# 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 from the top menu, then select "Agency Registration".
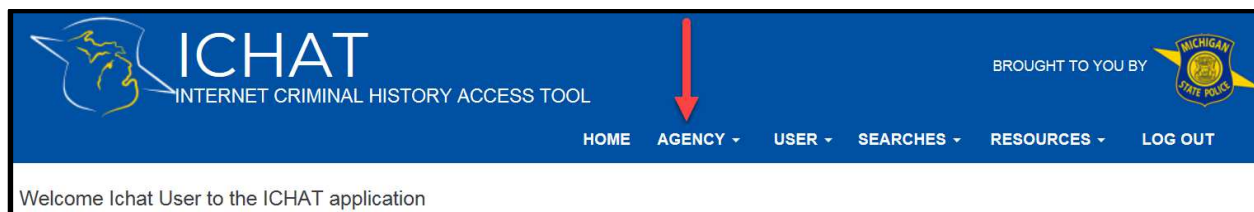
- Provide the requested information. The following fields are required:
    - Legal Name of Agency.
    - Agency Main Type and Sub Type*.
    - Federal Tax ID.
    - Street Address, City, State, and Zip Code.
    - Primary and Secondary Contact Name, Email, and Phone Number.
    - Number of Searches per Calendar Year and Number of Users from the requesting organization.
    - Comments explaining the organization's need for an agency account.

* Indicates required fields

Legal Name of Agency*
Michigan Church Agency

Doing Business As (DBA)
MI-Church

Agency Main Type*
Religious

Agency Sub Type*
Church

Federal Tax ID*
12-3456789

Address Line 1*
1234 Main Street

Address Line 2

City*
Anytown

State*
Michigan

Zip Code*
48900 -

Primary Contact Name*
Ichat User

Primary Contact E-Mail*
Ichat-User@email.com

Primary Contact Phone*
(517) 123-4567   **Ext**

☐ Secondary contact is same as primary contact

Secondary Contact Name*
Frieda Friendly

Secondary Contact E-Mail*
Frieda-Friendly@email.com

Secondary Contact Phone*
(313) 987-6543   **Ext**

How many searches do you plan on performing per calender year?*
150

How many people from your organization will be sharing this agency account?*
5

Comments (Maximum number of characters left - 3904) *
MI-Church will use this account to conduct our annual screening of our employees and volunteers.

- The supporting documentation requiring submission is as follows:
  - Government agencies, schools, 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 click Submit. Mailing and faxing will cause a delay in the process of applications.

Please provide a copy of your Tax ID and/or 501c3 letter from the Internal Revenue Service.*

○ Upload   ◉ E-Mail   ○ Fax   ○ Mail

Telephone : 517-241-0606
Fax : 517-241-0866
E-Mail : MSP-ICHAT@michigan.gov
Address : P.O. Box 30634 Lansing MI 48909

Submit   **Cancel**

- 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 for denial at that time.
- Upon logging in after the agency request has been approved, you will see the following screen:

Select the role from the list

Select Role

Show 10 ▾ entries   Search: [   ]

	Role	Agency Name
Select	Agency Admin	Brandy Wieland
Select	Registered User	

Showing 1 to 2 of 2 entries   Previous 1 Next

- o Please select the "Agency Admin" roll in order to run searches associated with your agency account.
- For questions or assistance, please contact the ICHAT Help Desk at 517-241-0606 or via MSP-CRD-ICHATHelp@Michigan.gov.