

Michigan Business One Stop Instructions

NEW BILLBOARD PERMIT ACCOUNT

1. Log into 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 - Click on Ready With Password once you have retrieved your password.
4. WELCOME TO MICHIGAN BUSINESS ONE STOP - Enter your Login ID and password contained in the email sent to you; click on Login
5. RESET PASSWORD – complete the required information and click on Change Password
6. Complete the security questions and click on Submit
7. CONGRATULATIONS! YOUR REGISTRATION IS COMPLETE – you now have complete access to Michigan Business One Stop website. Click the Continue Button to proceed.
8. START OR ADD A BUSINESS - Select Start a New Business (****If you already have an existing business in Michigan, please refer to the Registration Instructions for Existing Permit Holder/Existing Business, beginning with Step 11. If you do not have an existing business or do not hold any billboard permits under a different account, please proceed.****)
9. TIME TO START A BUSINESS – click Next
10. BUSINESS SURVEY – Select Sole Proprietorship
11. BUSINESS SURVEY – IDENTIFY YOUR BUSINESS CLASSIFICATION CODE(S) – Type in 541850 and click on Search NAICS
12. NAICS SEARCH RESULTS – Select the 541850 Code (Display Advertising) and click Next
13. ENTER BUSINESS INFORMATION FOR SOLE PROPRIETORSHIP – Complete required information, click Next
14. BUSINESS SURVEY – Complete the survey, clicking on Next when a question is completed. ****When asked “Will your business be erecting a sign that is not on the property for which it is advertising and can be seen from a state highway?”, select Yes**
15. REVIEW IDENTIFIED REGISTRATIONS, LICENSES, AND PERMITS – uncheck all boxes EXCEPT for Billboard Permit (IHAP), click Accept
16. MICHIGAN BUSINESS ONE STOP HOME PAGE – Under Operate my Existing Business, your business or individual name appears. Click on Complete Business Profile

17. BUSINESS INFORMATION – Click on Add, next to Identify your role in the business

- Enter Your Contact Details – Complete required fields, choosing Sole Proprietor as the Contact Type, and selecting the box next to Include this contact in e-mail notifications. Click Save.
- You are back at the BUSINESS INFORMATION page. Click on **Done**. The Add buttons that were grayed out are now available to select. Click Add, next to the steps that have a status of Not Started. ****When completing your Principal and Mailing address, make sure to check the box next to “check here to also use this address as your mailing address.”**
- Click Next

18. YOU HAVE SUCCESSFULLY SETUP YOUR BUSINESS ACCOUNT WITHIN ONE STOP – Click on Next

19. MY WORKSPACE – Click on Billboard Permit (IHAP). Before entering IHAP, you will be asked if you already own billboard permit(s) – Select No.

- You are now in IHAP. Your new IHAP account number is listed in the left hand corner of the page.

20. You can review your account, apply for new permit(s), or transfer permit(s). You can also renew your permit(s); however, renewing your permit(s) is only available during your renewal period. You will be notified when it is time to renew your permit(s).

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 or by electronic mail at Business@michigan.gov.