



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY



Medical Waste User Guide

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1 Introduction

Overview of MiEnviro Portal

The Michigan Department of Great Lakes, Environment, and Energy (EGLE), Materials Management Division (MMD) is utilizing MiEnviro Portal (MiEnviro) for electronic notifications/communications, initial registrations, renewal registrations and printing registrations. To access the portal, just enter <https://mienviro.michigan.gov> in your browser window.

MiEnviro Portal Resources

In addition to this guide, there are several other resources you may wish to refer to for guidance. They include the following:

Training and Outreach

EGLE's Environmental Support Division staff help businesses understand their obligations under state and federal environmental regulations, including medical waste requirements. The types of assistance available include telephone consultations, guidance publications, and training workshops. Staff in the [Environmental Assistance Center](#) are available to help with MiEnviro related questions and can be contacted at **800-622-9278** or EGLE-Assist@Michigan.gov. For assistance in understanding the regulations and finding publication resources, see EGLE's [Compliance Assistance](#) Web site.

EGLE MiEnviro Portal Website

This site provides an overview of the divisions that utilize MiEnviro in addition to the MMD and provides answers to [Frequently Asked Questions](#). You can access the MiEnviro website at Michigan.gov/MIEnviroPortal.

Contact Email for MiEnviro

MMD maintains this email box MedicalWaste@Michigan.gov to accept, track and administer MiEnviro related correspondence. This email can be used whenever assistance is needed.

2 System Requirements - Browser Information

Participating users must be able to access MiEnviro using browsers such as Google, Edge, Chrome, Firefox, etc. The performance of MiEnviro will vary based on the computer's internet connection speed, central processing unit, operating system, and available memory.

EGLE recommends the following system and browser configuration:

- Broadband Internet Connection or higher
- Pentium II processor or higher
- Microsoft Windows XP or higher
- 256 MB of RAM or higher

- The latest version of the browser
- Turn off auto-fill settings on your browser
- Do not log into the system more than once in the same browser
- Clear the cache in your browser if you are experiencing issues

3 Accessing Public Information and Services

The MiEnviro portal can be accessed by clicking on the MiEnviro logo at Michigan.gov/MiEnviroPortal or by typing MiEnviro.Michigan.gov in your browser window. Once in the portal, you will be greeted by the login screen shown below in Figure 3-1.

Public users may use some features of MiEnviro without creating a user account. The options for users who do not have a user account are on the right side of the screen under **Public Information and Services** and highlighted in Figure 3-1 below. They include: Public Notice Search; Site Map Explorer; Report Spills, Pollution, Unauthorized Activities; and CSO/SSO Discharge Search; each described in greater detail below.

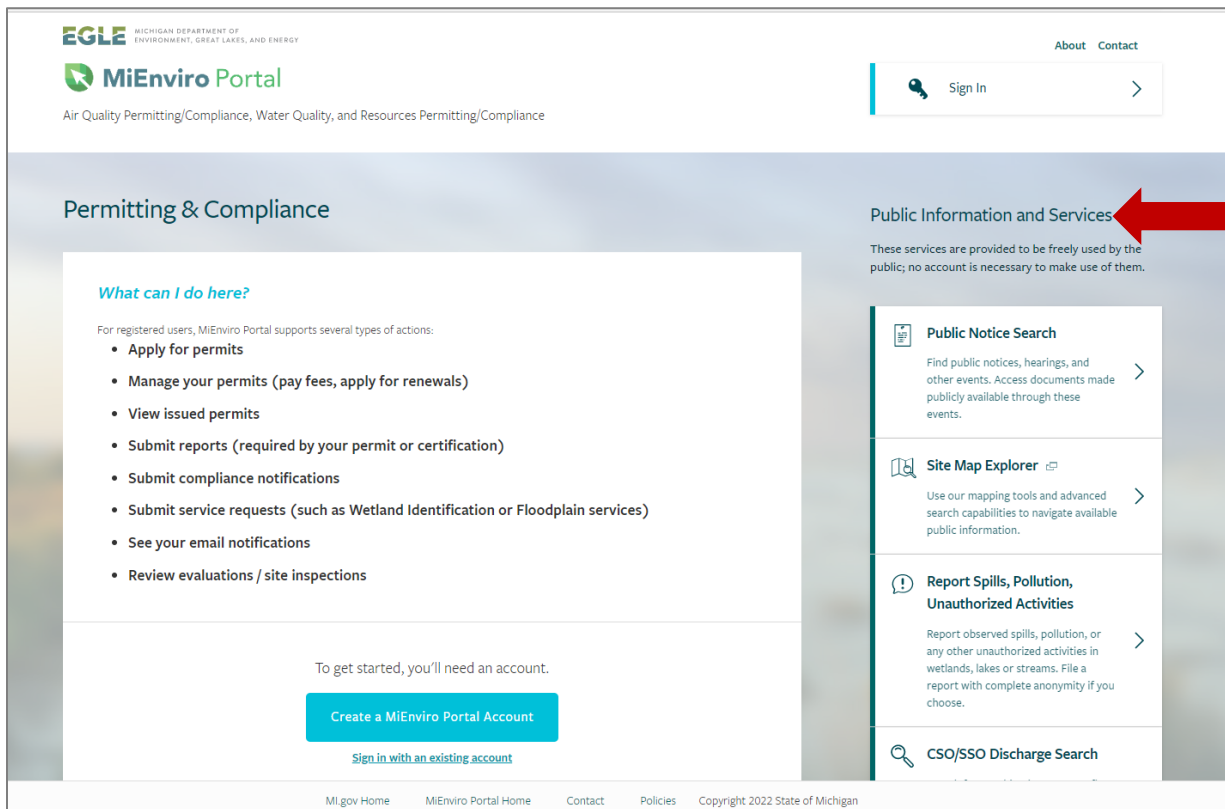


Figure 3-1: MiEnviro Portal Log in Screen

Public Notice Search

Public users can view all current public notices, or search for a specific one related to EGLE's Water Resources Division's (WRD's) permitting. Once Air Quality Division's (AQD's) permitting is added to the portal, AQD public notices will also be available. Public notices are not required for medical waste registrations.

To comment on a public notice, click the View/Submit Comment button to the right of the public notice. Documents associated with the public notice can be viewed and comments may be submitted by clicking Add Comment.

Site Map Explorer

This is an interactive map of the State of Michigan that displays where permitted sites are located. Currently the system only displays WRD permitting, licensed dry cleaning facilities and medical waste registrations. Users can enter a variety of criteria to search for a specific site or see sites within a specific area.

Report Spills, Pollutions, Unauthorized Activities

This feature allows users to file a general complaint or report a spill.

Combined Sewer Overflow (CSO) and Sanitary Sewer Overflow (SSO) Discharge Search

This feature allows users to find information on CSO/SSO discharges reported to WRD using MiEnviro.

4 Accessing MiEnviro for Medical Waste Producers

To use MiEnviro for initial registration, registration renewal, printing registrations, paying fees, and submitting Medical Waste Management Plans, you will need to create a user account. Go to MiEnviro.Michigan.gov to get started.

To access MiEnviro Portal for submitting registrations and renewals, all users must create a user account and password.

If you are a new user to MiEnviro Portal, do not have an existing medical waste registration, and wish to submit an application for medical waste registration, you will need to create a user account and password then submit an application.

If you are a new user to MiEnviro Portal and have an existing registration that is renewing in the next 60 days, you will receive a letter from the Medical Waste Regulatory Program with instructions on creating your user account and associating that account with your existing registration. This letter will contain a Verification Code that is required when you create your account.

First Time MiEnviro Users for Medical Waste Facilities Without an Existing Registration

1. You must first create a user account, select a password, and answer five security questions. See **Section 5 Create User Account** below to see how to create the user account, activate the account, and set up your security questions.
2. If you are not sure if a medical waste site is registered in the system, please contact the MMD at MedicalWaste@Michigan.gov. If a duplicate site registration is entered, you will not be able to access original site data.
3. Once your security questions are set up, you will be taken to the Getting Started page. To create and submit an application for a new medical waste registration, select **Start a New Form** then complete and submit the application. See **Section 6 Navigating the System** below for information on completing and submitting the application.

Do **not** add an existing site to the system by submitting a new application under Start a New Form if the site is already in the system. This will create duplicate sites and you will not be able to access original site data.

Creating a User Account for Existing Medical Waste Registrations

If you are not sure if a medical waste site is registered in the system, please contact the MMD at MedicalWaste@Michigan.gov. If a duplicate site registration is entered, you will not be able to access original site data.

The first step to use MiEnviro Portal will be to create a user account and password. See **Section 5 Create User Account** below to see how to create the user account, activate the account, and set up your security questions.

Once your security questions are set up, you will be taken to the Getting Started page.

Click the **'Enter Verification Code'** button. See figure 4-1 below.

You will have received a letter from EGLE MMD prior to your registration renewal.

This letter contains a Verification Code that is needed to link your user account to your existing medical registration.

Enter the Verification Code provided in the letter you received from EGLE MMD and click Submit. See figure 4.2 below. This verification code can only be used once.

By creating your account and entering the Verification Code, this will establish this user as the 'Site Administrator' for this site. Additional user accounts can be created and associated with this registration. See **Establishing an Authorized User** under **Section 6 Navigating the System** below for information on adding additional users to your site.

Getting Started

MiEnviro Portal is a platform to submit permit applications, manage permits, submit service requests, and submit compliance notifications.

If you received a letter with a verification code

Enter in the code you received to have your user account associated with the site, project or facility you represent.

Enter Verification Code

Add a Site to your account

In order to get started, you'll need to link your account to a regulated business entity (a site, project or facility), or create one if it's not yet in the MiEnviro Portal system.

Add a Site

Figure 4-1: Verification Code

Account Verification

If you have been provided with a verification code, enter it below.

Verification Code

Submit

Figure 4-2: Enter Verification Code

5 Create a User Account

Step 1: Click on Create a MiEnviro Portal Account.

See button in Figure 5-1, right. Creating an account allows you to submit an application for a medical waste registration, renew an existing registration, and pay registration fees. User accounts are needed to access existing site data for previously registered facilities.

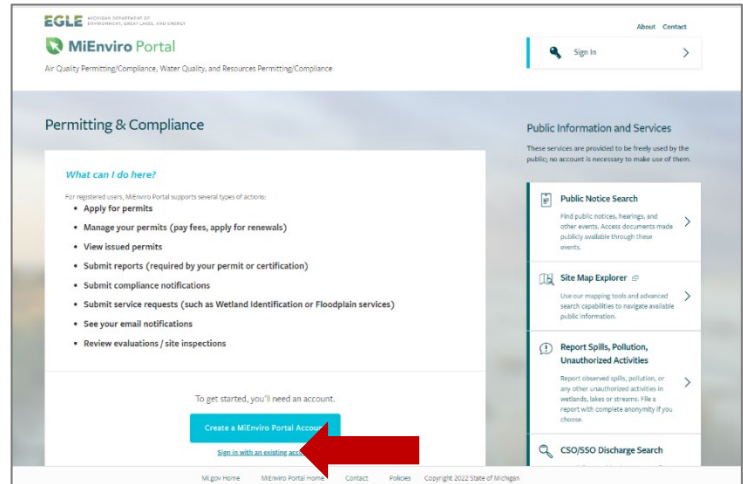


Figure 5-1: Create a MiEnviro Portal Account Button

Step 2: Fill in the required data.

First Name and Last Name

Email address – this must be unique. A specific email can only be used by one person. Enter the email address, and then enter it again to confirm.

Enter the password in the Password field and re-enter it in the Confirm Password field. Passwords must be 8 characters with at least one number and one special character such as !, @, #.

Enter the phone number MMD should call to contact you regarding the medical waste producing facility.

Step 3: Click Create Account

The pop-up window shown in Figure 5-2, right, will state your account has been created.

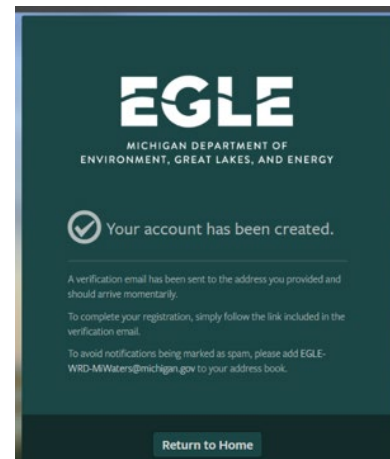


Figure 5-2: Account Created

Step 4: Check your email

MiEnviro will send a confirmation message to the email provided in Step 2 above. If the message does not appear in your inbox, please check your junk email folder.

The email provides your username and a link. Click the link in the email to activate your account.

You will see a pop-up window that states “Account Activated.” See Figure 5-3, right.

Click on the Sign In button in the pop-up window to log into MiEnviro.

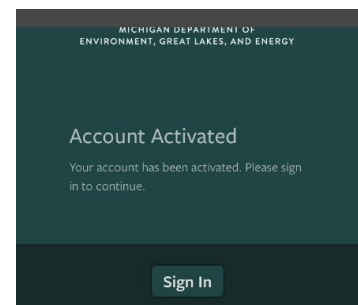


Figure 5-3: Account Activated

Enter your username and password then press Enter. Your username will be the email address you provided in Step 2 above.

Step 5: First time logging in after an account is activated, the system will prompt you to select and answer five security questions. The security questions will not appear on subsequent log ins. Select and answer all five security questions and click Save. See Figure 5-4 on page, right.

Figure 5-4: Security Questions

After completing the security questions section, the Getting Started screen will display.

6 Navigating the System

The following provides general system details for working in MiEnviro.

Once your user account has been established, for subsequent log ins to MiEnviro Portal, navigate to <https://mienviro.michigan.gov> and click on Sign in. See Figure 6-1 below. You will be asked to enter your Username and Password.

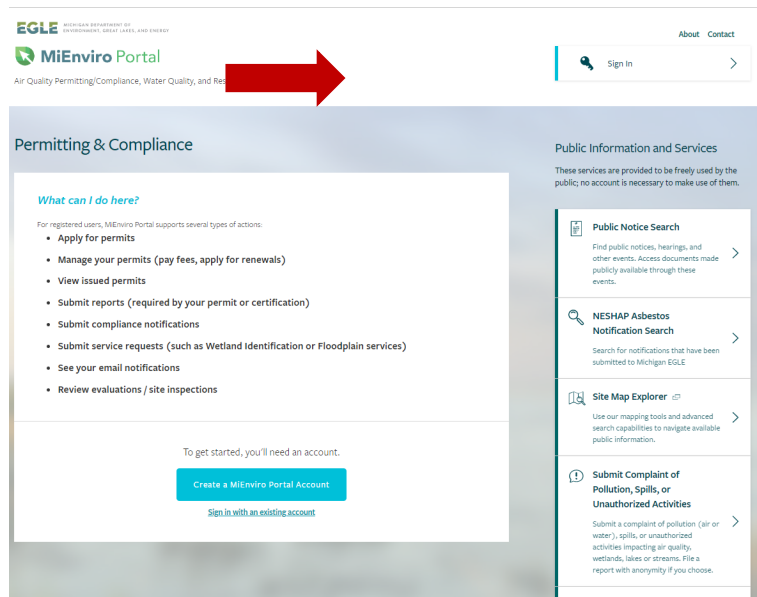


Figure 6-1: Sign in with an existing account

Locked Account

Three failed attempts to log in will lock your user account. To unlock a locked account, send an email to MedicalWaste@Michigan.gov.

Home Page

Once successfully logged in to MiEnviro Portal, you will be taken to the Home page or the Dashboard page, depending on your account activity. The options on the left side of the page will allow you to navigate to the various areas of MiEnviro Portal in order to submit forms, view submissions, view permits (registrations) and pay fees. First time MiEnviro users and new facilities will see fewer options.

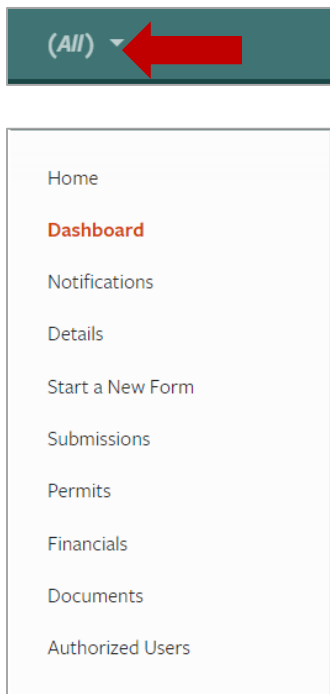


Figure 6-2: Navigation Options and All Sites

If you have more than one site associated with your user account, the screen will show (All) with a triangle or down arrow as shown in Figure 6-2, right. To select a specific facility (site), click the triangle or down arrow to see a list of your sites. Click on the site you want to view.

Home - Browse Forms

From the Home page, the **Browse Forms** button is displayed. This button provides the same functions as the Start a New Form tab on the left side of the screen. After

selecting Browse Forms or Start a New Form, you are taken to the Start a New Form page. See **Start a New Form** section and **Figure 6-5** below for more details.

Dashboard

The dashboard provides a list of active work items. Some examples of what appears on the dashboard are any draft submissions

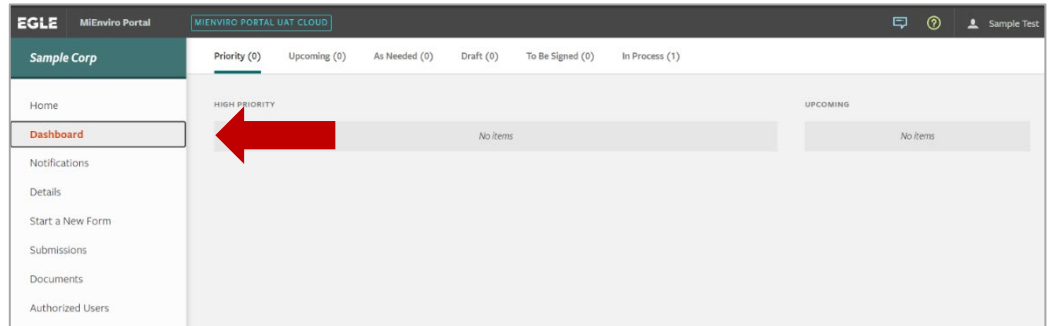


Figure 6-3 -Dashboard

(also accessible on the Submissions tab), notice of upcoming renewals, and outstanding fees. See Figure 6-3, above. If there are items on the Dashboard, it will be the landing screen or welcome screen upon logging in.

Notifications

MiEnviro Portal will send email notifications for various actions in the system. You can view those notifications from within MiEnviro Portal.

Notifications can be accessed by clicking on the Notifications tab on the left or by clicking on the Notification 'charm' on the "Charm Bar." See Figure 6-4 above. The notification charm looks like a speech bubble to the left of the question mark or "help charm."

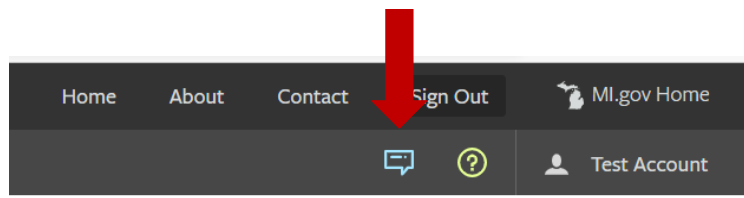


Figure 6-4: Charm Bar

Details

The Details tab provides information about your site. This information is displayed on the following tabs:

Details – Provides the Designated Name for the site, Site Type, Address, City, County, State, Postal Code and Country.

Site Plan – Provides an interactive map of the site location

Contacts – Provides contacts associated with the site. Allows additional contact information to be added by clicking on Add Contact. Click Open next to a contact to edit their information. Contacts cannot be deleted for historical record purposes.

Relations – The Relations tab is not being used by the Medical Waste Regulatory Program.

Start a New Form

Start a new form allows you to select a form to be submitted.

For medical waste registrations, you can select a new registration form, renewal form or modification form.

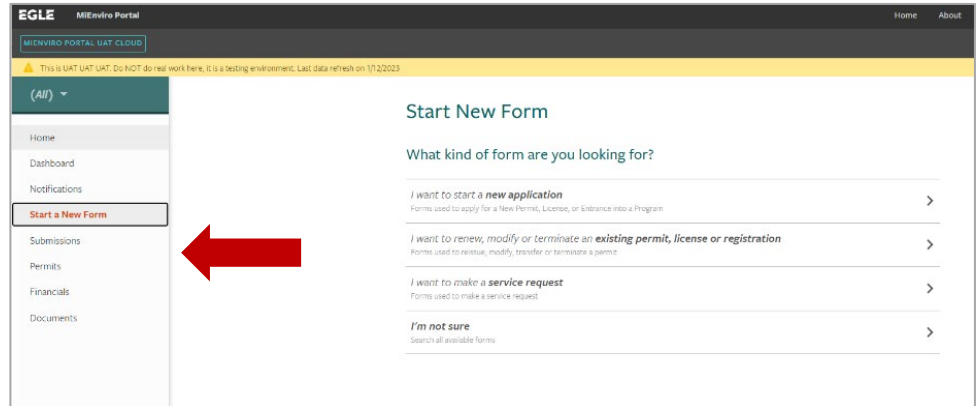


Figure 6-5: Start New Form Screen

See Figure 6-5, Start a New Form screen.

I want to start a new application – Allows a medical waste facility user to select the **Initial Application for Registration as a Producing Facility of Medical Waste**. To narrow the list of forms displayed, enter “med” in the filter field. This will display the form needed to submit a new application for registration. This is the only form needed for a new registration. Click Begin next to the form you want to open.

I want to renew, modify, or terminate an existing permit, license, or registration – Allows a medical waste facility user to select the **Renewal for Registration as a Producing Facility of Medical Waste** OR the **Modification for Registration as a Producing Facility of Medical Waste**. To narrow the list of forms displayed, enter “med” in the filter field. Click Begin next to the form you want to open.

I want to make a service request – Currently, the Medical Waste Regulatory program does not use this feature.

I'm not sure – Provides a list of all forms available in the system. It includes a search bar to narrow the list of forms displayed. Enter ‘medical’ in the search bar for the forms specific to the Medical Waste Regulatory Program. Click Begin next to the form you want to open.

Once the form is selected, a series of questions will display. Answer each question and proceed through the form. When your entry is complete, you will have the option to review your submission then certify and submit. You will also have the opportunity to select your payment option.

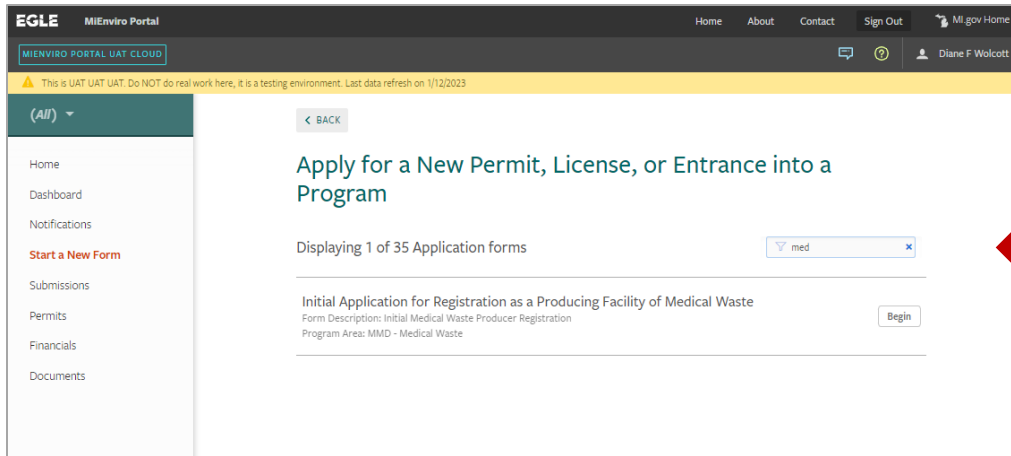


Figure 6-6: Start New Form Screen

Submissions

Draft, submitted, and completed applications are accessible on the Submissions tab, see Figure 6-7, right. Use the Filter by Status drop down in the upper right corner of the screen to view submissions by status. Completed submissions can be viewed, In Process submissions can be viewed or revised, and Draft submissions can be continued or deleted.

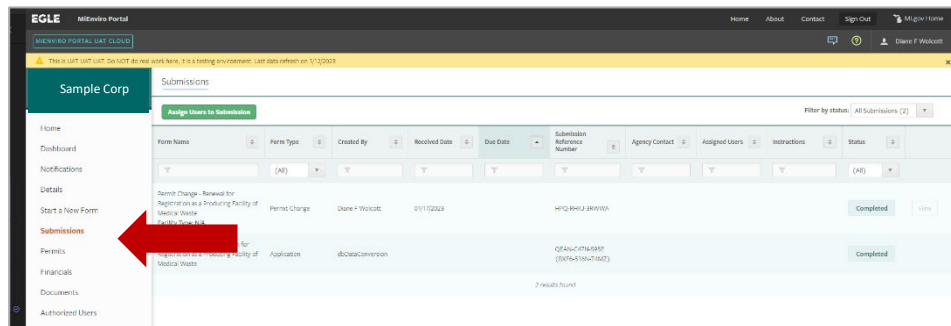


Figure 6-7: Submissions Tab

Continue Draft

Access a saved application that hasn't been submitted by clicking on Continue Draft. Complete the application, review, and submit.

Accessing a Permit or Registration

The system refers to medical waste registrations as permits. You can access existing medical waste registrations by selecting the Permit tab shown in Figure 6-8 below. The system will display any permits/registrations associated with a site. There are filter options by permit number, permit type, a variety of dates and permit statuses. If you wish to view details about the registration, there are 3 vertical dots on the far-right side of the screen.

Click on those dots and select View Summary. A window will display details about the registration. New registration certificates that have been created in MiEnviro can be downloaded and printed from this window. See Figure 6-9 below.

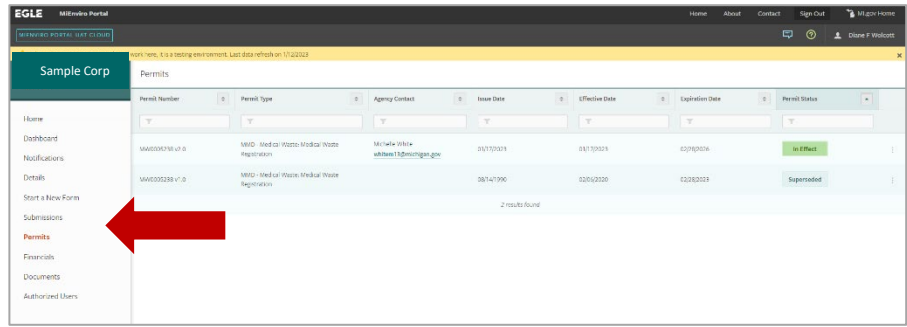


Figure 6-8: Permits Tab

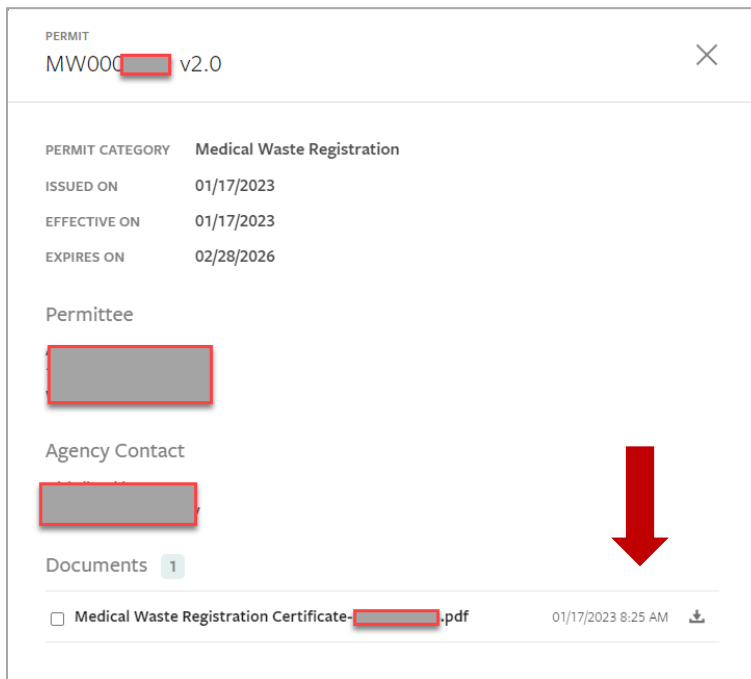


Figure 6-9: Registration Details

Financials

The Financials menu will display all registration fees for your facility. If outstanding fees are due, they will display in the Amount Due column in red and also on the Dashboard page. From the Financials page, click Open to display the details of the outstanding fee. To make a payment you can click Pay Online (for credit card or electronic payments) or Generate Payment Voucher to pay by mail. Additional information on making payments is found in **Section 8 Paying Fees** below.

Documents

The Documents menu allows you to view any documents that have been generated in MiEnviro Portal. This would include any submissions you have made for registrations and renewals, letters that have been sent to your facility and your medical waste registration certificate. To view, download and print any of these documents, select the 3 dots to the right of the item and select Download. Once the file is downloaded you can open it and print.

Authorized Users

MiEnviro Portal allows more than one user account to have access to your site. The additional user will need to create an account in MiEnviro Portal (see **Section 5 Create a User Account** above for instructions on creating a new account). Once the additional user account is created, follow the instructions below:

Site Administrator

Only a Site Administrator can invite another user to access their facility data.

Adding an Additional User to a Site

Step 1: To invite another user to access the site data, click on Authorized Users on the left side of the page. **Note:** The additional user should have already created their account in MiEnviro Portal in order to proceed.

Step 2: Click on Invite User to Join See Figure 6-10 below.

Enter the first and last name

Enter the email they used for their MiEnviro account

Select a Role:

Viewer – Can view site information but can't make any changes.

Editor – Can fill out forms and reports.

Administrator – Can edit site information, invite other users to join the site, inactivate users, and request certifier permissions for users.

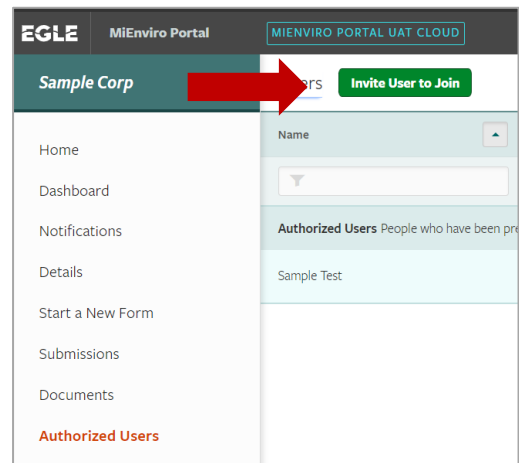


Figure 6-10: Invite User to Join Button

Step 3: Click Send Invitation -The system will send the user an email with a link. The system will also email the Site Administrator.

Step 4: The invited user should click the link in the email from MiEnviro to gain access to the source data. When they log in to MiEnviro Portal, they will have access to the registration information for this site.

Update User Information - View Sites I Have Access to

User Profile

The upper right part of the screen displays the user's name and a symbol of a person. Click on the name to access the User Profile.

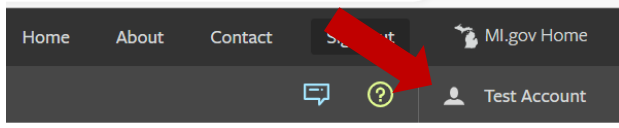


Figure 6-11: User Profile

See Figure 6-11, User Profile, right. The name in this example is Test Account.

Details

The Details tab provides Contact and Account Setting information. Not all information on this page can be edited.

Sites

The Sites tab allows you to view a list of sites and the type of access you have to those sites site. The Hide/Show buttons determine which sites will appear in the drop-down list of sites when you log in to MiEnviro Portal.

Account Verification

The Account Verification tab is used the first time a user sets up their account and links it to an existing site. The Verification Code is provided to the facility in a letter sent by EGLE MMD. **See Section 4 Accessing MiEnviro for Medical Waste Producers** above for instructions on entering this one-time code.

7 Medical Waste Program

The MMD Medical Waste Program:

Registers commercial medical waste treatment and disposal facilities in Michigan.

Reviews medical waste alternative treatment methods proposed for use in Michigan.

Trains local health department inspectors on the Michigan's public health code requirements for managing medical waste.

Registers, inspects, and regulates medical waste producing facilities throughout Michigan.

The primary goal of the Medical Waste Program is to protect workers, residents, and the environment from exposure to medical waste and any potential diseases that could occur as a result of exposure.

Medical Waste Registration

Medical waste registrations are active for three calendar years from the date of issuance. For example, if a facility had never registered before and registered on March 31, 2023, the new facility registration would be valid until March 31, 2026. Registrations are transferrable only if there is a change of address for an existing registrant. If you are the new owner of the facility and will generate regulated medical waste, you must register the facility under a new medical waste registration.

When a medical waste registration is issued, it will be assigned a unique identification number, i.e., MW0012345.

When a medical waste registration is issued, the system will send an email notification with the registration certificate attached. You may print this certificate from the email.

Non-households that generate medical waste, like health care providers, pharmacies, and tattoo parlors, are not allowed to operate and produce medical waste without first obtaining a medical waste registration. A registration must be obtained as soon as reasonably feasible and prior to generating [regulated medical waste](#). Medical waste treatment and/or disposal facilities must also obtain a medical waste registration prior to accepting any medical waste.

Medical Waste Registration Transfer of Ownership

Registrations are transferrable only if there is a change of address for an existing registrant. If you are the new owner of the facility and will generate regulated medical waste, you must register the facility under a new medical waste registration.

Modifications to Existing Medical Waste Registrations

Minor modifications to existing registrations, such as a new facility contact, can be made during the renewal process. The renewal form displays the fields that can be updated and allows the facility to include these updates with the renewal.

Major modifications, such as change in facility type, facility name change, or closing a facility, will require the facility to complete the **Modification for Registration as a Producing Facility of Medical Waste** form. To access this form, log in to MiEnviro Portal and select Start a New Form. Select 'I want to renew, modify or terminate an existing permit, license or registration' and select the **Modification for Registration as a Producing Facility of Medical Waste** form. See Start a New Form in **Section 6 Navigating the System** for additional details.

Existing Medical Waste Facilities with Registrations Requiring Renewal

If you currently have a medical waste registration issued by the MMD or had a registration in the past, your data has been migrated to MiEnviro. You do not need to submit a new application for existing registrations already in the system.

Once you have created a user account in MiEnviro Portal and associated it with your site, you will receive an email prior to your registration expiration notifying you to renew your registration. You will be able to complete the renewal in MiEnviro Portal. To submit a renewal, log in to MiEnviro Portal and select Start a New Form. Select 'I want to renew, modify or terminate an existing permit, license or registration' and select the **Medical Waste Producer Registration - Renewal** form. See Start a New Form in **Section 6 Navigating the System** for additional details. You will be able to complete the renewal form, submit, and select your payment method. Once the renewal has been paid and processed, you will receive an email with the registration certificate attached so you can download and print.

Submit a New Medical Waste Registration Application

If you are submitting an application for a new registration, the process of submitting the application will create the new site in MiEnviro (there is no need to create the site first).

Start a New Form in Section 6 Navigating the System, outlines how to select the form. For a new application, you will select the Initial Application for Registration as a Producing Facility of Medical Waste form.

In the Select Site window, the Select Site field should read Create New Site. In the New Name field, enter the name of your facility, i.e., ABC Animal Hospital. See Figure 7-1 Select Site.

Instructions regarding form completion will display. To proceed, click the **Begin Form Entry** button at the bottom of the page.

The form that is displayed is divided into sections (or pages) for Facility Details, Registration Information, Billing Contact, Fee, Review, and Certify & Submit. Complete the fields in each section. You can navigate from section to section by clicking the section name on the left side of the page or by selecting the Next Section or Previous Section buttons at the top and bottom of the page.

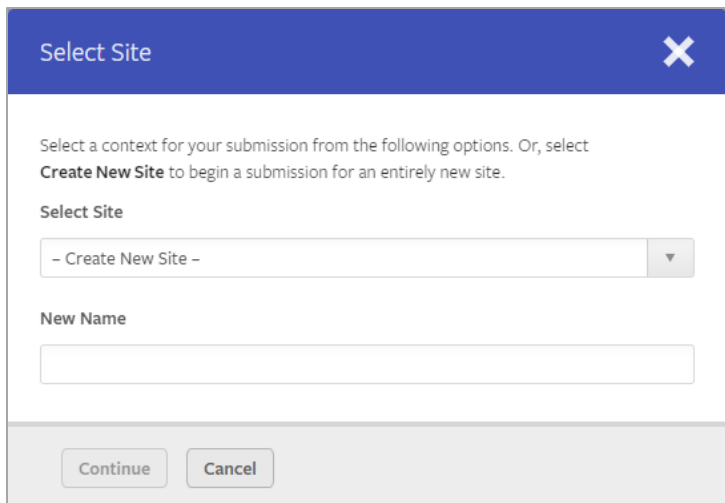


Figure 7-1: Select Site

Note: On the Facility Details page, a map will appear so that you can select your location from the map. Even though you have entered your address in the Address field, you will still need to select the location on the map. You can do that by either zooming in and out of the map and clicking to place a 'dot' for your location OR you can type your location in the 'Search by name or address' field at the top of the map.

Once you have completed each section of the form, you will have the opportunity to Review your information. If anything needs to be corrected, you can return to that section by clicking on the section on the left side of the page and updating the information. If a section name on the left appears in red, that indicates missing information for that section.

Once your entry is complete, select Submit Form. A window will display asking if you wish to pay Online or Pay by Mail. Select the appropriate option and proceed.

Viewing a Submitted Registration Application

After the application is submitted, you can access it from the Submissions menu on the left side of the Home page. To access the registration application, click the View or Revise button at the far right of screen. From there you can select the buttons to view, print, and/or download the application.

8 Paying Fees

When an application for a new registration or a renewal application is submitted, MiEnviro Portal will calculate and display the appropriate fee. Fees can be paid online (credit card or electronic check) when submitting the form. Fees can also be

paid by check (Pay by Mail) by printing the Payment Voucher, including it with your check, and mailing it to the State of Michigan. Instructions and mailing information are included on the voucher.

If fees are not submitted when the form is submitted, you can navigate to the Financials menu on the left side of the Home page and view any fees that are due. From here, you can select the fee and either Pay Online or Pay by Mail.

Note: A new application or a renewal cannot be processed by the Medical Waste Regulatory Program and a registration certificate cannot be issued until payment is received.

Paying Online

When making payment, you can pay online by selecting the Pay Online button. You will be navigated to the electronic payment site where you choose to pay by electronic check or by credit card.

Acceptable methods of payment online are credit cards or an electronic check. Partial payments are not allowed online. There is a 2% transaction fee if you pay by credit card. For example, if your invoice is \$100, there will be an additional \$2 charged to your credit card. The payment system does not charge a transaction fee when paying by electronic check.




Figure 8-1 Choose Method of Payment

Complete all fields as outlined in Figure 8-2 Credit Card Information and click Next. Review the information and if accurate, click Pay Now. You will receive a payment verification on screen and by email.

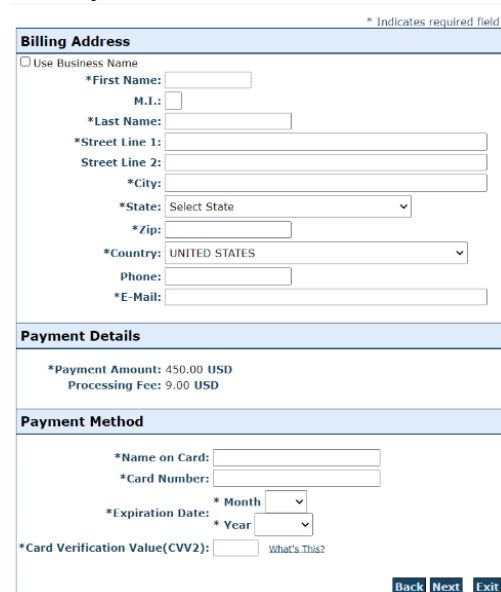


Figure 8-2: Credit Card Information

Paying by Mail

Acceptable payments by mail are checks, cashier's checks, or money orders. Make your payment payable to State of Michigan. The MMD will not issue a registration until payment is received in full. Print the Payment Voucher in MiEnviro and mail it with your payment to the Cashier's Office address on the voucher. The voucher will ensure your payment is credited correctly.

Step 6: Mail the payment and voucher to the address on the Voucher which are listed below.

Regular Mail
EGLE - Cashiers Office
PO Box 30657
Lansing, Michigan 48909-8157

Overnight Mail
EGLE – Cashiers Office
425 West Ottawa Street
Lansing, Michigan 48933