



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

MARLON I. BROWN, DPA  
ACTING DIRECTOR

September 27, 2023

Dear Administrator:

The Bureau of Survey and Certification is utilizing a new secure document sharing program called Egress for all federal surveys. Egress is an electronic drop box that allows multiple users to access documents at the same time. Our hope is that Egress will improve survey efficiency by removing email barriers such as file size limitations and improve communication by allowing all participants to view shared documents simultaneously.

Each facility will have its own secure “zone” or folder. Only the survey team and your designated team members will have access to your facility’s zone. As a provider, you will only be able to add documents to Egress, you will not be able to delete items. Your access to this folder will expire after survey exit.

Please see below for tips on how to help your facility/team prepare for Egress.

Prior to our arrival:

- Work with your IT department to make sure your facility does not have firewalls blocking drop box websites. Your staff will need to be able to access our website [bpl.egresscloud.com](http://bpl.egresscloud.com)
- Please make sure all staff who provide survey documents know how to save files as a PDF, Word, and/or an Excel document. We cannot accept links to documents.

After our arrival:

- The survey team lead will send your administrator two emails. The first email provides directions to access the Egress website. The second email provides access to your facility’s specific zone where your staff will submit documents. (Please note that there may be a short delay when we attempt to send you the email links).
- When registering for Egress access, your staff will be required to answer a few security questions.

- All team members from your facility can use the same login name and password. Your staff may want to agree upon a login email and password before our arrival.
- You can upload files using the upload button or drag and drop files into the box.
- When uploading files, please be sure to watch the upload status indicator. If you close the upload window before your file is fully uploaded, your file may have an error.
  - Note: You are not able to delete files once they are in the box.
- Please let your survey team know how you feel about Egress. We appreciate your feedback so we can continue to improve our process.
- During the survey process, all questions can be directed to the designated BSC survey team lead.

Please feel free to reach out to me with any general questions regarding the Egress system.

Sincerely,



Alexa Hagen

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Bureau of Survey and Certification

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