



1. Go to www.michigan.gov/business. Helpful hint bookmark the site!
2. Register for Single Sign-On. [How?](#)
3. After you receive your password, log back into Michigan Business One Stop through the Registered User section.
4. Click Start a New Business (if you are not registered with the state) or Add an Existing Business (if you are already registered with the state).
5. You will be asked a series of question to set-up your business profile, resulting in a page called my workspace.

A screenshot of the Michigan Business One Stop "my workspace" page. The page has a blue header with "Michigan Business One Stop" and "MICHIGAN.GOV Michigan's Official Web Site". Below the header is a green bar with "Michigan.gov" and "One Stop Home | Help | Contact Us | FAQ | Sign Out". The main content area is white and contains a sidebar on the left with "One Stop Home", "My Filings", and "My Business Profile". The main area shows "my workspace" for "John Smith - ID# 188003". There are links for "Update", "eCabinet", "Shopping Cart", and "Cart(0 Items)". A "My Tasks" section lists three tasks: "Select Industry Code", "Agricultural Pesticide Dealer License Application (New) (Online submission available)", "Food Handlers License Application (New) (Online submission available)", and "Retail Motor Fuel Outlet License (New) (Online submission available)". Each task has a "Tell Me More" button. A "Take Survey" button is in the sidebar. Red arrows point from the sidebar to the tasks and from the top of the page to the "my workspace" title.

6. Click on the appropriate new license application task, fill out the form, sign, submit, go to your shopping cart, pay and you are done! If you do not see the application you want, refer to step 6a.

6a. To add an application that is not on the list, click on Add a Task, enter some keywords from the application name in the Search Keyword box (e.g. food handler) and click GO. A screen will appear with all applications containing the keywords. Click the Select box next to the desired application and click on the Add button. The application will now appear in the My Tasks area. Complete the process as described in step 6.

7. Questions? Contact the [Customer Assistance Center](#):



Michigan Business One Stop

Business Hours:

Monday – Friday

7:00 am to 6:00 pm EST

Phone: 877-766-1779

Lansing, Michigan

[Email the Customer Assistance Center](#)