" and a right-pointing arrow. Below this, it explains that MiLogin connects users to all State of Michigan services through one single user ID. The right screenshot is the MiLogin login page. It features a "Welcome to MiLogin" header, input fields for "User ID or Email" and "Password", and links for "Lookup your user ID" and "Forgot your password?". There is a reCAPTCHA section with the text "I'm not a robot" and a "Log In" button. The "Create an Account" button is circled in blue. Below the "Log In" button, there is an "or" separator, a section for "Enrolled in passwordless?" with a "Log In Passwordless" button, and a note that if not enrolled, users should log in with their user ID and password, with a "Learn More" link.

Step 2:


- Enter your email address.
- Click Next Step.




Enter your email

MiLogin is used for a variety of government services. If you've ever used any online services you might already have an account.

Email

I'm not a robot 
reCAPTCHA
Privacy - Terms

 We will never send you spam or share your information with anyone outside of the State of Michigan services you choose to access.

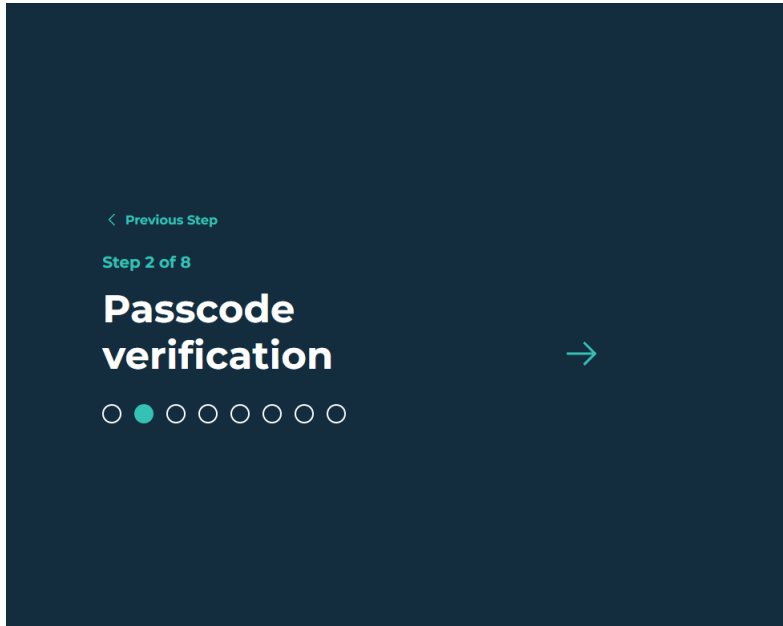
[Next Step](#)

Having Trouble?

[I don't have an email >](#)

Step 3:

- Enter the passcode sent to your email address.
- Click Next Step.



Enter your passcode

We have sent you a passcode to your email de*****@aol.com

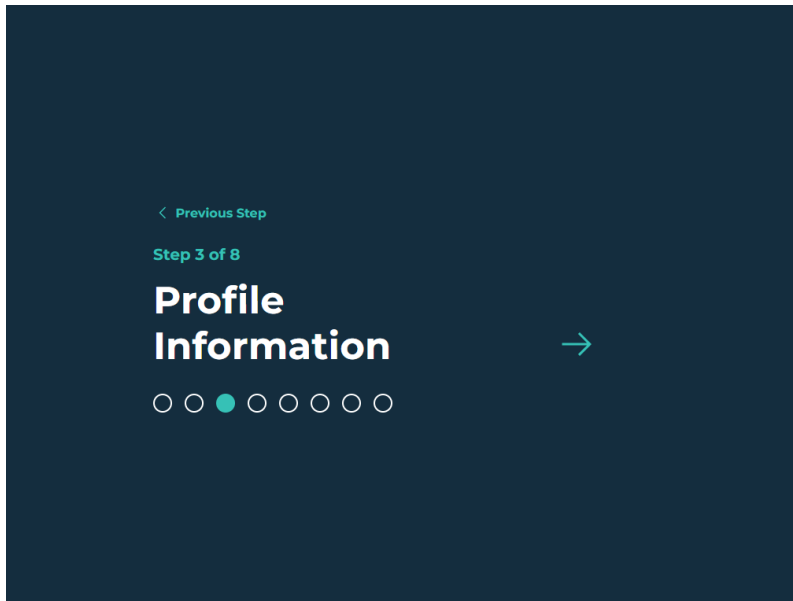
Passcode

[Next Step](#)

[Resend Passcode](#)

Step 4:

- Complete your profile information by entering your first and last name.
- Click the check box next to "I Agree to the Terms & Conditions."
- Click Next Step.



Enter your information

First Name

Middle Initial (Optional)

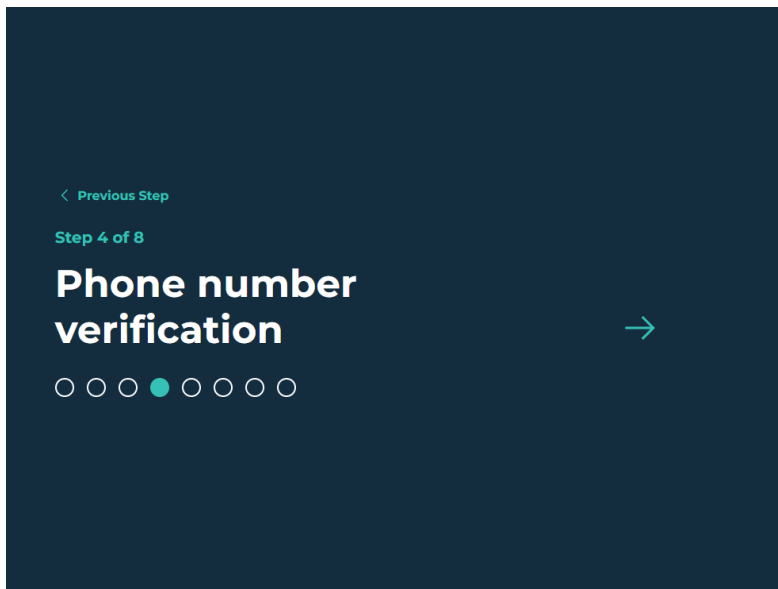
Last Name Suffix (Optional)

I agree to the Terms & Conditions.

[Next Step](#)

Step 5:


- Enter your phone number for identity verification and account recovery.



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

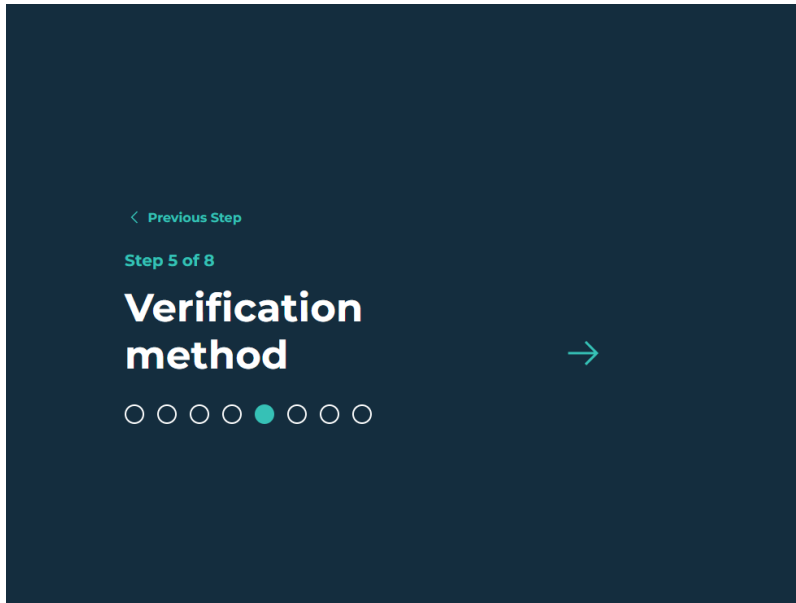
 You can skip this step if you'd like but we recommend adding your phone number for account security.

[Next Step](#)

[Skip this for now](#)

Step 6:

- Select a verification method by clicking "Text Message" or "Voice Call."



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

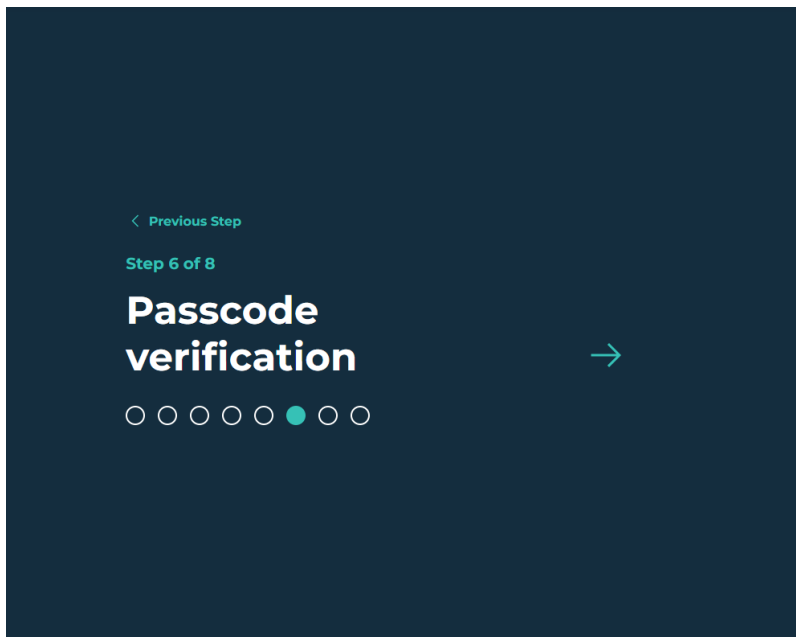
You will receive a passcode via a text message to your phone ending with 9218

Voice Call

You will receive a passcode via a voice call to your phone ending with 9218

Step 7:

- Enter the passcode sent to you via text message or voice call.
- Click Confirm Passcode.



Enter your passcode

We have sent you a passcode via a text message to your phone ending with 9218

Passcode

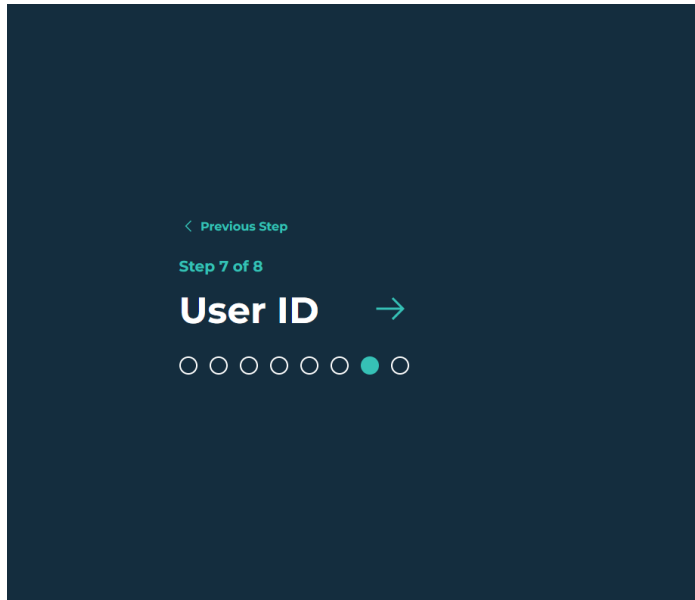
4102 -

Confirm Passcode

Resend Passcode

Step 8:

- Create your User ID.
**Note: Make sure to follow the ID Guidelines.*
- Click Next Step.



Create your user ID

The User ID is required to sign in, so choose something that you will remember and also follow our ID guidelines.

ID Guidelines

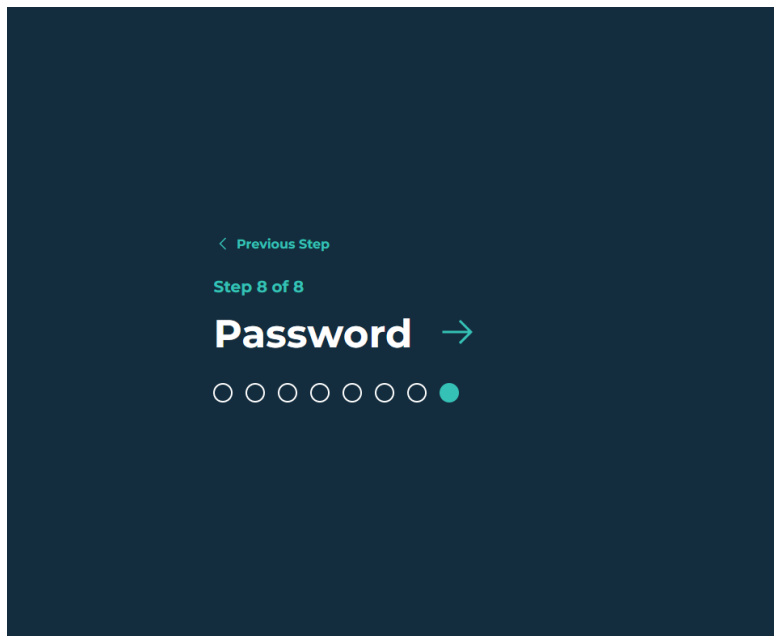
- ✓ Must be at least 6 characters
- ✓ Must start with upper or lower case letter
- ✓ Must end with upper or lower case letter or a number
- ✓ Must not contain special characters including space but can contain only @, . and -.

User ID

Next Step

Step 9:

- Create your password.
Note: Make sure to follow the Password Guidelines.
- Click Create Account.



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

Step 10:

- You have successfully created a MiLogin account.
- Click the heading “Discover Online Services.”

MiLogin

Home **Discover Online Services** Help Contact Us News Derek Ross

Welcome Derek Ross

Access your requested online services and search for more.

Michigan Secretary of State (SOS)
Secretary of State Online Services

Discover Online Services
MiLogin is used to secure many **online services at the State of Michigan**. We are here to ensure your identity is safe and protected.
[Find Services](#)

Looks like you are eligible for passwordless login
Skip your password the next time by enrolling in passwordless login. If you have already enrolled this device, please ignore this message.
[Learn More](#) [Enroll device](#)

Step 11:

- Once you get to the “Discover Online Services” page, you must scroll down to find the correct department.
- Click the check box for “Michigan Department of Human & Health Services (MDHHS).”

[Back to Home](#)

Discover Online Services

From renewing vehicle plates to getting food assistance, find and access the services you need.

Search for Services [Search](#)

Filter by Departments

- All Departments
- Attorney General (AG)
- Center for Educational Performance and Information (CEPI)
- Department of Labor and Economic Opportunity (LEO)
- Department of Technology, Management and Budget (DTMB)
- Licensing and Regulatory Affairs (LARA)
- Michigan Civil Service Commission (MCSC)
- Michigan Department of Agriculture & Rural Development (MDARD)
- 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 Military and Veterans Affairs (DMVA)

Michigan Department of Health & Human Services (MDHHS)

- Central Registry Request Portal - SIT**
The Michigan Central Registry Request Online System is an application that allows individuals and agencies to request information from the Michigan Department of Health and Human Services, child abuse and neglect central registry database. Access to information from the central registry database is subject to Michigan's Child Protection Law (MCL 722.627-722.627), Adam Walsh Child Protection and Safety Act, and Public Act 64 of 2022 (Wyatt's Law). The Michigan Central Registry Request Online System is a portal for individuals and agencies to submit secured requests for: clearance checks against the registry, requests for placement onto or removal from the registry from judicial partners, and/or to appeal release of the registry information.
- HCI myHealthPortal Cloud Systest SAML**
The online myHealthPortal and mobile myHealthButton are a one stop shop for your Medicaid and Children Special Health Care Services healthcare coverage information. You can view real time information such as the services you are covered for, look up providers, access your MiHealth card and much more, all this at your fingertips. It's fast and simple, register once and get instant access to both applications!
- HCI myHealthPortal Cloud UAT SAML**
The online myHealthPortal and mobile myHealthButton are a one stop shop for your Medicaid and Children Special Health Care Services healthcare coverage information. You can view real time information such as the services you are covered for, look up providers, access your MiHealth card and much more, all this at your fingertips. It's fast and simple, register once and get instant access to both applications!
- HCI myHealthPortal ST CIMS**
TBD

Step 12:

- Select the option “Lead Professional Portal.”

<input checked="" type="checkbox"/> Michigan Department of Health & Human Services (MDHHS)	HCI myHealthPortal ST CIMS TBD
<input type="checkbox"/> Michigan Department of Military and Veterans Affairs (DMVA)	HCI myHealthPortal UAT INIT 1 TBD
<input type="checkbox"/> Michigan Department of Natural Resources (DNR)	Lead Professional Portal The LPP (Lead Professionals Portal) will offer Michigan's certified lead workers and firms a convenient way to renew their State certifications online. Professionals will be able to update their address and contact info, and submit their annual renewal fees with either a credit card or e-check using CEPAS the State of Michigan's online payment portal.
<input type="checkbox"/> Michigan Department of State (MDOS)	
<input type="checkbox"/> Michigan Department of Transportation (MDOT)	
<input type="checkbox"/> Michigan Department of Treasury	
<input type="checkbox"/> Michigan Gaming Control Board (MGCB)	

Step 13:

- Click “I agree to the Terms & Conditions.”
- Click Add Service.

[Back](#)

MDHHS

Lead Professional Portal

The LPP (Lead Professionals Portal) will offer Michigan's certified lead workers and firms a convenient way to renew their State certifications online. Professionals will be able to update their address and contact info, and submit their annual renewal fees with either a credit card or e-check using CEPAS the State of Michigan's online payment portal.

Please accept the Terms and Conditions to continue:

Terms & Conditions

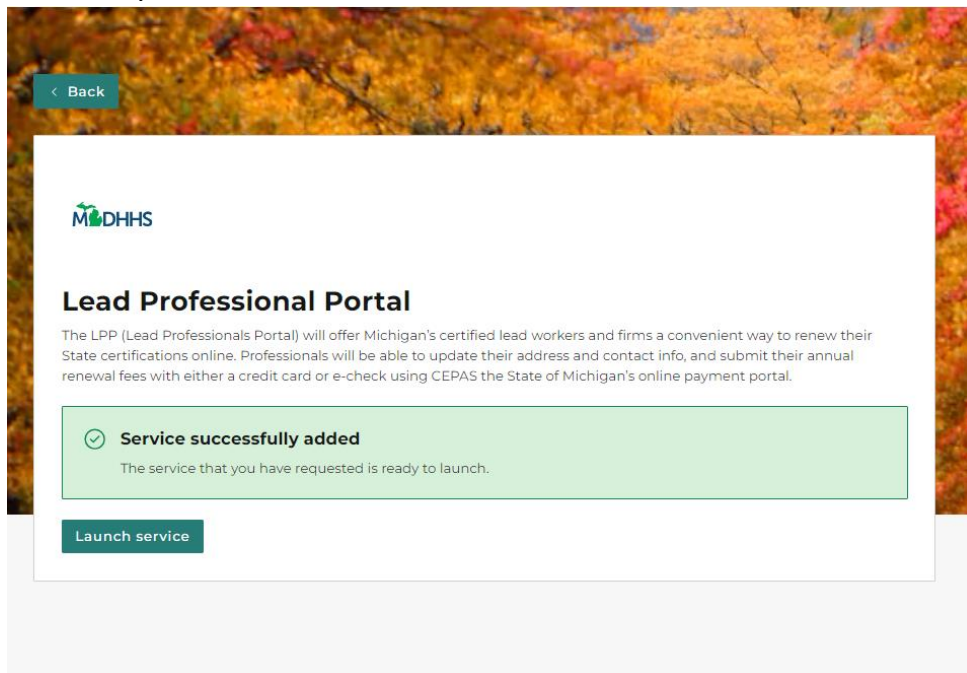
The Michigan Department of Health & Human Services (MDHHS) computer information system (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems 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. 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

I agree to the Terms & Conditions

[Add Service](#)

Step 14:

- Now that you have added the Lead Professional Portal, click Launch Service.



Step 15:

- You should now be able to view what tasks you can complete within the Lead Professional Portal.

MILogin / Lead Professional Portal / Welcome

Welcome - Lead Professional Portal

Instructions

Hello Derekuser67,

Welcome to Lead Professional Portal. You can complete the following tasks in this portal:

- [Associate with a professional, firm, or training firm](#)
 - You can only associate with one professional
 - You can associate with multiple firms or training firms
 - You can remove any associations at any time that no longer apply
- [Renew licenses](#)
 - You must complete an association with a professional or firm in order to renew a license
 - You will be prompted to update any contact information as a part of your renewal
- [View/Edit Contact Information](#)
 - You must complete an association with a professional or firm in order to update contact information
 - You can update your addresses, phone numbers, and email addresses
- [Submit Notifications](#)
 - Investigation notifications
 - Abatement notifications
- [Pay fines](#)
 - You will need to know the Case Number to pay your fine
- Online Payment Instructions guide: <https://www.michigan.gov/mileadsafe/professionals/resources>



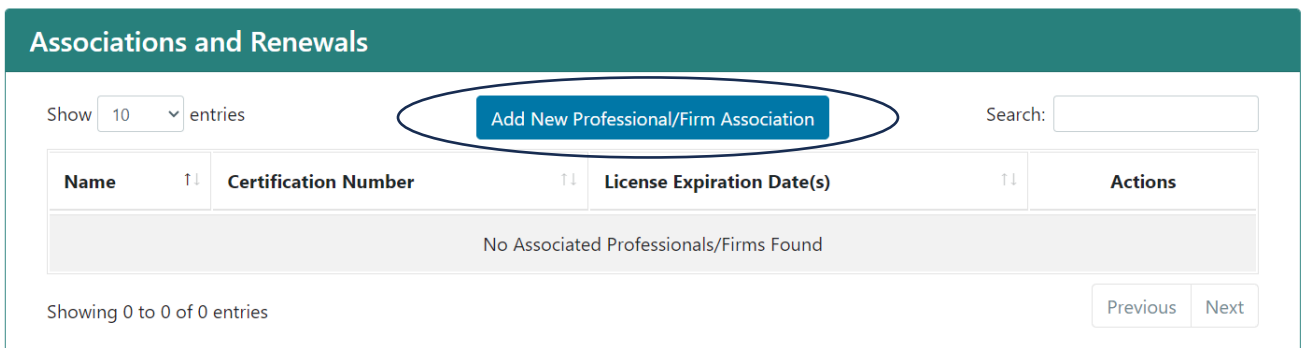
Associate With a Professional, Firm or Training Firm

Overview:

In the Associations and Renewals box, an individual can associate their account with a lead professional certification, firm certification or training provider certification. You will need names, certification numbers and other identifying information. Firms are able to associate individual employees to their account.

Step 1:

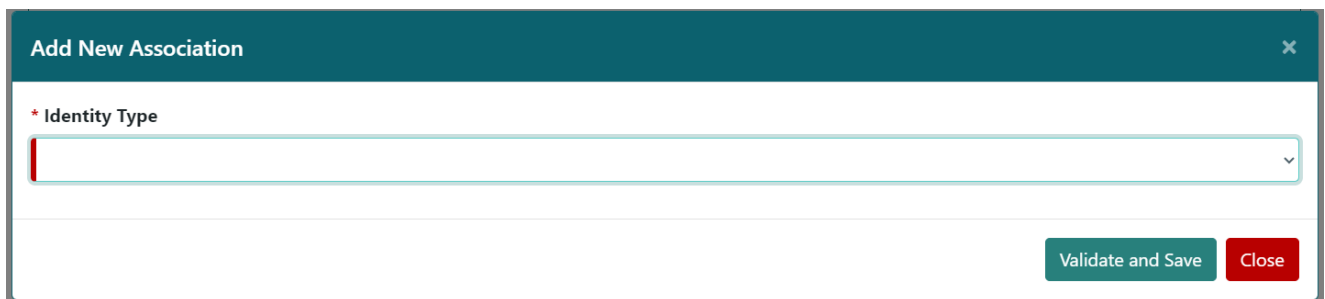
- To associate with a professional, firm or training firm, scroll down to the Associations & Renewals Box.
- Click Add New Professional/Firm Association.



The screenshot shows the 'Associations and Renewals' section of a web application. At the top, there is a teal header with the text 'Associations and Renewals'. Below the header, there is a search bar with the text 'Search:'. To the left of the search bar, there is a dropdown menu showing '10' entries. In the center, there is a blue button labeled 'Add New Professional/Firm Association' which is circled in blue. Below the button is a table with the following columns: 'Name', 'Certification Number', 'License Expiration Date(s)', and 'Actions'. The table is currently empty and displays the message 'No Associated Professionals/Firms Found'. At the bottom left, it says 'Showing 0 to 0 of 0 entries'. At the bottom right, there are 'Previous' and 'Next' buttons.

Step 2:

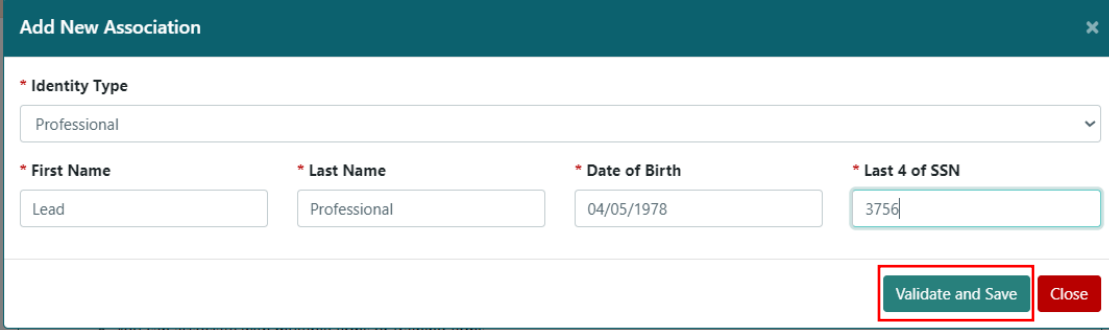
- A screen will pop up asking you to indicate the Identity Type.
- You must select one of the options from the drop-down menu: Professional, Firm or Training Provider.



The screenshot shows a pop-up window titled 'Add New Association'. The window has a teal header with the text 'Add New Association' and a close button (X) in the top right corner. Below the header, there is a form with a red border. The first field is labeled '* Identity Type' and is a dropdown menu. The dropdown menu is currently empty. At the bottom right of the form, there are two buttons: 'Validate and Save' (teal) and 'Close' (red).

To Associate a Professional:

- If you select Professional, you must enter your first and last name, date of birth and the last four digits of your Social Security Number (SSN). After entering your information, click Validate and Save.



The screenshot shows a web form titled "Add New Association" with a close button in the top right corner. The form contains the following fields:

- * Identity Type:** A dropdown menu with "Professional" selected.
- * First Name:** A text input field containing "Lead".
- * Last Name:** A text input field containing "Professional".
- * Date of Birth:** A date input field containing "04/05/1978".
- * Last 4 of SSN:** A text input field containing "3756".

At the bottom right of the form, there are two buttons: "Validate and Save" (highlighted with a red box) and "Close".

- After clicking Validate and Save, you will be directed to a screen where you can enter information such as physical addresses, phone numbers and email addresses.

Information

Your current contact information is listed below. Please verify and make any corrections before proceeding. If you need to make a name change or update your employment information, please email LCCAInfo@michigan.gov. Please check and update your email information to receive renewal notifications.

First Name
Middle Name
Last Name

*** Notifications Enabled**
 Electronic Notifications Paper Notifications Both

Employer Name
Employer Address

[Continue to License Renewal](#)

Addresses

Primary	Street	Unit	City	State	Zip	County	Country	Actions
Primary Address	233 S Grand Ave		Lansing	MI	48933	Ingham	United States	Delete

[Add New Address](#) Previous **1** Next

Phone Numbers

Primary	Phone	Ext	Type	Private	Actions
Primary Phone	123-456-7897		Cell	<input type="checkbox"/> Is Private	Delete

[Add New Phone](#) Previous **1** Next

Email Addresses

Primary	Email	Type	Actions
Primary Email	leadprofessional@michigan.gov	Work	Delete

[Add New Email](#) Previous **1** Next

- When returning to the home page of the Lead Professional Portal, the association should appear in the Associations and Renewals box.
 - In this box you will have the opportunity to renew your certification (See pg. 18 for instructions), view or edit your contact information (See pg. 23 for instructions) or remove the association.

Associations and Renewals			
Name	Certification Number	License Expiration Date(s)	Actions
Lead Professional	P-009439	Lead Abatement Supervisor (03/31/2024)	Renew View/Edit Contact Information Remove Association

Showing 1 to 1 of 1 entries

Previous 1 Next

To Associate a Firm:

- If you select Firm, you must indicate your Identifier Type by choosing Federal Tax ID or SSN and providing that number in the Identifier box. Next, enter your firm certification number.
- After entering your information, click Validate and Save.

Add New Association ✕

*** Identity Type**

Firm

*** Identifier Type** *** Identifier** **Prefix** *** Certification Number**

Federal Tax ID SSN
 00-0000123 C- 001147

Validate and Save
Close

- After clicking Validate and Save, you will be directed to a screen where you can enter information such as physical addresses, phone numbers and email addresses.

Information

Your current contact information is listed below. Please verify and make any corrections before proceeding. If you need to make a name change or update your employment information, please email LCCAInfo@michigan.gov. Please check and update your email information to receive renewal notifications.

Firm Name

Owner/Manager Name

Ownership Type

* Notifications Enabled

Electronic Notifications Paper Notifications Both

[Continue to License Renewal](#)

Addresses

Primary	Street	Unit	City	State	Zip	County	Country	Actions
Primary Address	233 S Grand Ave		Lansing	MI	48933	Ingham	United States	Delete

[Add New Address](#)

Previous **1** Next

Phone Numbers

Primary	Phone	Ext	Type	Private	Actions
Primary Phone	517-599-7297		Work	<input type="checkbox"/> Is Private	Delete

[Add New Phone](#)

Previous **1** Next

Email Addresses

Primary	Email	Type	Actions
Primary Email	leadabatementfirm@michigan.gov	Work	Delete

[Add New Email](#)

Previous **1** Next

- When returning to the home page of the Lead Professional Portal, the association should appear in the Associations and Renewals box.

- In this box you will have the opportunity to renew your certification (See pg. 18 for instructions), view or edit your contact information (See pg. 23 for instructions) or remove the association.

Associations and Renewals			
Show <input type="text" value="10"/> entries	Add New Professional/Firm Association		Search: <input type="text"/>
Name	Certification Number	License Expiration Date(s)	Actions
Lead Abatement Firm	C-001147	Lead Abatement Firm (12/31/2023)	Renew View/Edit Contact Information Remove Association
Lead Professional	P-009439	Lead Abatement Supervisor (03/31/2024)	Renew View/Edit Contact Information Remove Association

Showing 1 to 2 of 2 entries

Previous **1** Next

To Associate a Training Provider:

- If you select Training Provider, you must indicate your Identifier Type by choosing Federal Tax ID or SSN and providing that number in the Identifier box. Next, enter your training certification number.
- After entering your information, click Validate and Save.

Add New Association ✕

*** Identity Type**

*** Identifier Type** *** Identifier** **Prefix** *** Certification Number**

Federal Tax ID SSN

- After clicking Validate and Save, you will be directed to a screen where you can enter information such as physical addresses, phone numbers and email addresses.

Information

Your current contact information is listed below. Please verify and make any corrections before proceeding. If you need to make a name change or update your employment information, please email LCCAInfo@michigan.gov. Please check and update your email information to receive renewal notifications.

Firm Name

Accredited Training Provider

Owner/Manager Name

State of Michigan

[Continue to License Renewal](#)

Addresses

Primary	Street	Unit	City	State	Zip	County	Country	Actions
Primary Address	233 S Grand Ave		Lansing	MI	48933	Ingham	United States	Delete

[Add New Address](#)

Previous **1** Next

Phone Numbers

Primary	Phone	Ext	Type	Private	Actions
Primary Phone	517-599-7297		Work	<input type="checkbox"/> Is Private	Delete

[Add New Phone](#)

Previous **1** Next

Email Addresses

Primary	Email	Type	Actions
Primary Email	accreditedtrainingprovider@michigan.gov	Work	Delete

[Add New Email](#)

Previous **1** Next

- When returning to the home page of the Lead Professional Portal, the association should appear in the Associations and Renewals box.

- In this box you will have the opportunity to renew your certification (See pg. 18 for instructions), view or edit your contact information (See pg. 23 for instructions) or remove the association.

Associations and Renewals

Show entries [Add New Professional/Firm Association](#) Search:

Name	Certification Number	License Expiration Date(s)	Actions
Accredited Training Provider	T-000085	Inspector Initial (08/31/2024) Supervisor Initial (08/31/2024)	Renew View/Edit Contact Information Remove Association
Lead Abatement Firm	C-001147	Lead Abatement Firm (12/31/2023)	Renew View/Edit Contact Information Remove Association
Lead Professional	P-009439	Lead Abatement Supervisor (03/31/2024)	Renew View/Edit Contact Information Remove Association

Showing 1 to 3 of 3 entries Previous **1** Next

Renew Licenses

Step 1:

- Return to the Home Page and Select Renew Licenses in the Instructions box.

MLLogin / Lead Professional Portal / Welcome

Welcome - Lead Professional Portal

Instructions

Hello Derekuser67,

Welcome to Lead Professional Portal. You can complete the following tasks in this portal:

- [Associate with a professional, firm, or training firm](#)
 - You can only associate with one professional
 - You can associate with multiple firms or training firms
 - You can remove any associations at any time that no longer apply
- [Renew licenses](#)
 - You must complete an association with a professional or firm in order to renew a license
 - You will be prompted to update any contact information as a part of your renewal
- [View/Edit Contact Information](#)
 - You must complete an association with a professional or firm in order to update contact information
 - You can update your addresses, phone numbers, and email addresses
- [Submit Notifications](#)
 - Investigation notifications
 - Abatement notifications
- [Pay fines](#)
 - You will need to know the Case Number to pay your fine
- Online Payment Instructions guide: <https://www.michigan.gov/mileadsafe/professionals/resources>



Step 2:

- In the Associations & Renewals box decide which certification (Professional/Firm/Training Provider) you would like to renew.
- Click Renew.

Associations and Renewals			
Show 10 entries	Add New Professional/Firm Association	Search:	
Name	Certification Number	License Expiration Date(s)	Actions
Accredited Training Provider	T-000085	Supervisor Initial (08/31/2024) Inspector Initial (08/31/2024)	Renew View/Edit Contact Information Remove Association
Lead Abatement Firm	C-001147	Lead Abatement Firm (12/31/2023)	Renew View/Edit Contact Information Remove Association
Lead Professional	P-009439	Lead Abatement Supervisor (03/31/2024)	Renew View/Edit Contact Information Remove Association

Showing 1 to 3 of 3 entries

Previous 1 Next

Step 3:

- You will then be directed to a page that displays your information.
- Click Continue to License Renewal.

Information

Your current contact information is listed below. Please verify and make any corrections before proceeding. If you need to make a name change or update your employment information, please email LCCAInfo@michigan.gov. Please check and update your email information to receive renewal notifications.

First Name **Middle Name** **Last Name**

*** Notifications Enabled**
 Electronic Notifications Paper Notifications Both

Employer Name **Employer Address**

[Continue to License Renewal](#)

Addresses

Primary	Street	Unit	City	State	Zip	County	Country	Actions
Primary Address	233 S Grand Ave		Lansing	MI	48933	Ingham	United States	Delete

[Add New Address](#) Previous **1** Next

Phone Numbers

Primary	Phone	Ext	Type	Private	Actions
Primary Phone	123-456-7897		Cell	<input type="checkbox"/> Is Private	Delete

[Add New Phone](#) Previous **1** Next

Step 4:

- Next you will be directed to a page where you will start the renewal application.
- Answer Yes or No to the questions and then check the box under Applicant Affidavit.
- Click Continue.

Renewal Application

Other Registration(s), Certification(s), License(s), and Enforcement(s)

* Within the last three (3) years have you had an accreditation or certification suspended, denied, modified, or revoked by any state, Indian tribe, or U.S. EPA?
If yes, please provide details when prompted Yes No

* Are you a health department employee? Yes No

Applicant Affidavit

I hereby certify that all information provided herein is true and complete to the best of my knowledge. I understand that falsification of any information provided on this application may result in immediate denial or revocation of MDHHS certification. As a condition of certification, I hereby agree to comply with all applicable federal, state, and local regulations, ordinances, guidelines, and laws. **Violation of any of these may result in denial, fines, or revocation of MDHHS certification.**

Step 5:

- Select the fees you would like to pay by checking the box in the Apply To field, then click Continue.

Renewal Fees

Please select the fees you would like to pay.

Apply To	License Type	Fee Type	Due Date	License Expiration Date	Certification Expiration Date	Amount Due
<input checked="" type="checkbox"/>	Lead Abatement Supervisor	Renewal	03/31/2024	03/31/2024	03/31/2026	50

Total Amount Due 50

Previous **1** Next

Step 6:

- Next you will be directed to the MDHHS Lead Fee Payment website.
- In the Choose Method of Payment Box, select your payment type, then click Next.

Michigan Department of Health & Human Services
Your internal source for keeping up with department news & opportunities

MICHIGAN.GOV
Michigan's Official Website

Payment Method

Welcome to the DHHS Lead Fee Payment Website!

Paying on-line is quick, easy, secure, and is available to you 24 hours a day, 7 days a week. This secure website allows you to pay using your credit/debit card (MasterCard, Visa, or Discover) or pay by E-check (electronic payment processed using your checking or savings account).

This on-line service is a payment site only and will not display payment history. If you have questions regarding your payment history, please call 517-335-9390.

* Indicates required field

Choose Method Of Payment

Pay with new account

Pay by electronic check

Pay by credit card

VISA MasterCard Discover

Back **Next** Exit

To begin the payment process, select payment type and click "Next."

[MI.gov Home](#) | [Policies](#) | [Accessibility](#) [Disability Resources](#) | [FOIA](#) | [Departments](#)

Step 7:

- Next you will be directed to the MDHHS Lead Fee page to pay your certification fee.
- Enter your billing address and payment details, then click Next.

DHHS Lead Fee

Please complete the following to process your payment.

If you have entered a valid email address, a confirmation email will be received from noreply@fserv.com.

BUSINESS ACCOUNTS -If you are paying on behalf of a business, please enter your first name in the First Name field, and then enter the name of the business in the Last Name field under the Billing Address section.

When entering your personal or business name below please omit any special characters such as a period(.), comma(,), dash(-), apostrophe('), or ampersand(&) sign.

*NOTE - If using a credit card, the address you enter must match the address on your credit card billing statement.

* Indicates required field

Billing Address

Use Business Name

*First Name:

M.I.:

*Last Name:

*Street Line 1:

Street Line 2:

City:

State:

*Zip:

Country:

Phone:

*E-Mail:

Payment Details

*Payment Amount: 50.00 USD

Payment Method

*Name on Card:

*Card Number:

*Expiration Date: * Month * Year

*Card Verification Value(CVV2): [What's This?](#)

Back **Next** Exit

Step 8:

- Next you will be directed to the Payment Review page.
- Verify the information is correct and click Pay Now.

Payment Review

DHHS Lead Fee

Please verify that the information listed below is correct. Then click on "Pay Now" in the box below.
If you have entered a valid email address, a confirmation email will be received from noreply@ffiserv.com.

Address
Billing Address: Lead Professional 5451 Perry Street Lansing, MI 48284 (517) 916-0081 leadprofessional89@gmail.com
Payment Method
Credit Card: VISA Lead Professional x1111 04/29
Payment Amount
Amount: 50.00 USD Total: 50.00 USD

[Back](#) [Pay Now](#) [Exit](#)

Step 9:

- Next you will be directed to the Payment Results page.
- Here you will view the confirmation of a successful payment.
- Click Exit to leave the page.

Payment Results

DHHS Lead Fee

"Please note - Your payment will post to your credit card billing statement as "DHHS Lead Fee." Your E-check payment will post to your bank account as "Lead Fee." Please retain a copy of this page for your records.

Thank You	Printable Receipt
Merchant: DHHS Lead Fee Merchant City/State: Lansing, MI Merchant Location Code: 00001 Payment Status: Payment Success Payment Date: 01/25/2024 Confirmation Number: 24012523847350 Billing Address: Lead Professional 5451 Perry Street Lansing, MI 48284 (517) 916-0081 E-Mail Address: leadprofessional89@gmail.com Total Amount: 50.00 USD Card Type: VISA Account #: x1111 Authorization Code: 364438 Disclaimer: This is where the disclaimer information is located.	

[Exit](#)

[MI.gov Home](#) | [Policies](#) | [Accessibility](#) | [Disability Resources](#) | [FOIA](#) | [Departments](#)

View/Edit Contact Information

Step 1:

- Return to the Home page and select View/Edit Contact Information.

MILogin / Lead Professional Portal / Welcome

Welcome - Lead Professional Portal

Instructions

Hello Derekuser67,

Welcome to Lead Professional Portal. You can complete the following tasks in this portal:

- [Associate with a professional, firm or training firm](#)
 - You can only associate with one professional
 - You can associate with multiple firms or training firms
 - You can remove any associations at any time that no longer apply
- [Renew licenses](#)
 - You must complete an association with a professional or firm in order to renew a license
 - You will be prompted to update any contact information as a part of your renewal
- [View/Edit Contact Information](#)
 - You must complete an association with a professional or firm in order to update contact information
 - You can update your addresses, phone numbers, and email addresses
- [Submit Notifications](#)
 - Investigation notifications
 - Abatement notifications
- [Pay fines](#)
 - You will need to know the Case Number to pay your fine
- Online Payment Instructions guide: <https://www.michigan.gov/mileadsafe/professionals/resources>



Step 2:

- Select which association (Professional, Firm or Training Provider) you would like to view or edit contact information for in the Associations and Renewals Box.
- Click View/Edit Contact Information.

Associations and Renewals				
Show	10	entries	Add New Professional/Firm Association	Search: <input type="text"/>
Name	Certification Number	License Expiration Date(s)	Actions	
Accredited Training Provider	T-000085	Supervisor Initial (08/31/2024) Inspector Initial (08/31/2024)	Renew	View/Edit Contact Information Remove Association
Lead Abatement Firm	C-001147	Lead Abatement Firm (12/31/2023)	Renew	View/Edit Contact Information Remove Association
Lead Professional	P-009439	Lead Abatement Supervisor (03/31/2024)	Renew	View/Edit Contact Information Remove Association

Showing 1 to 3 of 3 entries

Previous 1 Next

Step 3:

- You will be directed to a page where you can edit your contact information, addresses, phone numbers and email addresses.
- You can add and delete information.
- For example, if you would like to add a new phone number, select Add New Phone.

Contact Information

First Name	Middle Name	Last Name
<input type="text" value="Lead"/>	<input type="text"/>	<input type="text" value="Professional"/>

*** Notifications Enabled**

Electronic Notifications Paper Notifications Both

Employer Name	Employer Address
<input type="text" value="State of Michigan"/>	<input type="text" value="235 S Grand Ave, Lansing, MI 48933"/>

Addresses

Primary	Street	Unit	City	State	Zip	County	Country	Actions
Primary Address	233 S Grand Ave		Lansing	MI	48933	Ingham	United States	Delete

[Add New Address](#) Previous **1** Next

Phone Numbers

Primary	Phone	Ext	Type	Private	Actions
Primary Phone	123-456-7897		Cell	<input type="checkbox"/> Is Private	Delete

[Add New Phone](#) Previous **1** Next

Email Addresses

Primary	Email	Type	Actions
Primary Email	leadprofessional@michigan.gov	Work	Delete

[Add New Email](#) Previous **1** Next

[Return To Lead Professional Portal](#)

- A box will pop up and you will enter a new phone number and indicate which type of number it is (Work, Cell, Home or Fax).
- Click Save.

Phone Number [Close]

* Phone Number Phone Number

517-549-5701

XXX-XXX-XXXX

* Type Private

Work [v]

Save **Close**

- You will then see the new phone number added to the Phone Numbers section of the Contact Information page.

Phone Numbers

Primary	Phone	Ext	Type	Private	Actions
Primary Phone	123-456-7897		Cell	<input type="checkbox"/> Is Private	Delete
Not Primary	517-549-5701		Work	<input type="checkbox"/> Is Private	Set Primary Delete

Add New Phone Previous **1** Next

Submit Notifications

Step 1:

- Return to the Home page and select Submit Notifications in the Instructions box.

MILogin / Lead Professional Portal / Welcome

Welcome - Lead Professional Portal

Instructions

Hello Derekuser67,

Welcome to Lead Professional Portal. You can complete the following tasks in this portal:

- [Associate with a professional, firm, or training firm](#)
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 - You can associate with multiple firms or training firms
 - You can remove any associations at any time that no longer apply
- [Renew licenses](#)
 - You must complete an association with a professional or firm in order to renew a license
 - You will be prompted to update any contact information as a part of your renewal
- [View/Edit Contact Information](#)
 - You must complete an association with a professional or firm in order to update contact information
 - You can update your addresses, phone numbers, and email addresses
- [Submit Notifications](#)
 - Investigation notifications
 - Abatement notifications
- [Pay fines](#)
 - You will need to know the Case Number to pay your fine
- Online Payment Instructions guide: <https://www.michigan.gov/mileadsafe/professionals/resources>

Step 2:

- To Submit a Notification, click on the “Add New Notifications” button and select either Investigation Notifications or Abatement Notifications.

Notifications

[Add New Notifications](#)

- [Investigation Notifications](#)
- [Abatement Notifications](#)

Address	Responsible Party	Certification Number	Type	Date	Submitted By	Actions
No Notification Submissions Found						

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

- To submit an Investigation Notification, complete all required fields (*) and if possible complete all fields not marked with an asterisk.
- Click “Add Investigation Activity.”

Add Investigation Activity

* Street 5645 Jaspers		Apartment Or Suite	
* City Lansing	State MI	* Zip 48915	County Ingham
* P# P-008674	* Investigator <input type="text"/> <input type="button" value="Search"/>		
* Investigation Type Inspection/Risk Assessment	* Investigation Date 11/13/2023		
* Property Type Multi Family	* Occupancy Type Owner		
* Number of Units 5	Number of Bedrooms 10	* Year of Construction 1936	
* Owner's Name Mid-Michigan Properties		* Owner's Phone 517-382-5064 <small>XXX-XXX-XXXX</small>	
Housing Agency City of Lansing	Housing Agency Other <input type="text"/>		
Agency's Contact Person <input type="text"/>		Contact Phone Number <input type="text"/> <small>XXX-XXX-XXXX</small>	
* Were soil samples taken? <input checked="" type="radio"/> Yes <input type="radio"/> No	* Soil Samples Play Area	No Sample Reason <input type="text"/>	
* Lead Based Paint Present? <input type="radio"/> Yes <input checked="" type="radio"/> No	* Lead Hazards Present? <input type="radio"/> Yes <input checked="" type="radio"/> No		

Step 3:

- To submit an Abatement Notification, complete all required fields (*) and if possible complete all fields not marked with an asterisk.
- Click “Add Abatement Activity.”

Abatement Notification - Add Abatement Activity

* Street		Apartment or Suite	
<input type="text" value="2891 Halibut Road"/>		<input type="text"/>	
* City	State	* Zip	County
<input type="text" value="Lansing"/>	<input type="text" value="MI"/>	<input type="text" value="48925"/>	<input type="text" value="Ingham"/>
<input type="checkbox"/> Is Override			
* Contractor's MI Cert#	* Contractor Name		
<input type="text" value="C-_____"/>	<input type="text"/>		
<input type="button" value="Search"/>			
* Contact Person	* Contact Phone Number		
<input type="text" value="Steve Jeffries"/>	<input type="text" value="517-820-3457"/>		
	<small>XXX-XXX-XXXX</small>		
* Supervisor's MI Cert#	* Project Supervisor		
<input type="text" value="P-_____"/>	<input type="text"/>		
<input type="button" value="Search"/>			
* Start Date	* End Date		
<input type="text" value="11/21/2023"/>	<input type="text" value="11/30/2023"/>		
* Scheduled Work Hours	* Are weekend hours included?		
<input type="text" value="8am - 5pm"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No		
<small>(ex. 8:00 AM - 5:00 PM)</small>			
Assessor's MI Cert#	Risk Assessor		
<input type="text"/>	<input type="text"/>		
<input type="button" value="Search"/>			
* Assessment Type	* Property Type	* Occupancy Type	
<input type="text" value="Inspection"/>	<input type="text" value="Single Family"/>	<input type="text" value="Owner"/>	
* Owner's Name	Owner's Phone		
<input type="text" value="Mid-Michigan Properties"/>	<input type="text" value="517-230-8461"/>		
	<small>XXX-XXX-XXXX</small>		
* Housing Agency	Housing Agency Other		
<input type="text" value="City of Lansing"/>	<input type="text"/>		
Agency's Contact Person	Agency Contact Phone Number		
<input type="text" value="Barbara Jones"/>	<input type="text" value="517-508-6371"/>		
	<small>XXX-XXX-XXXX</small>		
* Brief Scope of Work			
<input type="text" value="Replace soffit & fascia, encapsulate 3 walls"/>			
Revision #	Revision Reason		
<input type="text"/>	<input type="text"/>		
<input type="button" value="Add Abatement Activity"/>	<input type="button" value="Cancel"/>		

Pay Fines

Step 1:

- Return to the Home page and select Pay Fines in the instructions box.

MILogin / Lead Professional Portal / Welcome

Welcome - Lead Professional Portal

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 - You can update your addresses, phone numbers, and email addresses
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 - Investigation notifications
 - Abatement notifications
- [Pay fines](#)
 - You will need to know the Case Number to pay your fine
- Online Payment Instructions guide: <https://www.michigan.gov/mileadsafe/professionals/resources>



Step 2:

- To pay a fine, click on the Pay Fine button.

Fines

[\\$ Pay Fine](#)

- Next you must enter your case number in the textbox and click continue.

Fines

In order to make a fine payment please enter your case number in the textbox below, and click the "Continue" button.

Case Number

[Continue](#)

Step 3:

- A screen will pop up asking you to confirm case details, and you must select Yes or No.

Confirm Case Details

Are these fines related to Landlord Case?

Step 4:

- You will be directed to a page where you will select which specific fines you would like to pay.
- Check the boxes you would like to apply payments to and then click Continue.

Fines Payment

Please select the payments you would like to apply towards your fine(s).

Apply To	Payment Due Date	Remaining Amount Due	Total Due	Payment Status
<input checked="" type="checkbox"/>	11/22/2023	112.5	562.5	Payment Due
<input checked="" type="checkbox"/>	12/22/2023	562.5	562.5	Payment Due
<input type="checkbox"/>	01/22/2024	562.5	562.5	Payment Due
<input type="checkbox"/>	02/22/2024	562.5	562.5	Payment Due
<input type="checkbox"/>	03/22/2024	562.5	562.5	Payment Due
<input type="checkbox"/>	04/22/2024	562.5	562.5	Payment Due
<input type="checkbox"/>	05/22/2024	562.5	562.5	Payment Due
<input type="checkbox"/>	06/22/2024	562.5	562.5	Payment Due

Total Amount Selected

Step 5:

- You will be directed to the MDHHS Lead Fee Payment website.

The screenshot shows the top navigation bar with the MDHHS logo and the Michigan Department of Health & Human Services name. Below this is a "Payment Method" section with a welcome message and instructions. A form titled "Choose Method Of Payment" is displayed, offering two options: "Pay by electronic check" and "Pay by credit card". The "Pay by credit card" option is selected. Below the form are "Back", "Next", and "Exit" buttons. At the bottom of the page, there are links for "Mi.gov Home", "Policies", "Accessibility", "Disability Resources", "FOIA", and "Departments".

Michigan Department of Health & Human Services
Your internal source for keeping up with department news & opportunities

MICHIGAN.GOV
Michigan's Official Website

Payment Method

Welcome to the MDHHS Lead Fee Payment Website!

Paying on-line is quick, easy, secure, and is available to you 24 hours a day, 7 days a week. This secure website allows you to pay using your credit/debit card (MasterCard, Visa, or Discover) or pay by E-check (electronic payment processed using your checking or savings account).

This on-line service is a payment site only and will not display payment history. If you have questions regarding your payment history, please call 517-335-9390.

* Indicates required field

Choose Method Of Payment

Pay with new account

Pay by electronic check

Pay by credit card

VISA MasterCard DISCOVER

Back Next Exit

To begin the payment process, select payment type and click "Next."

[Mi.gov Home](#) | [Policies](#) | [Accessibility](#) | [Disability Resources](#) | [FOIA](#) | [Departments](#)

Step 6:

- Choose your method of payment by selecting between the two options, then click Next.

This is a close-up of the "Choose Method Of Payment" form. The "Pay by credit card" option is selected, and the "Next" button is highlighted with a red box.

Choose Method Of Payment

Pay with new account

Pay by electronic check

Pay by credit card

VISA MasterCard DISCOVER

Back Next Exit

Step 7:

- You will be directed to a page where you will enter your payment information to pay your fines.
- After entering your information, click Next.

DHHS Lead Fee

Please complete the following to process your payment.

If you have entered a valid email address, a confirmation email will be received from noreply@fiserv.com.

BUSINESS ACCOUNTS -If you are paying on behalf of a business, please enter your first name in the First Name field, and then enter the name of the business in the Last Name field under the Billing Address section.

When entering your personal or business name below please omit any special characters such as a period(.), comma(,), dash(-), apostrophe('), or ampersand(&) sign.

*NOTE - If using a credit card, the address you enter must match the address on your credit card billing statement.

* Indicates required field

Billing Address	
<input type="checkbox"/> Use Business Name	
*First Name:	Lead
M.I.:	
*Last Name:	Professional
*Street Line 1:	5451 Perry Street
Street Line 2:	
City:	Lansing
State:	Michigan
*Zip:	85284
Country:	UNITED STATES
Phone:	517-916-0081
*E-Mail:	leadprofessional89@gmail.com

Payment Details	
*Payment Amount:	50.00 USD

Payment Method	
*Name on Card:	Lead Professional
*Card Number:	4111111111111111
*Expiration Date:	* Month 04 * Year 2029
*Card Verification Value(CVV2):	999 What's This?

Step 8:

- Next you will be directed to the Payment Review page.
- Verify the information is correct and select Pay Now.

Payment Review	
DHHS Lead Fee	
Please verify that the information listed below is correct. Then click on "Pay Now" in the box below.	
If you have entered a valid email address, a confirmation email will be received from noreply@fiserv.com .	
Address	
Billing Address: Lead Professional 5451 Perry Street Lansing, MI 85284 (517) 916-0081 leadprofessional89@gmail.com	
Payment Method	
Credit Card ^{VISA} Lead Professional x1111 04/29	
Payment Amount	
Amount: 50.00 USD Total: 50.00 USD	
<input type="button" value="Back"/> <input type="button" value="Pay Now"/> <input type="button" value="Exit"/>	

Step 9:

- Next you will be directed to the Payment Results page.
- Here you will view the confirmation of a successful payment.
- Select Exit to leave the page.

Payment Results

DHHS Lead Fee

"Please note - Your payment will post to your credit card billing statement as "DHHS Lead Fee." Your E-check payment will post to your bank account as "Lead Fee." Please retain a copy of this page for your records.

Thank You	Printable Receipt
<p>Merchant: DHHS Lead Fee Merchant City/State: Lansing,MI Merchant Location Code: 00001 Payment Status: Payment Success Payment Date: 01/25/2024 Confirmation Number: 24012529847350 Billing Address: Lead Professional 5451 Perry Street Lansing, MI 48284 (517) 916-0081 E-Mail Address: leadprofessional89@gmail.com Total Amount: 50.00 USD Card Type: VISA Account #: x1111 Authorization Code: 364438 Disclaimer: This is where the disclaimer information is located.</p>	

[Exit](#)

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