Healthy Homes and Lead Poisoning Surveillance System (HHLPS)
Job Aid 1.3: Logging Into HHPLSS

To access HHLPS you must first have a WILMS User ID and password, and register for a separate HHLPS 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 HHLPS when you receive an email with the subject line “Welcome to HHLPS!!” as shown here.

![Welcome email](image)

**Step 1:** To log in to HHLPS, open Internet Explorer, go to [https://hhlpss.wisconsin.gov](https://hhlpss.wisconsin.gov), 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 HHLPS.

**NOTE:** The HHLPS 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.

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.

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.