

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 <u>contact the Department of Health Services</u> (<u>DHS</u>) <u>HHLPSS coordinator</u> 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 <u>register.wisconsin.gov</u>. 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.

wisconsin.gov home state agencies subject directory		
Wisconsin Department of Administration   New	s   Search   Home	
Main Menu   Help   EAQ		
Self Registration   Welcome to the DOA/Wisconsin Logon. Self registration process. Self Registration allows you to create your personal DOA/Wisconsin Logon. This is your key to doing secure business with the Department of Workforce Development over the Internet.   Requesting a DOA/Wisconsin Logon and Password   You will submit your contact information. Once authorized you will see a confirmation.   Starting the Self Registration Process   To begin, you must read the User Acceptance Agreement below and click Accept at the bottom to the terms of the usage poly If you don target to the terms, click Decline.	Customer ID Manu :: Saf Registration :: Partle Management :: Passand Management :: Exampt your account information? :: User Acceptance Agreement of the page to agree	
User Acceptance Agreement		
DOA/WISCONSIN LOGON MANAGEMENT SYSTEM USER ACCEPTANCE AGREEMENT		
Many State agencies provide information and services by the		
Accept Decline		
Wisconsin.gox    Search    Lega     DQA.Home		

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.

Account Creation			
	* Indicates Required Field		
	Destile Infe		
	Profile Info	*	
	First Name		
	Middle Initial		
	Last Name		
	Sumx		
	E-Mail		
	Phone	ext.	
	Mailing Address	5	
	Street Address		
	City		
	State/Province	V	
	Zip Code	· ·	
1	Custome Ve	UNELLA COMPANY	
	Systems to	a to bioblight the system that you want to access	
	ose your mous	DHS Approval Manager	
	Systems	HHLPSS *	
L		DQA Misconduct Incident Reports	
	Account Information		
	Your Logon ID	must be between 5-20 characters and CAN be a combination of letters and	
	numbers. You	r 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.			
	Password Tips	cannot contain the Logon 10.	
	Password	*	
	Re-enter	*	
	Password		
	Logon ID/Pa	assword Recovery	
Enter a question and answer for use if you forget your DOA/Wisconsin Logon ID or			
	Password, You Secret Question and	r Secret Question and Secret Answer cannot contain your password.	
	Secret	*	
	Question	*	
	Secret Answer		
	Verification		
	This step helps prevent automated registrations.		
10010 Plane anter the number as it is			
	19312	shown in the box to the left.	
		Submit Reset	

- **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 <u>DHS Lead Poisoning Prevention</u> 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).



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