

LOG-IN INSTRUCTIONS FOR FIRST TIME MIPS USERS

Website: <http://www.doh.state.fl.us/ccfp/>

1. Enter web site address listed above.
2. Click on **Management Information and Payment System (MIPS)**.
3. Click on link labeled **New User?**
4. Enter your 4-digit Authorization Number. You can find this number on your Approval Letter. Do not include the letter that is in front of your Authorization Number; just enter the numbers. (e.g., I-3020 = 3020). If your Authorization Number is only 3 digits, enter a zero in front of it (e.g., I-420 = 0420).
5. Enter your Federal Employee ID Number (FEIN). This number is 9 digits long, no letters or dashes.
6. Click on the **Verify** button.
7. Click in the dropdown box next to Security Question and choose a question to which you will always remember the answer. Insert the Security Answer. This answer is not case-sensitive. If you ever need to change your PIN in the future, you will have to answer this Security Question.
8. Click on the **Continue** button.
9. Enter your New Password and Confirm Password. These two entries need to be the same in order for the information to save. Please follow the password requirements on the screen (e.g., Password must contain 8-14 characters, with at least one uppercase letter, one lowercase letter and at least one number).
10. Click on the **Save Password** button. Remember your password and keep it confidential. If you forget this number, you can recreate it yourself by clicking on the **Forgot your password or locked out** link on the log-in screen.
11. From the **Main Menu** select the **File A Claim** link.
12. Select a Claim Month from the dropdown and click on the **Continue** button. If there are no dates listed in the dropdown, this means all your eligible claims have already been filed.
13. The Program Manager section will appear. Please double-check the information on the screen. If the information is correct then click the **Yes** button. If the information is not correct click the **No** button.
14. If **No**, enter the First Name, Last Name, Email, Phone, Fax and Date of Birth of the Program Manager.
15. Click the **Update** button. The claim form will then appear.