

# Michigan Medicine ID Request and Change Online e-Form

All Michigan Medicine Mcard and access request need to be submitted through the [Michigan Medicine Help Center](#). This portal is used to request Mcards and Mcard access for Michigan Medicine employees and affiliates.

## Instructions for Expired ID Badges:

- Full-time and part-time employees with expiring/expired Mcards need to exchange their Mcards for new ones. If full/part-time employees still have an active profile in the Mcard system and there are no changes, they will NOT need an Mcard request submitted.
- However, if there are changes to department, job title (credentials), access changes or the Mcard has been expired longer than 30 days, then an authorized signer will need to submit a request through the [Michigan Medicine Help Center](#).
- All other Mcard holders with expiring/expired or other changes will need to bring their Mcards and have a request submitted through the [Michigan Medicine Help Center](#) by an authorized signer.
- A new photo is required if the previous Mcard photo is over 5 years old.

## Mcard Fee's

Mcard fees are paid at the Hospital Cashier's Office on the 2nd floor of University Hospital. A receipt of payment will be provided which will need to be shown at the [Key & ID Office](#).