

# HOW TO FIND YOUR MCIR PIN

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## YOUR SITE ADMINISTRATOR ADDS YOU TO MCIR

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To gain access to MCIR you need to be added by your Site Administrator or [Regional MCIR Coordinator](#).

1. Go to the email account that your Site Administrator used to add you to MCIR as a user.  
[image]
2. This email is sent from mcir@michigan.gov 'MCIR User Registration.'
3. This email will contain a **secure one-time use MCIR PIN** number that you will use only once to complete the registration process.
4. Retain this email until you have successfully completed registration for the [MILogin system](#) and MCIR application.

From: mcir@michigan.gov <mcir@michigan.gov>  
Sent: Friday, January 25, 2019 3:29 PM  
To: Sunshine, Mary  
Subject: MCIR User Registration

THIS IS A SYSTEM-GENERATED E-MAIL. PLEASE DO NOT REPLY TO THIS MESSAGE.

Registration Information:

Last Name: Sunshine

First Name: Mary

**MCIR PIN: 1384-75-55**

The purpose of this e-mail is to provide you with your one- time-use MCIR pin number necessary to complete the MCIR registration. Maintain this E-mail until you have successfully completed registration for the [MILogin](#) system and the Michigan Care Improvement Registry (MCIR) application.

*\*Do not share your PIN number, user id, or password. MCIR transactions are logged and subject to audit.\**

### NEED HELP WITH REGISTRATION & ACCESS?

Visit [www.mcir.org](http://www.mcir.org)  
Registration & Access Page

1. [HOW TO: REGISTER FOR MILOGIN -Tip Sheet](#)
2. [HOW TO: REQUEST AND COMPLETE MCIR ACCESS – Tip Sheet](#)