As a local health department staff who will be using HHLPPSS for your work, you will need a Wisconsin Logon Management System (WILMS) account before you can register to access HHLPPSS. 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) HHLPPSS coordinator and provide your WILMS account logon information. The coordinator will add you to the HHLPPSS application. The HHLPPSS 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. 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** 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)](link).