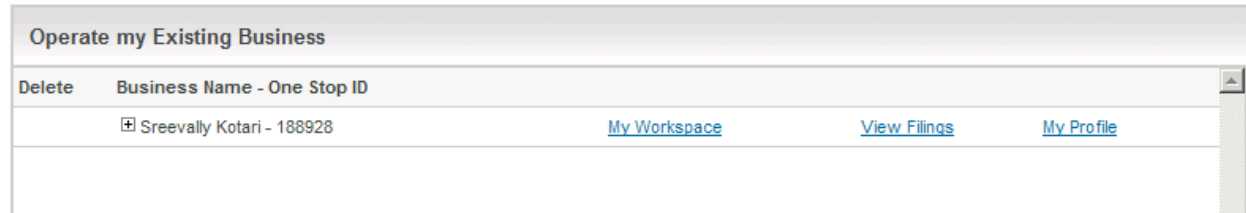


Delegating a Business in MBOS after Establishing a Business Account

Once the company is registered in Michigan Business One Stop (MBOS), the user can use 'Delegated Business Authority' to give access to all other users in the company or other parties (applicants, contractor/consultants) requiring access to application/permit information.

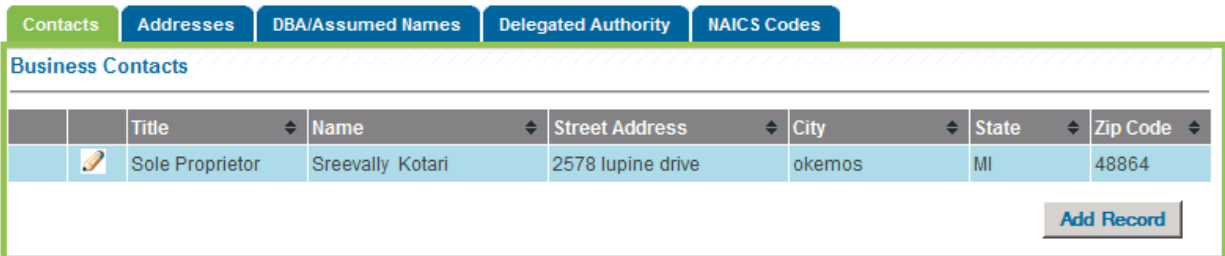
Steps

1. Once the company is registered, the user has to click on My Profile Link –



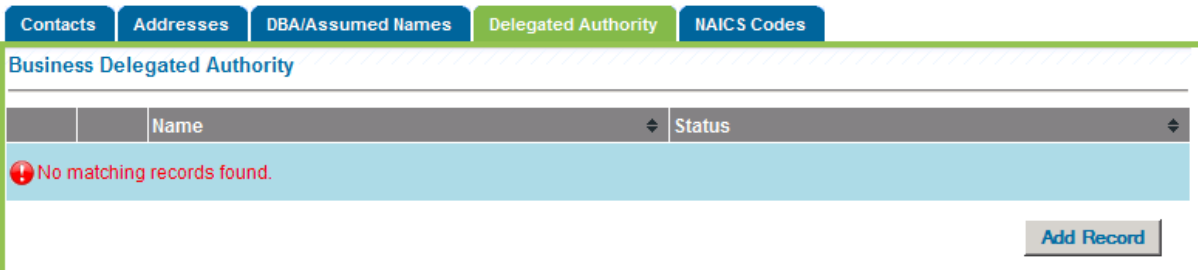
Operate my Existing Business			
Delete	Business Name - One Stop ID		
	☒ Sreevally Kotari - 188928	My Workspace	View Filings My Profile

2. Click on Delegated Authority tab



Contacts	Addresses	DBA/Assumed Names	Delegated Authority	NAICS Codes		
Business Contacts						
	Title	Name	Street Address	City	State	Zip Code
	Sole Proprietor	Sreevally Kotari	2578 lupine drive	okemos	MI	48864
Add Record						

3. Click on Add Record



Contacts	Addresses	DBA/Assumed Names	Delegated Authority	NAICS Codes
Business Delegated Authority				
	Name	Status		
No matching records found.				
Add Record				

4. Select Full Control and click on Save

Business Delegated Authority

Please identify the individuals that will have authority to access One Stop on behalf of your business. Then, identify the categories of filings this person will have the authority to change. Select the category by clicking the category name or checking the box next to the category. Clicking the box again unselects that category. You can, also, delete this individual as a delegate for your business. You can change which filing categories this person will have the authority to update by checking and unchecking category names. To give this individual permission to modify all filing and business information in One Stop, click on the Full Control box instead of any of the categories.

* = Required

First Name: *

Last Name: *

Email Address: * (eg., abc@xyz.com)

Re-enter Email Address: *

Full Control:

Select the delegation categories you wish to give this person from list below

Options	Delegation Categories
<input type="checkbox"/>	Financial and Insurance
<input type="checkbox"/>	Human Care Programs
<input type="checkbox"/>	Liquor
<input type="checkbox"/>	Lottery
<input type="checkbox"/>	Michigan Business One Stop Tasks
<input type="checkbox"/>	Pharmacy and Health Systems
<input type="checkbox"/>	Wage and Tax

Save Cancel

5. Any other user who was granted access will receive an email in the below format:

Hello,

You have been "delegated" access to the business account for 02/24/2009 - Test within the Michigan Business One Stop web site by Hitesh Patel.

In order to access the business account, please use the PIN number provided below and follow these directions.

- 1) Visit www.michigan.gov/business and select Log In Here.
- 2) You will be taken to the Single Sign-on web page to sign in to One Stop. If you do not yet have access to One Stop, you will need to create a Login ID and password on the Single Sign-on page, then register for access to One Stop. You will receive email notification when your registration is complete. For more information about this process, click on [Single Sign-on](#) or use the following link http://OneStopHelp.state.mi.us/wiki/Single_Sign-On
- 3) If this is your first time signing into the Michigan Business One Stop choose "Add a Business that has been delegated to me (requires PIN)" and click on Next. Otherwise click on Add/Start a Business on the left side of the screen and choose "Add a Business that has been delegated to me (requires PIN)" and click on Next.
- 4) Enter the PIN below and click on Submit.

PIN NUMBER: 14rzQNhbLw1j

You should now have access to the privileges granted to you for that business. For additional help, please contact the Customer Assistance Center at 877.766.1779 .

Please do not respond to this email.

Thank you.

6. The second user has to then logon to One Stop (If not registered he/she has to first register with One Stop). Click on Start/Add a Business and select 'Add a Business that has been delegated to me (requires PIN)' option and click next:

My Business Home

Welcome:
Sreevally Kotari

START OR ADD A BUSINESS

Select the appropriate option to create your business on One Stop.

Select an option

- Start A New Business
- Add My Existing Business
- Add a Business that has been delegated to me (requires PIN)

Next

7. He/She has to enter the PIN they received in the email and click submit.

Start/Add a Business

Welcome:
Sreevally Kotari

ATTACH A DELEGATED BUSINESS

To access a business that you have been delegated authority to update, enter the PIN that was sent to you by email. Enter it as it appears in the email or copy and paste it to ensure accuracy.

* = Required



Enter PIN: *

Previous Submit

8. The second user is given access to enter CPS and complete any actions on behalf of the original company.

Note: If a user no longer works with the company, access can be deleted for that user in One Stop.

Business Delegated Authority [Show / Hide]

  Baskar Raju - Pending

Add