Michigan Business One Stop Instructions

EXISTING INDIVIDUAL PERMIT HOLDER/ EXISTING MICHIGAN BUSINESS

1. Go to www.michigan.gov/business

2. ONE STOP REGISTRATION - Click on the Start & Register Button. Complete the required information to receive your temporary password.

3. THANK YOU FOR REGISTERING IN ONE STOP – You will now be redirected to the Michigan Business One Stop (MBOS) Home Page. Enter your Login ID and temporary password contained in the email sent to you; click on Login

4. RESET PASSWORD – complete the required information and click on Change Password

5. Complete the security questions and click on Submit

6. CONGRATULATIONS! YOUR REGISTRATION IS COMPLETE – you now have complete access to Michigan Business One Stop website. Click the Continue Button to proceed.

7. TERMS & CONDITIONS – read through the Terms & Conditions and click Accept at the bottom of the page.

8. ONE STOP HOME PAGE - Under the For Businesses heading, click the Go button (this applies to individual permit holders also)

9. START OR ADD A BUSINESS – (**If your billboard permits are listed in your Corporate name, **do <u>not</u> use your Assumed Name**). Select **Add My Existing Business** button and click Next

10. DESCRIBE YOUR BUSINESS –

    - If your billboard permits are listed with an individual name Choose Sole Proprietorship.

    - If you are a registered business in Michigan, select the appropriate content under Select an Option and Check All that Apply.

    - Click Next

11. LEGAL AGREEMENT TEXT – Read through and Click Accept to proceed

12. ENTER BUSINESS INFORMATION – Complete required information and click on Submit

<u>Complete Business Profile</u>

13. PRIMARY BUSINESS INFORMATION – Complete the required information. Click on Proceed to Step 2.

14. IDENTIFY YOURSELF- Complete the required information. **Contact Type – if you are an individual permit holder, not a business, select Sole Proprietor from the drop down menu. Click on Proceed to Step 3.

15. BUSINESS CONTACTS – You have the option on this page to enter your spouse's information if you choose Sole Proprietor, or enter any additional contacts for your business. If you have not additional contacts to add, click on Proceed to Step 4.

16. BUSINESS ADDRESSES – If you have a different physical address for your business, click on the arrow to add that information. If the Principal and Mailing address are the same as the physical address, click on Proceed to Step 5.

17. BUSINESS DBA/ASSUMED NAMES – Enter DBA (Doing Business As)/Assumed name information for your business by clicking on the arrow. If you do not have any DBA/Assumed name information, click on Finish.

You are now looking at your main page with the following tabs: My Workspace; My Filings; My Business Profile.

18. Click on MY FILINGS tab- Click on Search for Licenses on File **DO NOT SKIP THIS STEP. If you add a task (Step 22) before completing steps 18 and 19, you will create a new account.**

19. SEARCH FOR FILING(S) -

- Enter Business/Individual Name and ZIP Code (located in the address block of this letter). You do not need to enter the entire business name (if more than one word) or individual name. Your first name or first word of the business name (which appears on your letter) will work.
- Click on Search for Licenses on File. Your billboard permits will appear on the Results page.
- Click the Verify button next to one of your permits
- Enter the PIN (displayed on the June 2010 letter sent to you)
- Click on the Submit button

20. SEARCH FILINGS RESULT – Your permits appear under the Verified Business Filings List. Click on Go to My Filings. You are now at the main tabbed page.

21. Click on My Workspace tab.

22. MY WORKSPACE – Click on the Add Task button

    - In the Search field, type in billboard. MBOS will automatically find the Billboard Permit (IHAP) link.
    - Click in the box next to Billboard Permit (IHAP) and click on Add

The Billboard Permit (IHAP) link now appears on the My Workspace page under My Tasks. This is the link that takes you to your billboard account.

23. Click on Billboard Permits (IHAP). You are now in IHAP, which is a pop-up window; your MBOS account remains open.

24. If you are renewing your permit(s):

    - Click on Renewals
    - 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.

25. 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, you will 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.