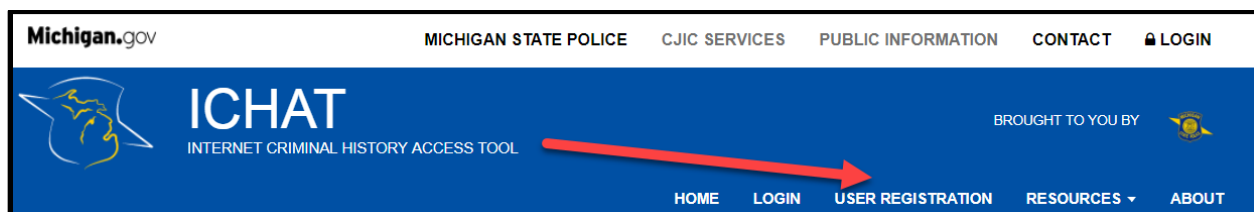# How to register as a User in the new ICHAT system

- 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 "User Registration" on the top menu.



- On the "User Registration" page, provide the requested information. The following fields are required:
  - First and Last Name
  - E-Mail and Confirm Email
  - User ID, Password, and Confirm Password
  - Answers to Security Questions
- Click "Sign me up!"



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

**From:** MSP-CRD-ICHATHelp@michigan.gov [mailto:MSP-CRD-ICHATHelp@michigan.gov]
**Sent:** Wednesday, November 01, 2017 3:34 PM
**To:** Frieda-Friendly@email.com
**Subject:** Email Verification

Hi Frieda Friendly, You successfully registered into ICHAT system. Please activate your account by clicking on the link below:

https://ichat.state.mi.us/Home/ValidateEmail?
AuthenticationVerification=pGFfcl/r168bhF1oGf1gRbeA1EX3zsXwhmOa4/RlNGWttAL5XBCcJ79YNmg2NYcYQSfh05EL1H6GEvQrlDyXWA==&Person_ID=263

ICHAT Team
Michigan State Police

- Once the user account is activated, click "Home" on the top menu, and then 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 MSP-CRD-ICHATHelp@Michigan.gov.