

## TIPS FOR USING e-QIP

- To initially log in, you must enter your Social Security Number. You will then be prompted to choose a user name and password.
- When inputting your data, you can use ALL CAPS, all lowercase, or whatever fits you best.
- Use the TAB key to get from one space to the next.
- There cannot be any gaps in time for your residence or employment. All time must be accounted for. If you were not working for any reason (unemployed, stay at home parent, going to school), this time should be listed as type Unemployment, and you must enter the name and address of someone who can verify that you were not working during that time period. Please do not use Michigan Works, Marvin, government or state office as your verifier.
- All address for residences, employment and references must be complete. Do not omit street numbers, zip codes or telephone numbers. Do not include Country if within the US. If this information is omitted, your eQIP questionnaire will be returned to you for corrections.
- All phone number entries must not contain spaces (example: 2699665600).
- To obtain your Selective Service Number, please go to the [Selective Service System Official Site](#).