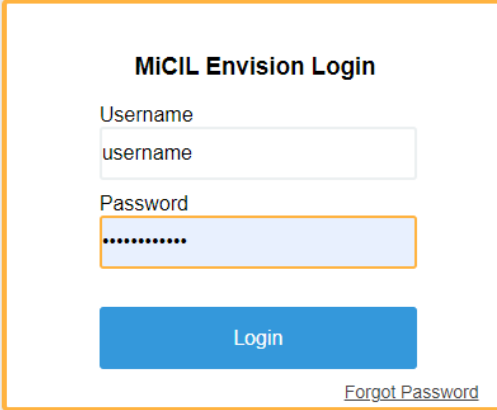


How to Login in to MICIL:

First open **Chrome** (install it if you don't have it)

Your site name will usually be State abbreviation_email URL part example TX_micil

1. Go to your site "secure.micil.com/(your site goes here)"
2. Enter your username and temporary password.



MICIL Envision Login

Username
username

Password
.....

Login

[Forgot Password](#)

3. Click login button.

MiCIL Envision - Change Password

Enter Username:

Enter Current or Temporary Password:

Choose a New Password:

Retype the New Password:

Login

Password requirements:
5 characters minimum.
1 upper case letter(s).
1 lower case letter(s).
1 numeric character(s).

- a. Enter in your temporary password in the top box
- b. Enter your new password twice once in "Choose a New Password" and "Retype the New Password" box.

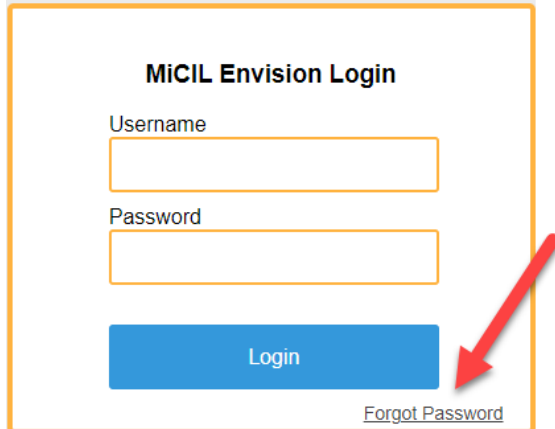
Password Requirements: Your new password must include the following: (5) Characters minimum, (1) Uppercase characters (s) and (1) Lowercase characters (s); (1) Numeric

characters (s)

How to Reset your password

If you forgot your password you can use the reset password link on the login page of the site.

1. Go to the login page of MICIL and enter your user name
2. Click on the reset password link on that page as shown below.



MICIL Envision Login

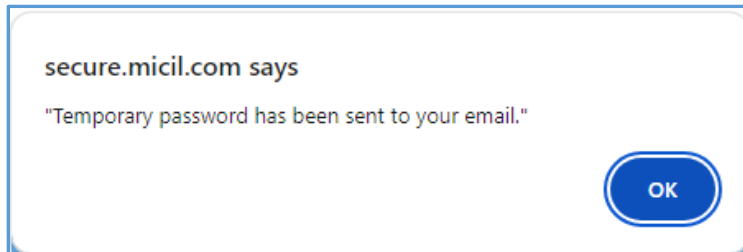
Username

Password

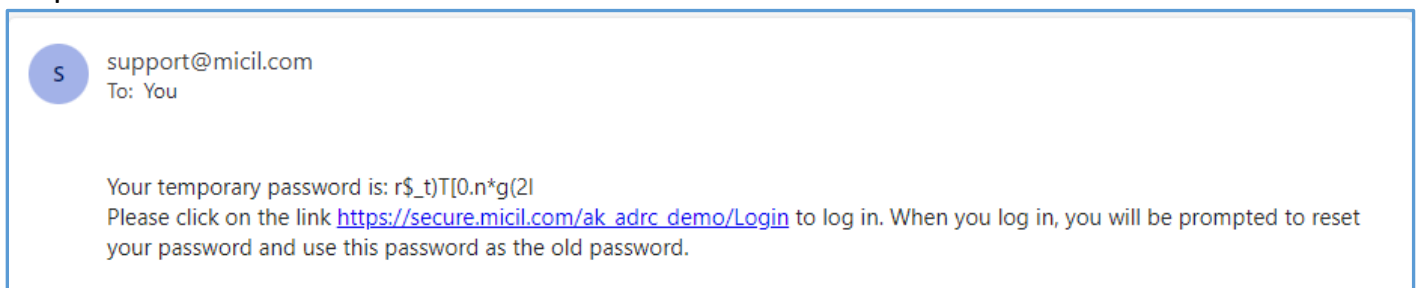
Login

[Forgot Password](#)

3. When you click on that link a pop up should show on your screen saying a “Temporary password has been sent to your email as shown below.



4. Go to that email address and you should see an email from support@micil.com. Copy the temporary password in the email and log into MICIL using this temporary password.



5. You will then be taken to the page where you need to setup your password. *The other option is contact your site administrator and have them send a password reset for your account.*