

## How to register as an Agency in the new ICHAT system

- All agencies will need to register if requesting to link accounts, be invoiced, or waive fees, regardless of how payment is being made.
- If a government agency, church, school, non-profit charitable organization, or private company will be invoiced for all ICHAT background searches and/or will be waving some or all fees in accordance with Michigan compiled law (MCL 28.273), it is necessary to register as an ICHAT Agency.
- To register an entity as an ICHAT Agency, a registered user must first log in to ICHAT.
- Once logged in, click the “Agency” feature on the top menu, then select “Agency Registration”.
- Provide the requested information. The following fields are required:
  - Legal Name of Agency.
  - Agency Main Type and Sub Type\*.
  - Federal Tax ID.
  - Street Address, City, State, and Zip Code.
  - Primary and Secondary Contact Name, E-Mail, and Phone Number.
  - Number of Searches per Calendar Year and Number of Users from the requesting organization.
  - Comments explaining the organization’s need for an agency account.
- The supporting documentation requiring submission is as follows:
  - Government agencies, schools, and companies and organizations wanting to be invoiced – An explanation of ICHAT usage, listed on letterhead.
  - Churches and Non-profit charitable organizations – Documents from the IRS, Michigan Department of Treasury, or Michigan Department of Licensing and Regulatory Affairs recognizing either charitable/religious status or the affiliation with an agency that does have that status.
  - - A tax ID will need to be provided for all agencies.
- Select the Supporting Documents Submission type—if choosing to upload documents—and then click Submit. Mailing and faxing will cause a delay in the process of applications.
- Requests will be processed in the order in which the documentation is received.
- When the request is processed, the agency will be notified either of approval—agency usage instructions will be supplied at that time—or the reason why the agency is not approved at that time.
- For questions or assistance, please contact the ICHAT Help Desk at 517-241-0606 or via [MSP-CRD-ICHATHelp@Michigan.gov](mailto:MSP-CRD-ICHATHelp@Michigan.gov).