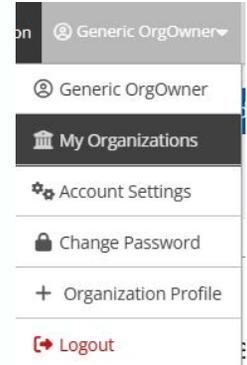


## Follow These Steps to Get Started with MiRegistry!

### 1 ACCESS THE ORGANIZATION PROFILE

- A.** If you do not have an organization profile:
- Follow the steps in this [Setting Up an Organization Profile](#) guide.
  - If a profile already exists but you do not have access, use the [Profile User Access](#) guide to request administrative access.
  - You must have an individual account to set up/access an organization profile. If you need to set up an individual account, follow the steps in the [Creating an Account Guide](#).
- B.** If you do have access to the organization profile:
- Go to [miregistry.org](http://miregistry.org) and click **Login**.
  - Click the drop-down menu displaying your name in the upper right-hand corner.
  - Click the organization name.



### 2 VERIFY EMPLOYMENT RECORDS

- A.** Once on the organization profile, click the **Employees** tab.
- B.** Confirm wage initiative employees are listed on your current employees list.
- If wage initiative employees are not showing, use this [Managing Employee Invitations](#) guide to send invites. Alternatively, employees can use this [Connect as an Employee guide](#) to self-report employment.
- C.** Review and verify employment entries for each employee.
- Click the edit icon to the right of each employee's entry.
  - Review employment information, including wage to ensure accuracy.
  - Select 'Verified by Program' if they are listed as 'Self Reported'.

# 54621  
Center Child Care Center  
Child Care License ID : 999999

Status	Org Details	Program Info	Classrooms	Quality Improvement	Employees
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**IMPORTANT: Employees are required to enter their wage information as participants in the wage initiative.** Wage information can be entered as a hourly wage or annual salary.

*Please be sure to keep your wage information updated to reflect accurately over time. MiRegistry data is used in aggregate state and national datasets to inform stakeholders of the state of the early childhood field and identify needs within the field. These datasets are used to determine the effectiveness of programs such as the wage initiative. By contributing to these datasets, you are helping to professionalize and strengthen wages in the early childhood field.*

### 3 CONFIRM MEMBERSHIP STATUSES

- A.** Ensure each wage initiative employee's Current Status is valid.
- Valid membership statuses include: Applied, Materials Received, Awaiting Print, or Current.
  - If they are listed as Expired or there is no membership listed, share this [Submitting an Application](#) guide with the employee(s) and instruct them to submit an application.

Current Status      Status

Current-Expires 8/31/2026      Verified by Program

*Please Note: Membership application processing takes 4-6 weeks from the date of submission and/or date of materials received. **This processing timeline does not impact your ability to proceed with applying for or participating in the wage initiative.***

For questions regarding any of these steps, please contact MiRegistry at [support@miregistry.org](mailto:support@miregistry.org) or 833-386-9238 between 9am-5pm Monday through Friday.

For more information regarding applying for or participating in the wage initiative, please visit: <https://www.ecic4kids.org/regional-planning/>