As a local health department staff who will be using HHLPSS for your work, you will need a Wisconsin Logon Management System (WILMS) account before you can register to access HHLPSS. 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) HHLPSS coordinator](#) and provide your WILMS account logon information. The coordinator will add you to the HHLPSS application. The HHLPSS coordinator contact information is provided in Step 5 of this job aid.

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

**Setting up a WILMS account**

**Step 1:** Go to [register.wisconsin.gov](http://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 HHLPSS from the menu in the “Systems You Will Access” box.

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

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

**Step 6:** Instructions for logging in to HHLPSS are in the [Job Aid 1.3: Logging into HHLPSS (P-02299-1.3)](mailto:JobAid1.3LoggingintoHHLPSS).