

MILogin Instructions for SMOKE Users

Due to a statewide mandate, SMOKE now uses MILogin for secure access to SMOKE. To login to SMOKE you will need to have a MILogin account.

There are three types of credential categories described below. Please find and follow the instructions for the one that fits your status:

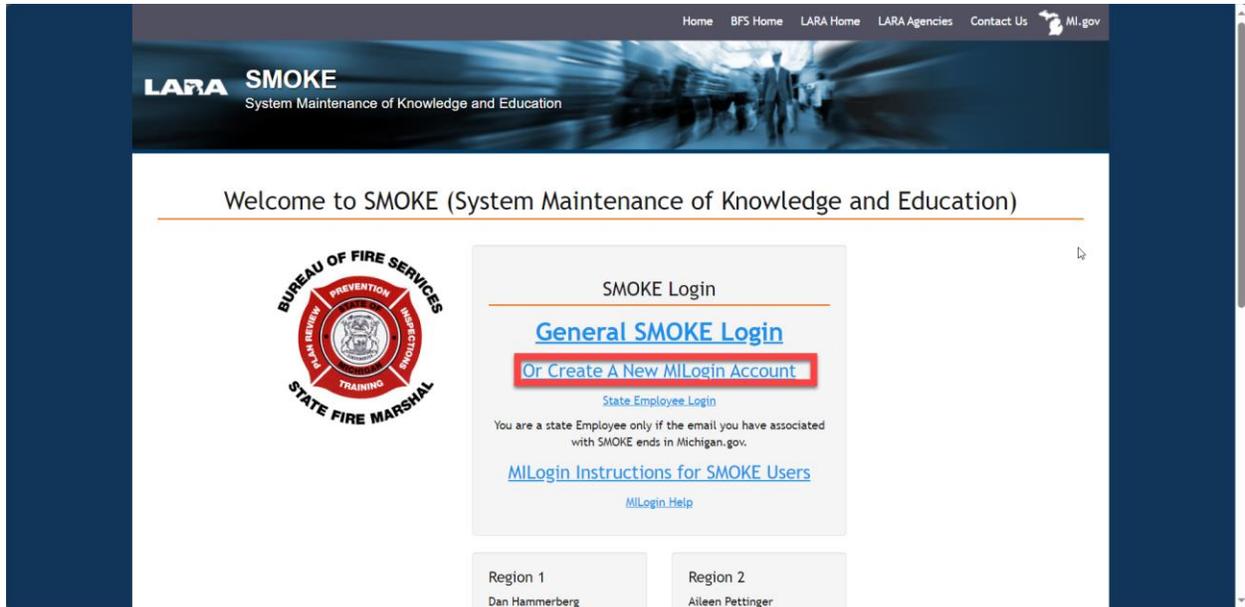
1. If you are a State of Michigan worker with a *Michigan.gov* email used in your SMOKE account, please use the **State Employee Login** option on the SMOKE front page to use your existing MILogin credentials to access SMOKE. (You will need to request the service if you haven't already)
2. If you are NOT a State of Michigan worker, but already have a MILogin account for other purposes (other state agencies like SOS, DNR, etc), you should update your MILogin account to your SMOKE account email [here](#) (it may require you to login). Afterwards, use the **General SMOKE Login** option.
3. If you do not have a MILogin account you must create one to access SMOKE, please see next page to create a MILogin account. Afterwards, use the **General SMOKE Login** option.
 - Note that you will have to verify your Email via a security code sent to your email upon signing in for the first time if you are using the General SMOKE Login Option.

UPDATED SMOKE Login Instructions

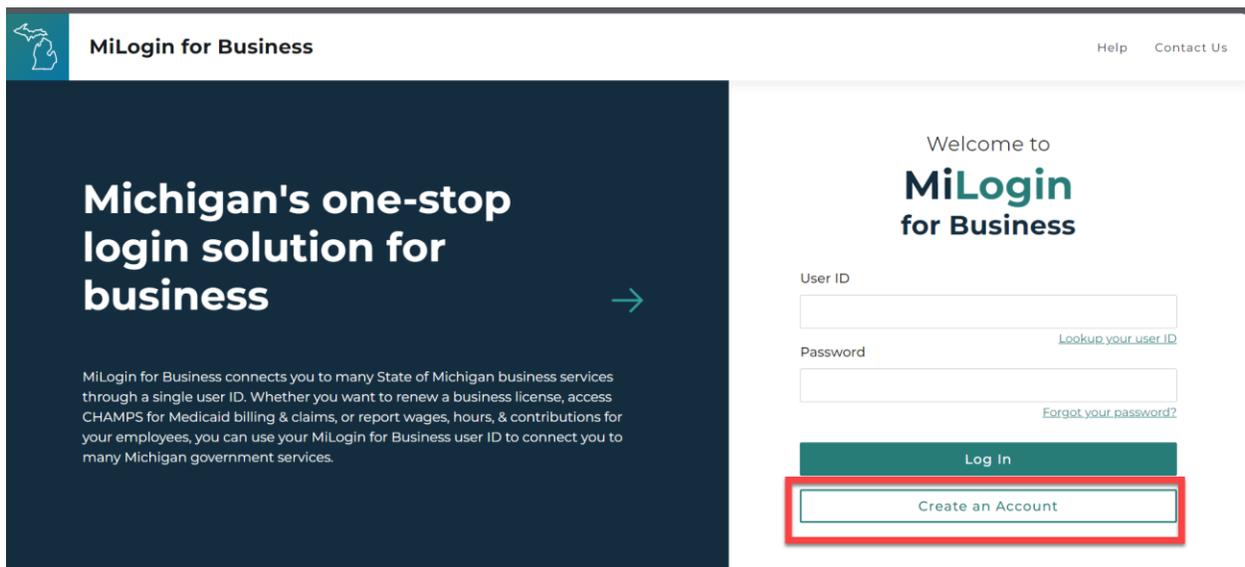
Go to the SMOKE website:

[Smoke - Home Page \(state.mi.us\)](http://state.mi.us)

Click on *“Or Create a new MILogin Account”*



If you somehow Ended up at the MILogin home page already Click Create an account

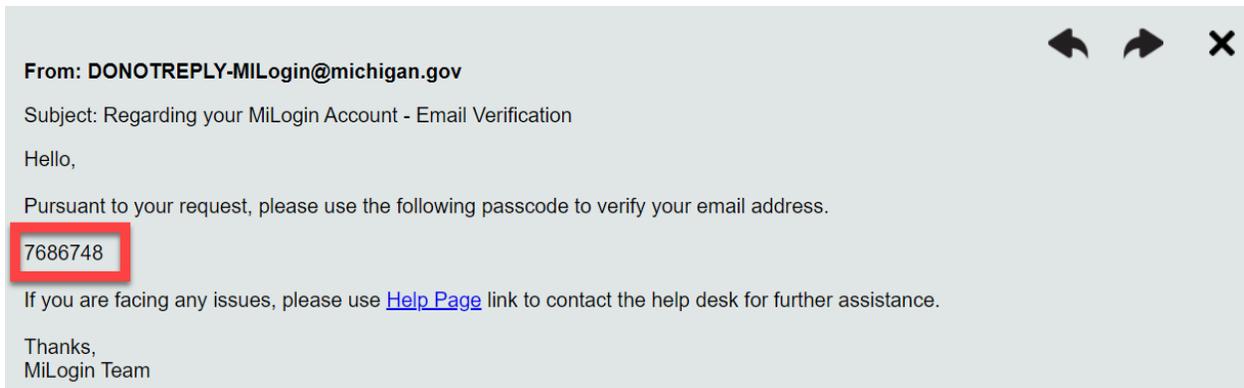


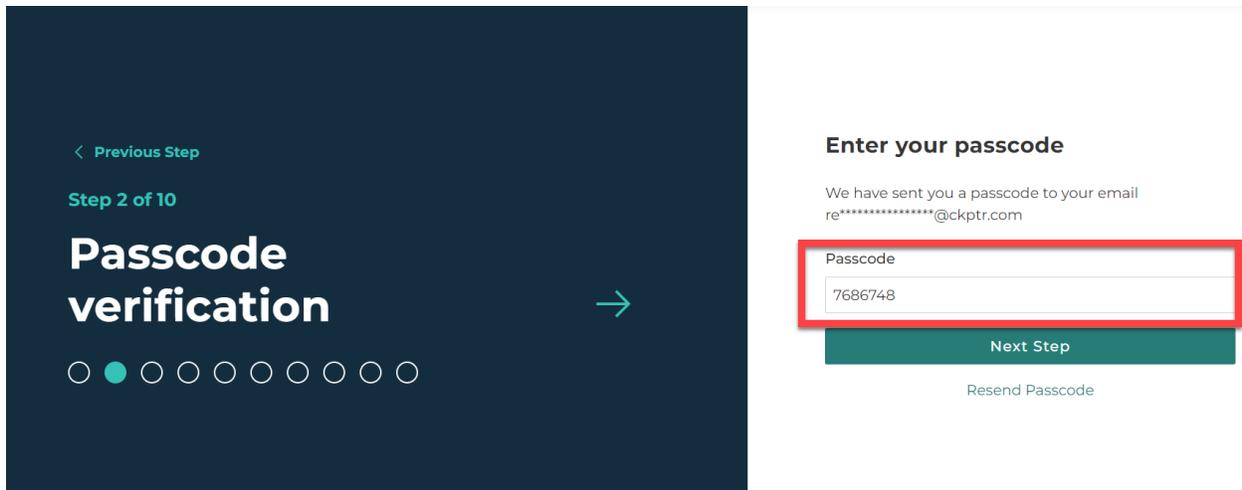
MILogin Account Creation Instructions:

1. MILogin Email Verification:

- Fill out your email and input the code
- **Use the same email as in your SMOKE account.**

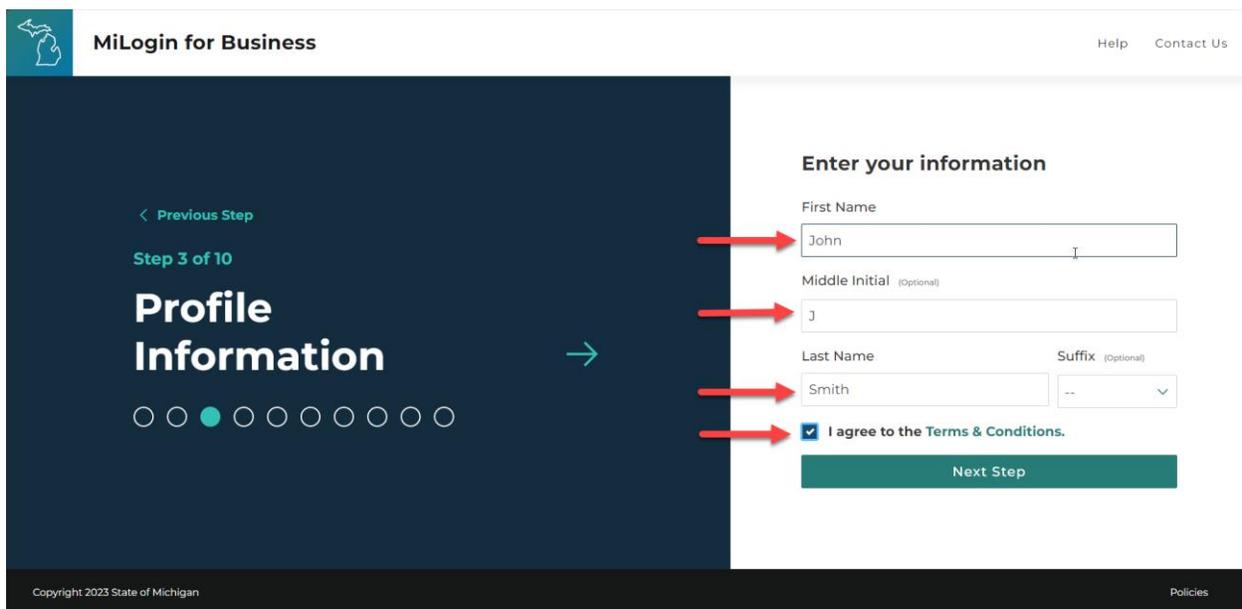
The screenshot shows the MILogin account creation process. On the left, a dark blue sidebar contains a '< Back' link, 'Step 1 of 10', and the text 'Email verification' with a right-pointing arrow. Below this is a progress indicator with 10 circles, the first of which is filled. On the right, a white form titled 'Enter your email' contains the following elements: a paragraph stating 'MiLogin is used for a variety of government services. If you've ever used any online services you might already have an account.'; an 'Email' input field with the text 'rehcpjcuimkrweojbd@ckptr.com'; a reCAPTCHA 'I'm not a robot' checkbox with a green checkmark; a light blue information box with an 'i' icon and 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.'; and a dark green 'Next Step' button.





2. Account information and security

- Follow the User ID and Password creation guidelines.
- Enter your contact information
 - This User ID and Password will now be used to login to SMOKE.



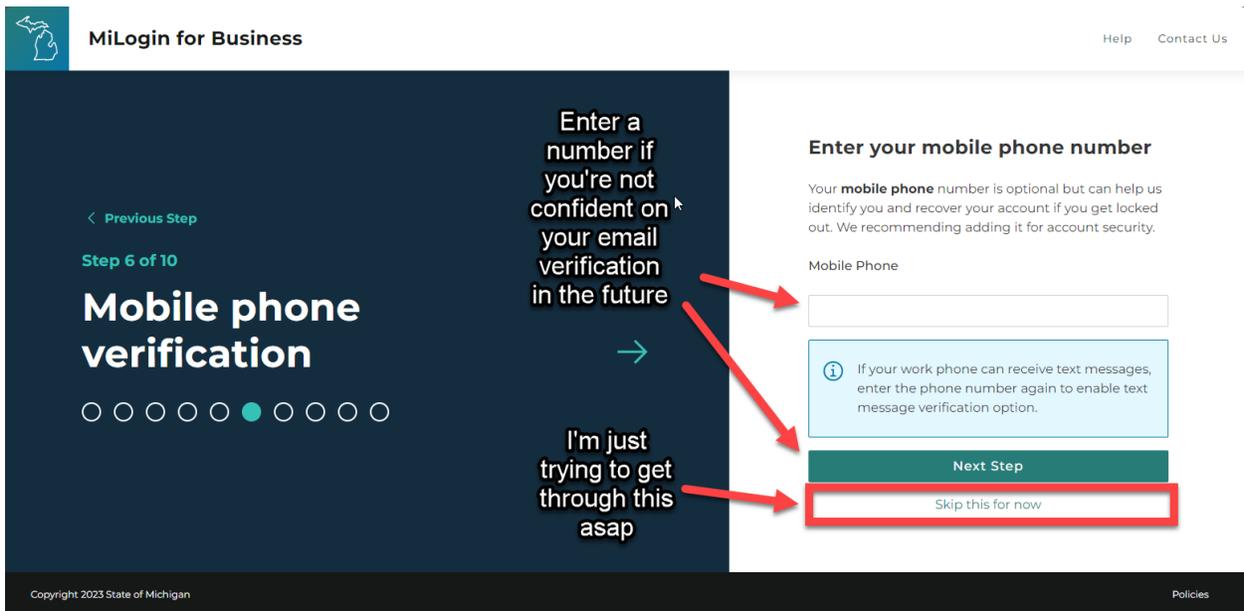
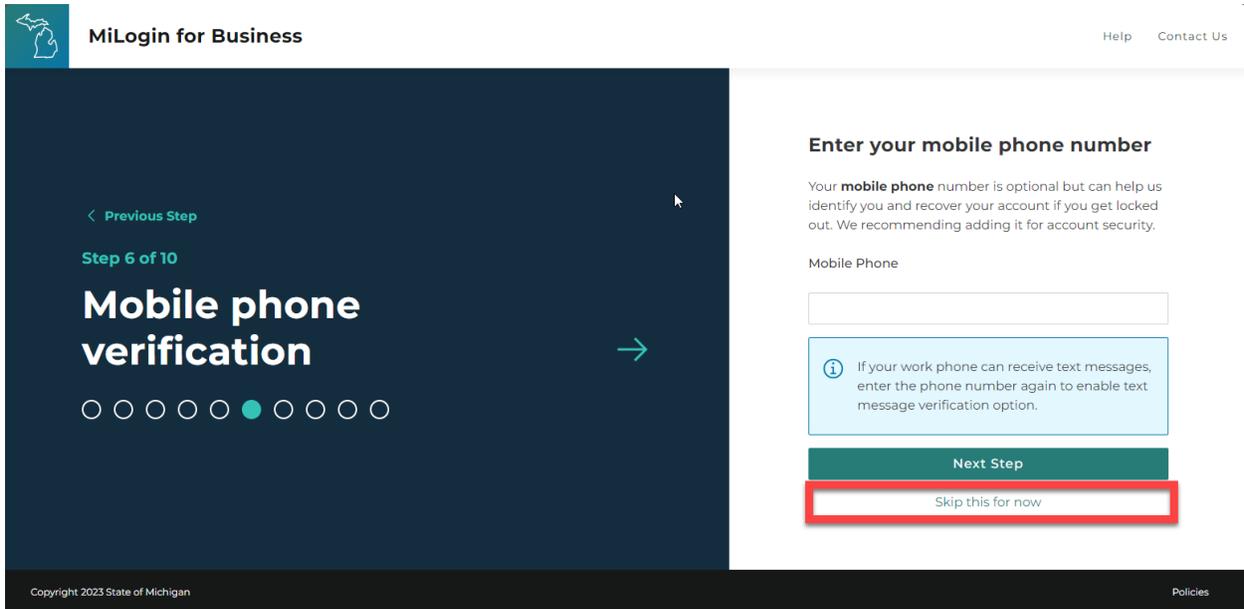
3. Enter your work and home phone numbers

- If you don't have access to a work phone, enter a phone number anyway and then hit skip

This screenshot shows the 'Work phone verification' step (Step 4 of 10) in the MiLogin for Business interface. The left sidebar contains a 'Previous Step' link, the step title 'Work phone verification', and a progress indicator with 10 circles, the 4th of which is filled. The main content area on the right includes a header explaining that a work phone number is required for many services. Below this is a 'Work Phone' input field containing '555-555-5555', which is highlighted with a red box. An information icon indicates that a passcode will be sent via voice call. A 'Next Step' button is visible, with a red arrow pointing from the sidebar to it. A yellow warning box titled 'Can't verify work phone number?' provides instructions for users without access to their work phone, stating they can proceed with the number above and skip verification in the next step. The footer contains 'Copyright 2023 State of Michigan' and 'Policies'.

This screenshot shows the 'Passcode verification' step (Step 5 of 10) in the MiLogin for Business interface. The left sidebar contains a 'Previous Step' link, the step title 'Passcode verification', and a progress indicator with 10 circles, the 5th of which is filled. The main content area on the right is titled 'Enter your passcode' and explains that a passcode was sent via voice call to a work phone ending in 3194. The 'Passcode' input field contains '1612 - 870962', with a red arrow pointing from the sidebar text 'If you have access to your work number' to the field. Below the input field are 'Confirm Passcode' and 'Resend Passcode' buttons. A 'Can't verify work phone number?' section contains a 'Skip Verification' button, with a red arrow pointing from the sidebar text 'If you don't have access to your work number' to it. The footer contains 'Copyright 2023 State of Michigan' and 'Policies'.

- If your mobile phone is more reliable than you being able to access your email in the event you forget your password in the future you may want to add it your account



- If you skipped this step scroll to the next page.
- If you didn't skip this step, select voice, or text and enter the code.

This screenshot shows the 'Verification method' step (Step 7 of 10) in the MiLogin for Business process. The left sidebar contains a progress indicator with 10 circles, the 7th of which is filled. The main content area is titled 'Select a verification method' and includes the instruction: 'We need to make sure you're really you. Please select a verification method below to confirm your identity.' Two options are presented: 'Text Message' (with a message icon) and 'Voice Call' (with a phone icon). Both options state: 'You will receive a passcode via a text message/voice call to your mobile phone ending with 3194'. A red arrow points from the text 'Select the easiest one for you' to the 'Text Message' option, and another red arrow points to the 'Voice Call' option.

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This screenshot shows the 'Passcode verification' step (Step 8 of 10) in the MiLogin for Business process. The left sidebar shows the progress indicator with the 8th circle filled. The main content area is titled 'Enter your passcode' and includes the instruction: 'We have sent you a passcode via a text message to your mobile phone ending with 3194'. A 'Passcode' input field is shown with the value '8704 - 025603'. A red box highlights the input field and the 'Confirm Passcode' button below it. A red arrow points from the text 'Confirm Passcode' in the sidebar to the 'Confirm Passcode' button. Below the button is a 'Resend Passcode' link.

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4. Account Final Setup

- Enter a new account ID.
- An account ID must start with your Last name, first initial and then 4 numbers (**NOT YOUR EMAIL**)

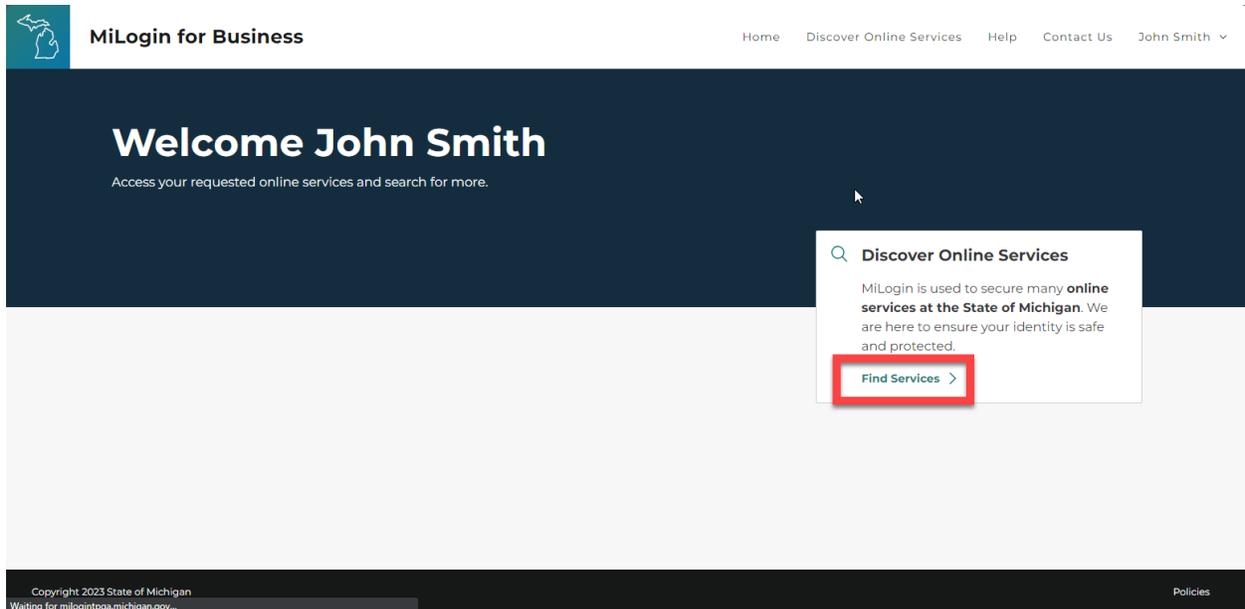
The screenshot shows the 'Create your user ID' step in the MiLogin for Business process. The left sidebar indicates 'Step 9 of 10' and 'User ID'. The main content area has the heading 'Create your user ID' and explains that the User ID is required for sign-in. It lists 'ID Guidelines': must start with last name and first initial, must end with 4 numbers, and must not contain special characters or spaces. A text input field contains 'smithj2000', which is highlighted with a red box. Below the field is an information icon and a note: 'Your user ID should be SmithJXXXX where XXXX is four numbers of your choosing.' A 'Next Step' button is at the bottom.

- Enter in a password you will remember and confirm it by typing it in both places

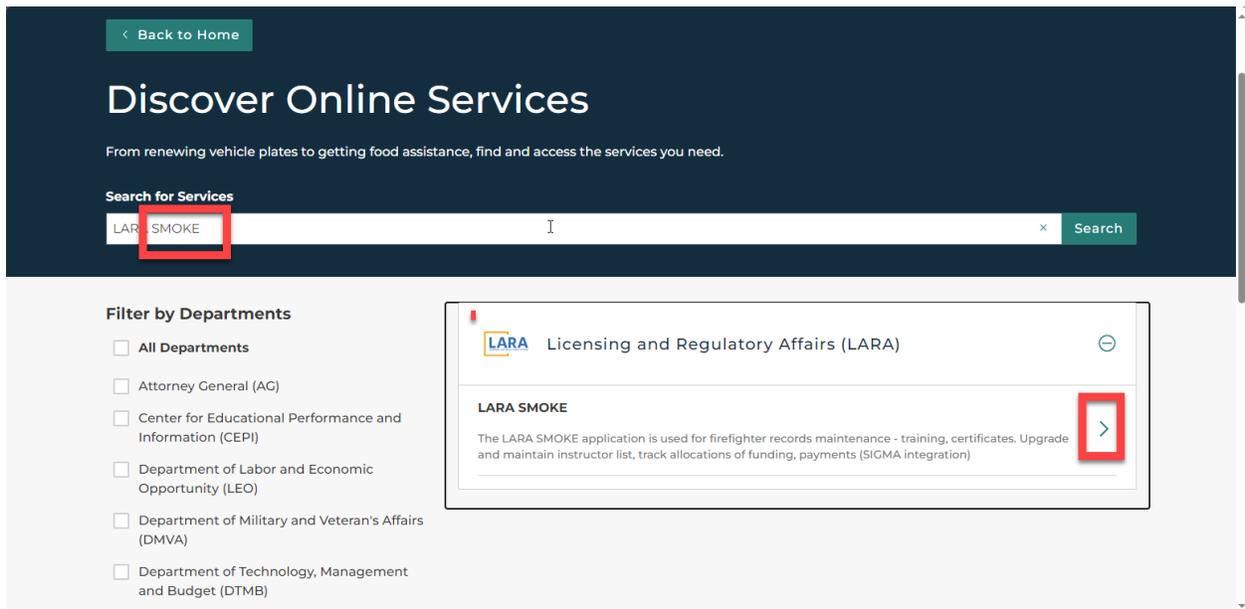
The screenshot shows the 'Create your password' step in the MiLogin for Business process. The left sidebar indicates 'Step 10 of 10' and 'Password'. The main content area has the heading 'Create your password' and asks to choose something secure but memorable. It lists 'Password Guidelines': must be at least 8 characters, should not be based on the User ID, must contain at least one upper and lower case letter, a number, and a symbol, and must match the new password. Two password input fields are shown, both highlighted with red boxes. A 'Create Account' button is at the bottom, with a red arrow pointing to it from the left sidebar.

5. Requesting Access

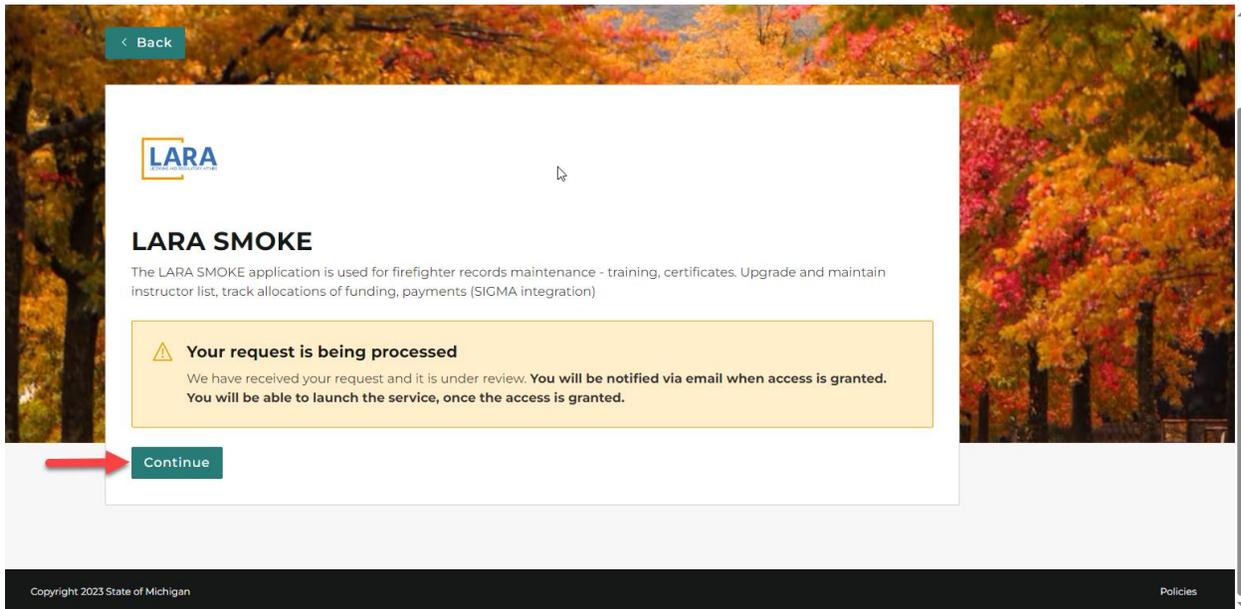
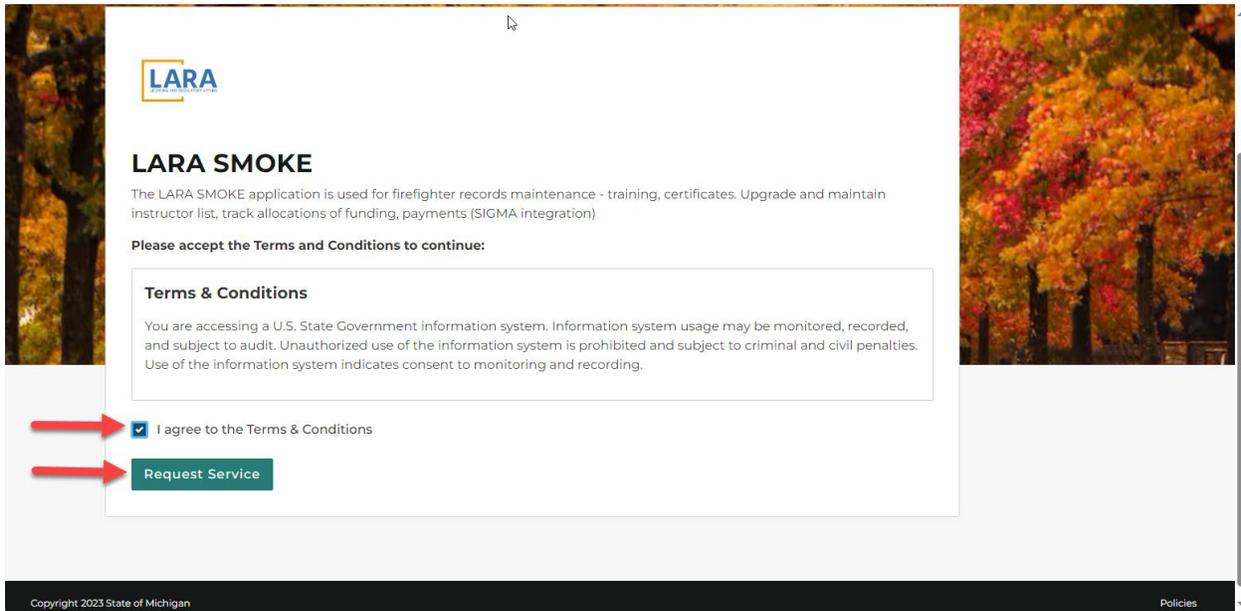
- You should now have a screen that looks like this. Click on the find services link



- Type "SMOKE" into the search bar and click on the option when it comes up"



- Agree to the terms and conditions and click Request Service



Your Screen should now look like this:

The screenshot shows the MiLogin for Business dashboard. At the top left is the Michigan state logo and the text "MiLogin for Business". To the right is a navigation menu with links for "Home", "Discover Online Services", "Help", "Contact Us", and "John Smith" with a dropdown arrow. The main header area is dark blue with the text "Welcome John Smith" and a sub-header "Access your requested online services and search for more." Below this are two white panels. The left panel is titled "Licensing and Regulatory Affairs (LARA)" and contains the LARA logo and the text "LARA SMOKE" with a right-pointing arrow. The right panel is titled "Discover Online Services" and contains a search icon, the text "MiLogin is used to secure many online services at the State of Michigan. We are here to ensure your identity is safe and protected.", and a "Find Services" link with a right-pointing arrow. At the bottom of the page is a dark footer with "Copyright 2023 State of Michigan" on the left and "Policies" on the right.

- Navigate back to SMOKE and scroll to the next page for the final step

6. SMOKE Email Verification

- Now that you have successfully created your MILogin Account. Click the **General SMOKE Login** option.
 - Enter the UserID and password that you just created to login if you're not logged in still
 - Click Login



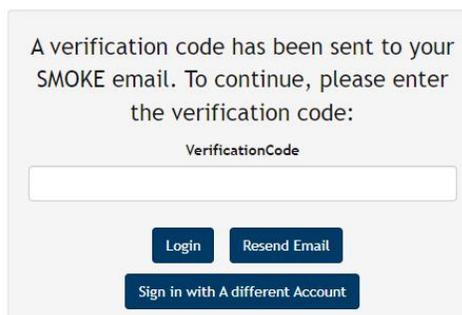
Welcome to SMOKE (System Maintenance of Knowledge and Education)



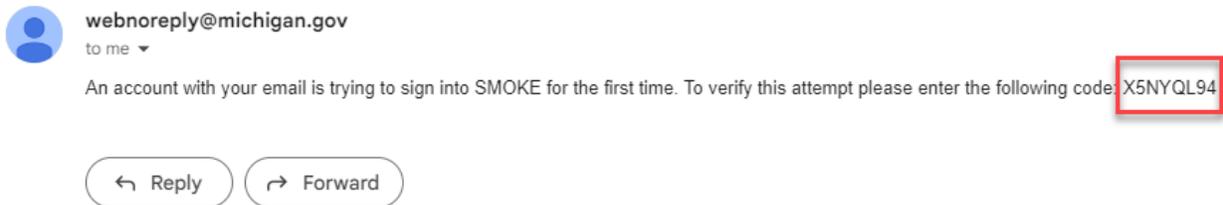
- You should now see a screen that looks like this:



Welcome to SMOKE (System Maintenance of Knowledge and Education)



- Navigate to the email you have associated with SMOKE.
 - Look for the subject line: MILogin SMOKE Verification Code
- You should have an email that looks like this:
 - (Your code will be different)



- copy and paste this code **exactly** as written into the verification box in SMOKE (**capitalization matters**)



Welcome to SMOKE (System Maintenance of Knowledge and Education)

A screenshot of the SMOKE login verification page. The page has a light gray background. At the top, it says 'A verification code has been sent to your SMOKE email. To continue, please enter the verification code:'. Below this is a text input field labeled 'VerificationCode' containing the code 'X5NYQL94'. The input field is highlighted with a red border. Below the input field are three buttons: 'Login', 'Resend Email', and 'Sign in with A different Account'.

- Click Login and you should now see SMOKE's Familiar Welcome Page

- Courses
- Course Management
- My Data
- Reports
- Management
- CFI Management

Welcome to SMOKE (System Maintenance of Knowledge and Education)

Please use the menu options to the left to navigate the system.

Congratulations!

You're all done. You will not have to reverify your email in the future.

Going Forward Now that you have completed the "One-Time Email Verification" , Selecting "General SMOKE Login" will take you to the MiLogin home page.

MiLogin for Business Help Contact Us

Michigan's one-stop login solution for business

MiLogin for Business connects you to many State of Michigan business services through a single user ID. Whether you want to renew a business license, access CHAMPS for Medicaid billing & claims, or report wages, hours, & contributions for your employees, you can use your MiLogin for Business user ID to connect you to many Michigan government services.

Welcome to **MiLogin for Business**

User ID [Lookup your user ID](#)

Password [Forgot your password?](#)

Log In

Create an Account

- After entering your credentials, you will be back in smoke.



- Courses
- Course Management
- My Data
- Reports
- Management
- CFI Management

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