To access HHLPPSS you must first have a WILMS User ID and password, and register for a separate HHLPPSS User ID and password. **If you don’t have either of these, stop now and review Job Aid 1.1: Getting Started (P-02299-1.1) and Job Aid 1.2: Getting a WILMS Account (P-02299-1.2).**

You will know you have access to HHLPPSS when you receive an email with the subject line “Welcome to HHLPPSS!!” as shown here.

**Step 1:** To log in to HHLPPSS, open Internet Explorer, go to [https://sowapmint.wi.gov/hhlpss.html](https://sowapmint.wi.gov/hhlpss.html), enter your WILMS login ID and password, then click the **Login** button. Make this URL address a favorite or place it on your desktop or taskbar as you will use it every time you log in to HHLPPSS.

**NOTE:** The HHLPPSS application only works in Internet Explorer; it does not work well in Firefox or Chrome.
Step 2: On the next screen, enter your new **HHLPSS User Name** and temporary **Password** supplied to you in your welcome email, then click the **Log In** button.

![Login Screen]

Step 3: After you log in for the first time the **Account Activation** screen will appear. Change your temporary password to a permanent password of your choosing. Follow these steps to change your password:

1. Enter your temporary **Default** password.
2. Enter a **New** password that you create. Your password must be at least six characters long, and must include at least one uppercase letter, one lowercase letter, one number, and one special character.
3. Re-enter your new password to confirm it.
4. Create a security question for which only you know the answer. Type it into the **Security Question** box.
5. Type the answer to your security question in the **Security Answer** box.
6. Click the **Activate** button.

![Account Activation Screen]

Step 4: Once you have changed your password, you will be redirected to the **HHLPSS Log In** screen (see Step 2 above). Type in your **HHLPSS User Name** and new **Password** and click the **Log In** button.

**Congratulations! You are now in HHLPSS.**

**Questions**

Please contact the HHLPSS coordinator at 608-266-5817 or email [DHS Lead Poisoning Prevention](mailto:DHSLeadPoisoningPrevention).