

How to Reauthorize Your MCO Membership

All members must reauthorize their dues every year going forward. If you started your dues deduction this year (because you were hired or you just decided to join or rejoin as a dues-paying member), you don't need to take any action to reauthorize this year. However, you will need to reauthorize in future years.

Below are two ways you can reauthorize now.

Visit the HR Self-Service Online Portal

Log in to the HR Self-Service Online Portal at

<https://hrselfserv.michigan.gov/lawson/portal/>

(The online portal is closed Sunday through Wednesday of the first week of each pay period.)

Navigating the HR Self-Service Online Portal to Reauthorize

Once you are logged in to the portal:

Click the triangle next to Bookmarks at top left.

Hover the mouse over Employee Self Service.

Hover over Pay.

Click Dues Payroll Deduction.

Click Reauthorize continued deduction for an additional year through 10/02/2021.

Click submit.

Click authorize.

Problems Logging In?

Browser Issues? This guide will help you troubleshoot browser issues:

https://www.michigan.gov/documents/IE60aug1303_71640_7.pdf

Password Issues? This guide will help you troubleshoot password issues:

https://www.michigan.gov/mdcs/0,1607,7-147-6879_19184_21557-66011--,00.html

OR

**Speak with a representative at MI HR Self-Service by dialing
877-766-6447**

Fast, Secure and Instant. Between the hours of 8:00a.m. and 5:00 p.m., Monday through Friday, state employees can use their social security or employee identification number and be connected with a live Michigan HR specialist. Once on the phone, **tell the representative you want to reauthorize your union dues.**