



As a local health department staff who will be using HHL PSS for your work, you will need a Wisconsin Logon Management System (WILMS) account before you can register to access HHL PSS. You may already have a WILMS account if you access another state data system.

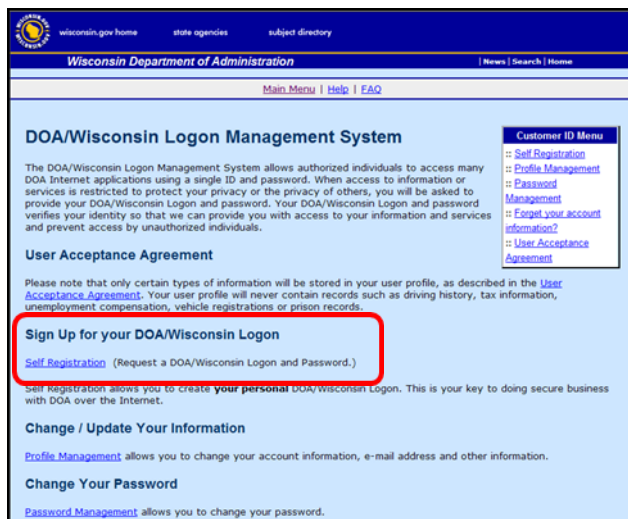
Do you already have a WILMS account?

Yes: If you already have a WILMS account, all you need to do is [contact the Department of Health Services \(DHS\) HHL PSS coordinator](#) and provide your WILMS account logon information. The coordinator will add you to the HHL PSS application. The HHL PSS coordinator contact information is provided in Step 5 of this job aid.

No: If you do not have a WILMS account, follow the main steps below to acquire one.

Setting up a WILMS account

Step 1: Go to register.wisconsin.gov. Click on the **Self Registration** link under the header “Sign Up for your DOA/Wisconsin Logon.”



Step 2: Read the “User Acceptance Agreement” and click the **Accept** button.



Step 3: Fill in the required fields marked with a red asterisk (*) to create your account. Select **HHL PSS** from the menu in the “Systems You Will Access” box.

Account Creation

* Indicates Required Field

Profile Information

First Name *

Middle Initial

Last Name *

Suffix

E-Mail *

Phone Use this format 6085551234 ext.

Mailing Address

Street Address

City

State/Province

Zip Code -

Systems You Will Access

Use your mouse to highlight the system that you want to access.

Systems *

- DHS Approval Manager
- HHL PSS
- DHS REDCap
- DOA Misconduct Incident Reports

Account Information

Your Logon ID must be between 5-20 characters and **CAN** be a combination of letters and numbers. Your Logon ID must not contain spaces or special characters.

Logon ID *

Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ / signs). Passwords are case sensitive. Your Password cannot contain the Logon ID.

[Password Tips](#)

Password *

Re-enter Password *

Logon ID/Password Recovery

Enter a question and answer for use if you forget your DOA/Wisconsin Logon ID or Password. Your Secret Question and Secret Answer cannot contain your password.

[Secret Question and Answer Tips](#)

Secret Question *

Secret Answer *

Verification

This step helps prevent automated registrations. If you cannot see the number below [click here](#).

19312 Please enter the number as it is shown in the box to the left. *

Step 4: After completing all required fields, click the **Submit** button.

Step 5: Your WILMS logon ID now needs to be added to HHL PSS. Contact the DHS HHL PSS coordinator at 608-266-6762, or email [DHS Lead Poisoning Prevention](#) to provide your WILMS logon ID.

Step 6: Instructions for logging in to HHL PSS are in the [Job Aid 1.3: Logging into HHL PSS \(P-02299-1.3\)](#).