

## **Billboard Permit Payment Instructions**

1. Go to [www.michigan.gov/business](http://www.michigan.gov/business)
2. Under Registered Users, enter your Login ID and password, click on search (note: these were created when you first registered with Michigan Business One Stop)
3. Click on My Workspace (next to your name, in the middle of the page)
4. Click on Billboard Permit (IHAP) (located under Tasks on My Workspace tab)
5. Click on Billboard Permits (IHAP). You are now in IHAP, which is a pop-up window; your MBOS account remains open.
6. Renewing your permit(s):
  - Click on Renewals (located on the left hand side of the page)
  - Click on Pay Current Renewals
  - Read through the permit conditions, click on the circle next to agree, and enter your phone number. Click Continue.
  - Select the most current renewal listed by clicking in the circle. Click on Add to One Stop Cart
  - The permit(s) to be renewed are listed. Review the information. Click on Add to Shopping Cart. \*\*If you want to cancel one or all of your permits, click on Go to Select Permits for Non-Renewal. Please note the sign associated with the permits needs to be removed prior to cancellation.
  - A confirmation will appear listing your account information, the date and time you added your renewals to the shopping cart, the amount due, and a confirmation number.
  - You can now exit out of IHAP (click on the “X” in the upper right hand corner of the screen or minimize the screen). PLEASE GO TO YOUR WORKSPACE, LOCATED IN MBOS, TO COMPLETE THE PAYMENT TRANSACTION.
7. The Shopping Cart is located towards the top of the MBOS page on the right. Click on the Shopping Cart.
  - Select the permit renewal and choose your payment method from the drop down menu. After selecting your payment method, click on proceed to checkout. You will now enter your billing information from your credit card or banking account (if paying by e-check). Continue through the payment process. Once paid, you will receive a confirmation of that payment.

If you have questions or need additional information regarding MBOS, contact the Customer Assistance Center Monday – Friday 7 a.m. to 6 p.m. EST at 877-766-1779, and press “0”, or by electronic mail at [Business@michigan.gov](mailto:Business@michigan.gov).