How to add an E-Order Contact

Contact your Local Health Department, Regional MCIR Office or refer to the Site Administrator Training page for additional assistance.
Are you a MCIR Site Administrator?

Only MCIR Site Administrators can add, edit or delete E-Order contacts.

Contact your MCIR Regional Office to be associated as a Site Administrator.
Contact your Regional MCIR Office to request Site Administrator role access. Click Region for contact information.

Region 1  
Region 2  
Region 3  
Region 4  
Region 5  
Region 6
1. Log in to the Michigan Care Improvement Registry, MCIR via MILogin.
2. Start on your MCIR Home Screen.

3. Click **Edit My Site** in the My Site Section box.
4. Click the VFC tab – refer to arrow.

5. Next, click the E Ordering Tab-refer to yellow box.
Site Information Screen

6. Click the **Add New E-Order Contact** link.
7. Select a user contact name and id from drop down box.

*if you do not see the user’s name when clicking the dropdown click this link.
8. Type in the new E-Order contact’s name and email.

9. Click the send email notifications box.

10. Click submit to save.
The End.
Don’t see the user?

Only users associated to your provider site will display when you click the drop down.

This means a site administrator needs to add the user to their provider site in MCIR.

☑️ Click this link for help adding user to your site.

OR

☑️ Continue with Adding an E-Order Contact instructions.
Associate a User to your Site to then assign them as an E-Order Contact

If you have a completely **NEW MCIR user** click this image for instructions.

If you need to associate an **existing MCIR user**, someone already in the MCIR system, to your site click this image for instructions.

Continue to next slide to add the user as an E-Order contact if you see the user’s name, OR follow the above resource and come back to this module to add the user as an E-Order contact.
Add Contact Information box Pop Up

1. Type in the new E-Order contact’s name and email.
2. Click the send email notifications box.
3. Click submit to save.
The End.