



Getting started with Michigan Business One Stop

New users to Michigan Business One Stop will need to register for a log in ID and password.

Registering for a Login ID and Password:

A user that is already registered will login with their One Stop login ID and password. New users will need to register by clicking **GO** under Start & Register.

A screenshot of the Michigan Business One Stop website. The header includes 'One Stop Home', 'License Search', and 'MI.gov'. The main navigation bar has 'Business Assistance' and 'State License Search'. A search bar is present. The main content area is divided into several sections: 'Important changes take effect on October 1, 2014!', 'Login to One Stop for...' with links to Treasury, Unemployment Insurance, MIWAM, Environmental Quality, and Transportation; 'One Stop Login' with a login form and a 'GO' button; 'Start / Register' with a 'GO' button circled in red; and 'Department Contacts for Michigan Business Services' with a list of departments and their contact information.

Registering for a Login ID and Password:

Next, complete the One Stop Registration fields and click . All areas with a red asterisk (*) are required.



Michigan Business One Stop

MICHIGAN.GOV
Michigan's Official Web Site

Michigan.gov One Stop Home | Help | Contact Us | FAQ

Site Guide
Resource Center
Michigan Advantage
Customer Assistance Center
Try Business One Stop

One Stop Registration

Please provide the information below, then click **Submit** to receive your temporary password. Choose **Clear** to remove information you have entered. Choose **Previous** to return to the Login page. Choose **Quit** to close your browser.

* Indicates required field

Login ID * (Enter your last name, first initial, and any 4 numbers-no space between. For Example: John Smith and using 9999 as an example for the four digit number, you would enter smithj9999.)

First Name * Middle Initial Last Name *

Email Address * Confirm Email Address *

Work Phone Number * (111-222-3456)

- -

Enter the number as it is shown in the box below *

[Michigan.gov Home](#) | [Help & Contacts](#) | [State Web Sites](#) | [Awards](#)
[Privacy Policy](#) | [Link Policy](#) | [Accessibility Policy](#) | [Security Policy](#) | [Michigan News](#) | [Michigan.gov Survey](#)

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The number that is presented to you will be entered in this box.

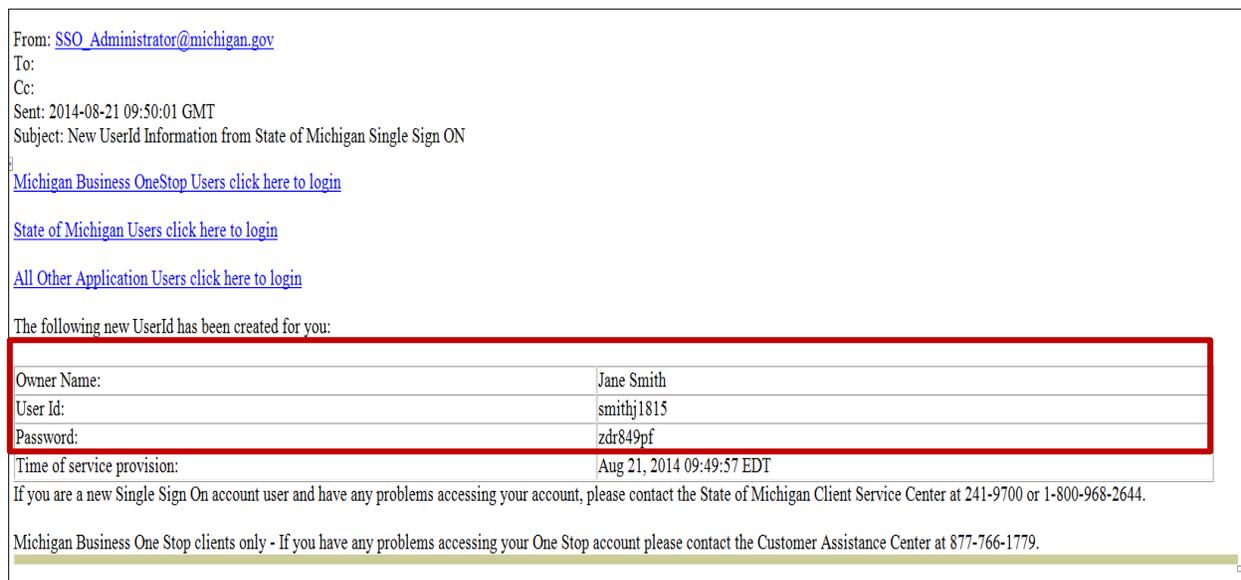
Registering for a Login ID and Password:

Registration with Michigan Business One Stop is now complete.



The screenshot shows the Michigan Business One Stop website. At the top, there is a banner with a green map of Michigan and the text "Michigan Business One Stop". To the right, it says "MICHIGAN.GOV Michigan's Official Web Site". Below the banner is a green navigation bar with links: "Michigan.gov", "One Stop Home", "Help", "Contact Us", and "FAQ". On the left side, there is a vertical menu with links: "Site Guide", "Resource Center", "Michigan Advantage", "Customer Assistance Center", and "Try Business One Stop". The main content area has a heading "Thank You for Registering in One Stop" and a paragraph: "An email with a temporary password has been sent to your email address. Click the **Back to One Stop Home** button to return to the login page and then check your email for a temporary password. Once you have received your temporary password you will be able to log in to Business One Stop." A button labeled "Back To One Stop Home" is located at the bottom right of the main content area. At the very bottom, there are links for "Michigan.gov Home", "Help & Contacts", "State Web Sites", "Awards", "Privacy Policy", "Link Policy", "Accessibility Policy", "Security Policy", "Michigan News", and "Michigan.gov Survey". A copyright notice "Copyright © 2001-2014 State of Michigan" is at the bottom center.

The registered user will receive an email providing the User Id and temporary Password.



The screenshot shows an email notification. The header information is: "From: SSO_Administrator@michigan.gov", "To:", "Cc:", "Sent: 2014-08-21 09:50:01 GMT", and "Subject: New UserId Information from State of Michigan Single Sign ON". Below the header, there are three links: "Michigan Business OneStop Users click here to login", "State of Michigan Users click here to login", and "All Other Application Users click here to login". The main body of the email states: "The following new UserId has been created for you:". This is followed by a table with the following information:

Owner Name:	Jane Smith
User Id:	smithj1815
Password:	zdr849pf
Time of service provision:	Aug 21, 2014 09:49:57 EDT

Below the table, there is a paragraph: "If you are a new Single Sign On account user and have any problems accessing your account, please contact the State of Michigan Client Service Center at 241-9700 or 1-800-968-2644." At the bottom, there is another paragraph: "Michigan Business One Stop clients only - If you have any problems accessing your One Stop account please contact the Customer Assistance Center at 877-766-1779."

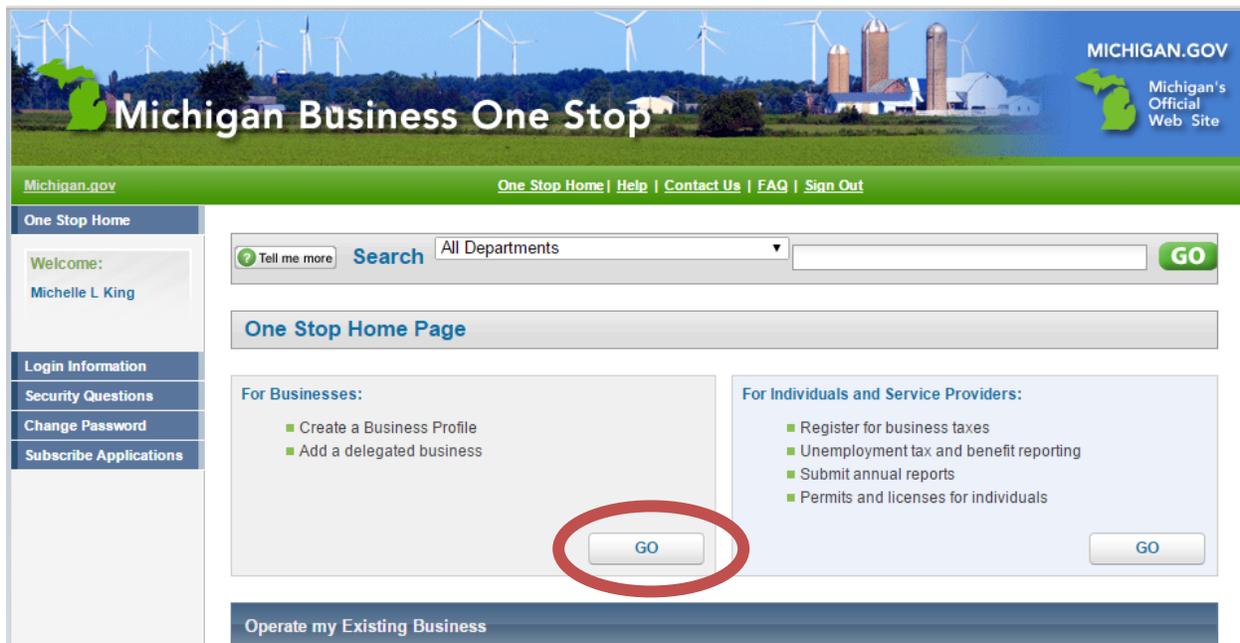
Creating a Business Profile in Michigan Business One Stop

After proceeding through the One Stop Login ID and Password registration, the business profile can be created.

PLEASE NOTE: All fields in One Stop with a red asterisk (*) are required.

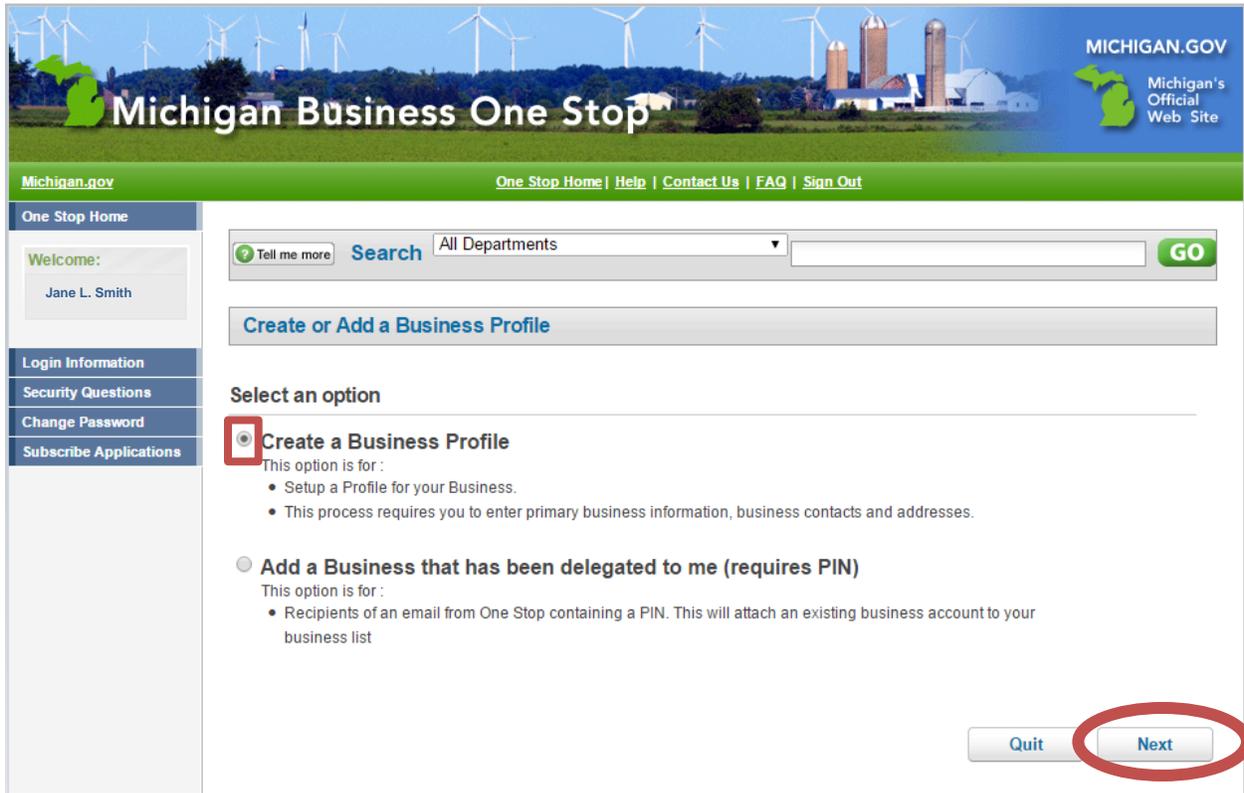
Creating a Business Profile:

After login, select 'Create a Business Profile' and select go



Creating a Business Profile continued:

Select 'Create a Business Profile' and click .



The screenshot shows the Michigan Business One Stop website. The header features a banner with wind turbines and a farm, with the text "Michigan Business One Stop" and "MICHIGAN.GOV Michigan's Official Web Site". Below the banner is a navigation bar with links: "Michigan.gov", "One Stop Home", "Help", "Contact Us", "FAQ", and "Sign Out".

The main content area is titled "Select an option" and contains two radio button options:

- Create a Business Profile**
This option is for :
 - Setup a Profile for your Business.
 - This process requires you to enter primary business information, business contacts and addresses.
- Add a Business that has been delegated to me (requires PIN)**
This option is for :
 - Recipients of an email from One Stop containing a PIN. This will attach an existing business account to your business list

At the bottom right of the page, there are two buttons: "Quit" and "Next". The "Next" button is circled in red.

Creating a Business Profile continued:

To create a business profile, select the options that best describe the business and click . Options selected will determine the path of additional questions to be answered.

One Stop Home

Welcome:
Michelle L King

Login Information

Security Questions

Change Password

Describe your Business Legal Agreement Enter Business Information Complete Business Profile Finish

Describe Your Business (One-Time Only Process)

Choose the options below that describes your business. Please click [Legal structure](#) for additional instructions to select an entity type.

* = Required

Select an option*

I represent one of the following Corporation entity types

- Domestic Profit Corporation
- Domestic Professional Service Corporation
- Domestic Non Profit Corporation
- Domestic Ecclesiastical Corporation
- Foreign Corporation transacting business within Michigan

I represent one of the following Limited Liability Company (LLC) entity types

- Domestic Limited Liability Company
- Domestic Professional Service Limited Liability Company
- Foreign LLC transacting business within Michigan
- Foreign Professional Service LLC transacting business within Michigan

LLC Type

- I represent a Domestic Limited Partnership
- I represent a General Partnership which has registered with one or more counties in Michigan
- I represent a Sole Proprietorship
- I represent a foreign or out of state business which is not qualified; a government agency; an educational institution; a municipality; a Native American nation; or any other entity type not represented above that requires licensing or registration with the State of Michigan

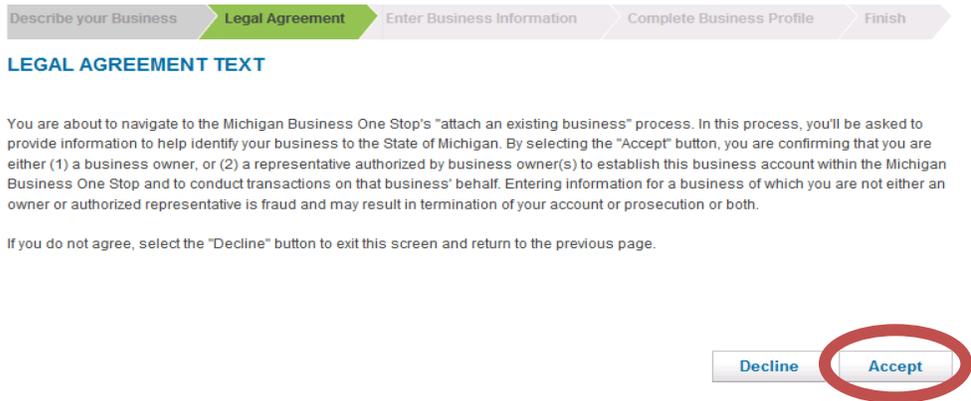
Check All That Apply

- I have registered with the Michigan Department of Treasury (Have FEIN from the IRS or TR Number from Michigan Treasury)
- I have registered for unemployment withholdings with the Michigan LARA Unemployment Insurance Agency (have UIA account number)
- I have obtained an FEIN from the IRS, but have not registered with the Michigan Department of Treasury (have FEIN)

[Previous](#) [Next](#)

Creating a Business Profile continued:

Agree to the Legal Agreement Text by clicking . Clicking  routes you back to the home page.



The screenshot shows a progress bar at the top with five steps: 'Describe your Business', 'Legal Agreement' (highlighted in green), 'Enter Business Information', 'Complete Business Profile', and 'Finish'. Below the progress bar, the heading 'LEGAL AGREEMENT TEXT' is displayed. The main text explains that the user is navigating to the Michigan Business One Stop's 'attach an existing business' process and must provide information to identify the business to the State of Michigan. It states that selecting the 'Accept' button confirms the user is either a business owner or an authorized representative. A warning note follows, stating that entering information for a business where the user is not an owner or authorized representative is fraud and may result in account termination or prosecution. At the bottom right, there are two buttons: 'Decline' and 'Accept'. The 'Accept' button is circled in red.

LEGAL AGREEMENT TEXT

You are about to navigate to the Michigan Business One Stop's "attach an existing business" process. In this process, you'll be asked to provide information to help identify your business to the State of Michigan. By selecting the "Accept" button, you are confirming that you are either (1) a business owner, or (2) a representative authorized by business owner(s) to establish this business account within the Michigan Business One Stop and to conduct transactions on that business' behalf. Entering information for a business of which you are not either an owner or authorized representative is fraud and may result in termination of your account or prosecution or both.

If you do not agree, select the "Decline" button to exit this screen and return to the previous page.

Creating a Business Profile continued:

After submission, an address validation will occur. Choose to select the address suggested or keep the address entered and click [Continue](#). **PLEASE NOTE:** Often, the only difference from what was originally entered is the +4 zip code.

Address Validation

Address entered by you:

111 Smith St
Corunna MI 48817

Address Suggestions	
Select	Address Suggestions
<input type="radio"/>	111 Smith St Corunna MI 48817-1102

[Cancel](#) [Continue](#)

Creating a Business Profile continued:

Enter a mailing address for the business. If the address is the same as the principal address, you can simply check the box indicating this and then click [Proceed to Step 2](#).

Mailing Address - Will be used to pre-fill applications requiring mailing address

Use principal address for mailing address

Address Type : Mailing

Address : *

City: *

Country : * UNITED STATES

State : * MI

Zip + 4 : * -

[Skip Business Profile](#) [Resume Later](#) [Proceed to Step 2](#)

Creating a Business Profile continued:

Complete the 'Identify Yourself' section and click [Proceed to Step 3](#).



Identify Yourself

[Proceed to Step 3](#)

Please enter contacts associated with this business. If you wish this person to be notified via email of any changes or actions required for your Michigan Business One Stop account check the Send Notifications box.

NOTE: In order to add or change the resident agent of a corporation, limited partnership, or limited liability company, a document must be filed with the Bureau of Commercial Services, Corporation Division.

* = Required

Contact Type: *

Name : Jane L. Smith

Date of Birth :

Choose an address : Use Address Below
 Retrieve Principal Address
 Retrieve Mailing Address

Home Street Address : *

Apt/Suite:

City: *

Country : * UNITED STATES

State : * MI

Zip + 4 : * -

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

Confirm Email Address : *

Include this contact in e-mail notifications related to this business.

Phone Number : * - -

[Skip Business Profile](#)

[Previous Step](#)

[Resume Later](#)

[Proceed to Step 3](#)

Creating a Business Profile continued:

The 'Business Contacts' section is now presented; by clicking  you can enter the additional business contact information. Depending on the type of business, additional contacts may be required before clicking [Proceed to Step 4](#).

Describe your Business Legal Agreement Enter Business Information **Complete Business Profile** Finish

► [1. Primary Business Info](#) ► [2. Identify Yourself](#) ► [3. Business Contacts](#) ► [4. Physical Addresses](#) ► [5. DBA/Assumed Name](#)

Business Contacts

[Proceed to Step 4](#)

It is highly recommended that a contact record is created for each General Partner associated with your business.

Please enter additional General Partner contact records. [Enter Now](#) 



You also have the option to enter additional contacts for your business. [Enter Additional Contacts](#) 



Business Contacts							
	Title	Name	Street Address	City	State	Zip Code	
	General Partner	Bernie Gray	111 Smith St	Corunna	MI	48817	
	General Partner	Jane L. Smith	111 Smith St	Corunna	MI	44817	

[Skip Business Profile](#)

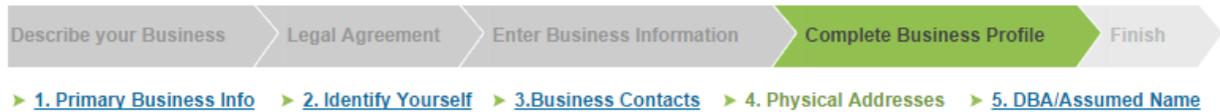
[Previous Step](#)

[Resume Later](#)

[Proceed to Step 4](#)

Creating a Business Profile continued:

The 'Business Addresses' section is now presented; by clicking  you can enter the physical address and/or click [Proceed to Step 5](#).



Business Addresses

[Proceed to Step 5](#)

If your business has physical locations other than those listed below, please enter them. [Enter physical addresses](#) 



Business Addresses							
	Address Type	Location Name	Street Address	City	State	Zip Code	
	Principal		111 Smith St	Corunna	MI	48817	
	Mailing		111 Smith St	Corunna	MI	48817	

[Skip Business Profile](#)

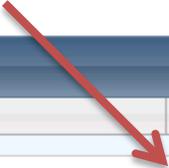
[Previous Step](#)

[Resume Later](#)

[Proceed to Step 5](#)

PLEASE NOTE:

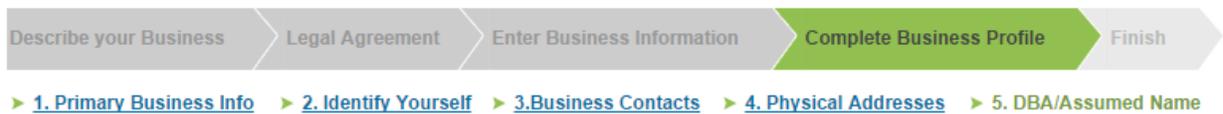
If you are not able to complete the business profile, clicking [Resume Later](#) will save the changes. You can come back at a later time to complete the profile. A 'Complete Business Profile' link will appear on the One Stop home page.



Operate my Existing Business			
Delete	Business Name - One Stop ID		
	Catalpa - 104301	My Workspace	My Filings
	Dogwood Grey - 104620	Complete Business Profile	My Profile

Creating a Business Profile continued:

The final step in creating a One Stop business profile is entering information in the **'Business DBA/Assumed Names'** section. By clicking , you can enter the DBA/Assumed Name for the business. If the business does not have a DBA name, click .



Business DBA/Assumed Names

Please enter your Doing Business As information for all businesses you have filed with Michigan counties. Currently this data is not shared with, or obtained from, any of the counties. This page is intended to help manage and record these filings for your business.

These county DBA filings are not the same as Assumed Names for corporations, limited liability companies, or limited partnerships.

Please enter the DBA/Assumed Name information for your business. [Enter DBA/Assumed Name](#)  

Add/Edit "DBA/AssumedNames" is only available to Sole Proprietorship and General Partnership entity types. For all other entity types, appropriate Certificate of Assumed Name document needs to be filed with Department of Licensing and Regulatory Affairs, Bureau of Commercial Services, Corporations Division (LARA BCS CD)

Business DBA/Assumed Names		
Name	County	Expiration Date
No matching records found.		

[Skip Business Profile](#)

[Previous Step](#)

[Resume Later](#)

[Finish](#)

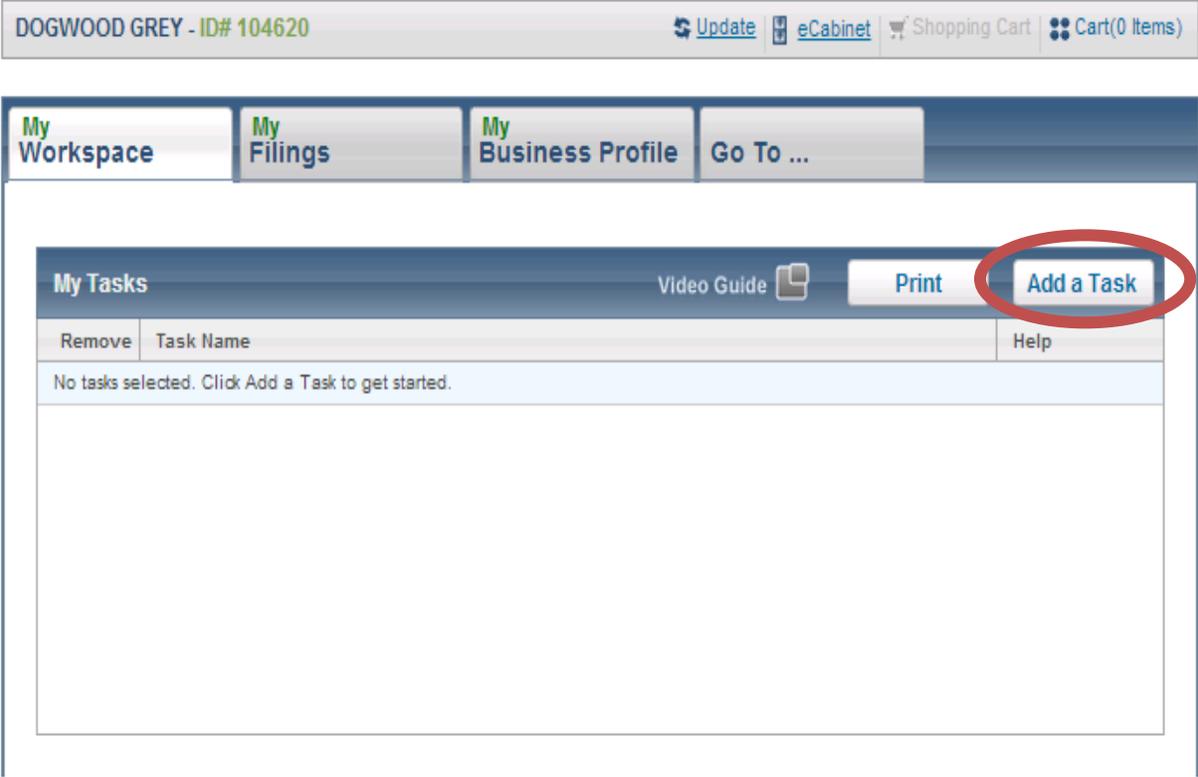
The business profile is now complete!

PLEASE NOTE: If this is a new business, the user can now proceed to the task for e-Registration to register the business for taxes with the Michigan Department of Treasury.

Adding the Link for Michigan Treasury Online Business Tax Services

Adding the Michigan Treasury Online Business Tax Services Link:

After creating the business profile, you will be routed to the 'My Workspace' screen. From this screen, click [Add a Task](#).



Adding the Michigan Treasury Online Business Tax Services Link:

Search for the Michigan Treasury Online Business Tax Services link by typing the word Treasury into the 'Search' field. The Michigan Treasury Online Business Tax Services link will appear in the list below. Placing a check in the box and clicking will add the Michigan Treasury Online Business Tax Services link to the task list.

Add a Task

If you know that your business needs a task that is not listed in your **My Workspace** task list, you can add that task using this page. Select a task, or tasks, to be added to your business workspace by checking the box to the left of the task or clicking on the task. Choose **Add** to move these tasks to your My Workspace.

For assistance in finding the task you are looking for enter the name or keywords into the search box and click on Go. Sort the list of tasks by clicking on the arrow symbol.

Additional Tasks you may Choose						Search: Treasury
Select	Task Description	Agency	Fee Description	Process Time	Tell Me More	
<input type="checkbox"/>	Sign up to pay business taxes online	Treasury	No fee	4 weeks or less	? Tell me more	
<input type="checkbox"/>	Unclaimed Property Reporting	Treasury			? Tell me more	
<input checked="" type="checkbox"/>	Michigan Treasury OnLine - Business Tax Services	Treasury	No fee		? Tell me more	
<input type="checkbox"/>	Tobacco Products Tax License - Wholesaler (New)	Treasury	\$100 plus \$25 per each additional location		? Tell me more	
<input type="checkbox"/>	Tobacco Products Tax License - Secondary Wholesaler (New)	Treasury	\$25 plus \$6.25 per each additional location		? Tell me more	
<input type="checkbox"/>	Tobacco Tax - Branch License (New)	Treasury			? Tell me more	
<input type="checkbox"/>	E-File/SBT - Direct State Filing	Treasury			? Tell me more	
<input type="checkbox"/>	E-File/MBT - Federal State Filing	Treasury			? Tell me more	

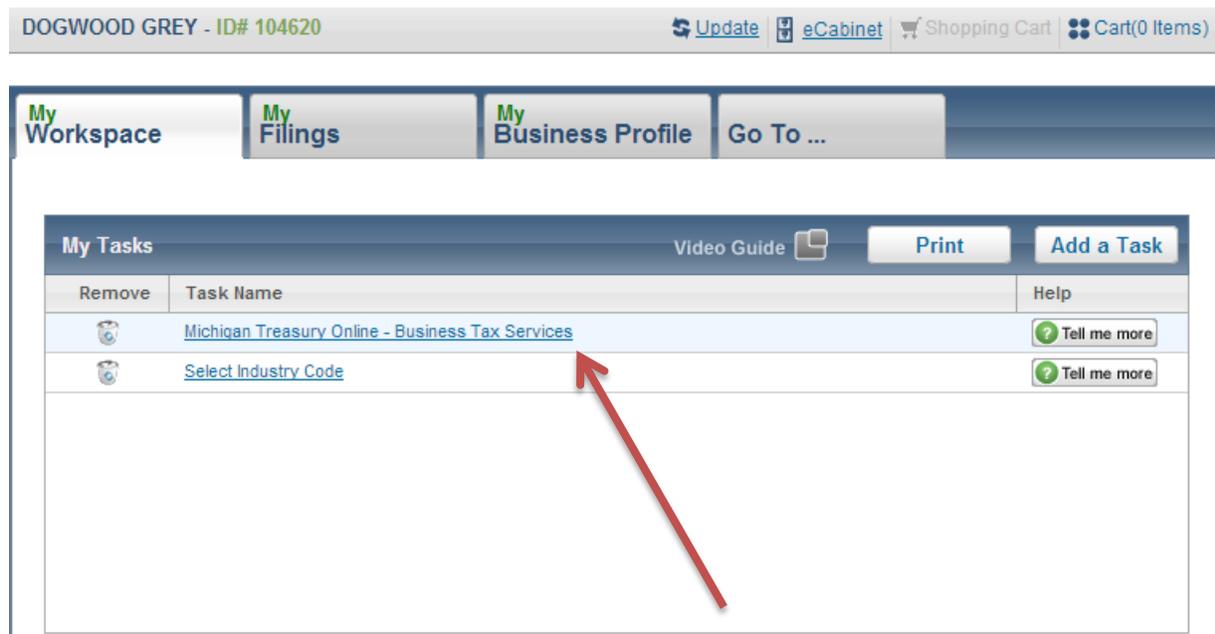
Showing 1 to 8 of 673 entries

First Previous 1 2 3 4 5 Next Last

Adding the Michigan Treasury Online Business Tax Services Link continued:

The Michigan Treasury Online Business Tax Services link now appears in the 'My Workspace' area. Clicking on the link- [Michigan Treasury Online - Business Tax Services](#) connects you to the Michigan Treasury Online Business Tax Services page.

PLEASE NOTE: There may be other tasks that will also need to be completed in this list before the user can completely register the business with the Michigan Department of Treasury.



The screenshot shows a user interface with a header bar containing the user name 'DOGWOOD GREY - ID# 104620', an 'Update' button, an 'eCabinet' button, a 'Shopping Cart' icon, and a 'Cart(0 Items)' indicator. Below the header is a navigation menu with 'My Workspace', 'My Filings', 'My Business Profile', and 'Go To ...'. The main content area is titled 'My Tasks' and includes a 'Video Guide' icon, a 'Print' button, and an 'Add a Task' button. A table lists tasks with columns for 'Remove', 'Task Name', and 'Help'. The first task is 'Michigan Treasury Online - Business Tax Services', which is highlighted in blue and has a red arrow pointing to it. The second task is 'Select Industry Code'. Both tasks have a 'Tell me more' button in the 'Help' column.

Remove	Task Name	Help
	Michigan Treasury Online - Business Tax Services	Tell me more
	Select Industry Code	Tell me more

PLEASE NOTE: You may now continue with the **Michigan Treasury Online Business Tax Services** user guide.