

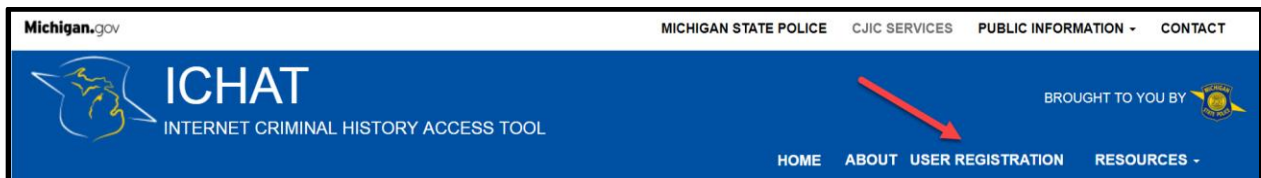


How to register as a User in the new ICHAT system

- All users who want to be part of an agency or company account and/or all users who want their search and payment history stored will need to register in the new ICHAT system, regardless of registration in a previous version of the ICHAT system.
- Go to the website and click "Get Started" from the top menu.



- On the Log In page, click "User Registration" from the top menu.



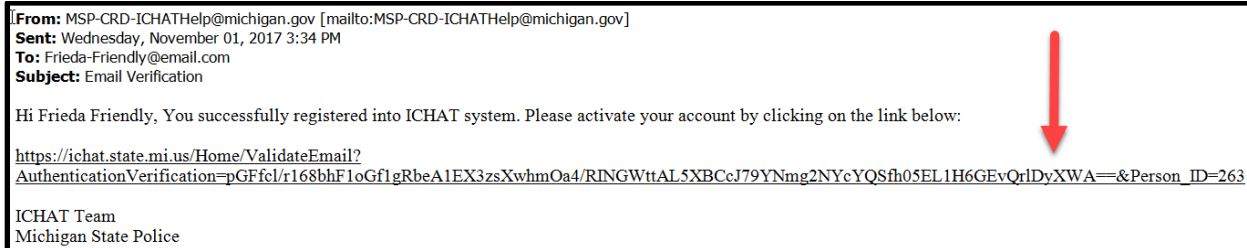
- On the "User Registration" page, provide the requested information. The following fields are required:
 - First and Last Name.
 - Email and Confirm Email.
 - Phone Number.
 - User ID, Password, and Confirm Password.
 - Answers to Security Questions.
- Click "Submit."

What is the name of your favorite football team?

Submit Cancel

 A screenshot of a security question input field. The question is "What is the name of your favorite football team?". Below the question is a text input field with a lock icon on the left, indicating it is a required field. At the bottom of the form are two buttons: a green "Submit" button and a blue "Cancel" button. A red arrow points from the "Submit" button up towards the input field.

- An email will be sent with a link to activate the account. Click on the link to be returned to the ICHAT system.



- Once the user account is activated, click “Home” from the top menu, and click “Log In.”
- On the Log In page, enter the chosen Username/Email and correlating password.
- Read the “Terms and Conditions” before clicking “I accept the Terms and Conditions of using ICHAT as a Registered User,” then click “Log In.”
- For questions or assistance, please contact the ICHAT Help Desk at 517-241-0606 or via email MSP-CRD-ICHATHelp@Michigan.gov.