

Essential Services Assessment

SOM - Local Government

Michigan Treasury Online (MTO) Quick Start

The purpose of these MTO Quick Start instructions are to assist taxpayers with logging into and navigating MTO to access their Essential Services Assessment statement. Detailed step-by-step instructions, including screenshots, can be accessed in the MTO detailed instructions available on the ESA and MTO websites.

- To access MTO, use URL: <https://mto.treasury.michigan.gov>
- The following browsers have the most compatibility with MTO:
 1. Firefox 42.0 and higher
 2. Chrome 46.0 and higher
 3. Safari 8.0 and higher
 4. Internet Explorer 9.0 and higher (10 and 11 are most compatible)

Important Access and Log In Information

- **Existing MTO users:** Follow the steps below to log in to MTO.
 1. To access MTO, use URL: <https://mto.treasury.michigan.gov>.
 2. Enter your **Username (1)**
 3. Enter your **Password (2)**
 4. Select **LOG IN (3)**
- **New MTO users,** follow the steps below to create a new user profile.
 1. To Access MTO, use URL: <https://mto.treasury.michigan.gov>
 2. Select the **CREATE USER PROFILE (4)** button
 3. Enter required Profile Information and agree to the **terms & conditions**
 4. Select the **Next** button
 5. Select and enter your **Username and Password**
 - Passwords must follow these rules:
 - Minimum 8 characters, no more than 30
 - Passwords must contain both letters and numbers
 - Passwords must be mixed case (both uppercase and lowercase letters)
 - Select **Confirm**

Navigation of MTO Home Page

Upon successful log-in, the user's home page appears.

Create a New Business Relationship

The first time a user establishes their (first) relationship to any business, the user is emailed a one-time access code. The user will not have to enter an access code if and when establishing a relationship to other businesses in the future. A User Role must be selected anytime a user establishes a relationship to a business.

1. Select the **CREATE A NEW BUSINESS RELATIONSHIP** business card on the MTO home page.
2. Enter the **FEIN** of the business.
3. Select the **NEXT** button.
4. Select a User Role based on the transactions you want to perform for the business.
 - a. **Manage Business Account Information** – Manage rights for business registration function only. This role allows a user to electronically add and update business registration information
 - b. **Essential Services Assessment (ESA)** – This role allows user to file, pay, amend, print and view current and previously filed ESA tax returns.
5. Select the **NEXT** button.
6. You must answer **all 3** of the questions to access your ESA account
 - The Personal Property Parcel Number from the Affidavit (Form 5278) must be entered exactly as it appears on Form 5278, including special characters (Example 33-2222-10A)
 - The Fair Market Value reported for any year for the personal property parcel's Affidavit
 - Acquisition year for which this Fair Market Value (from Question #2) was reported
7. Once the security questions have been answered, select **VERIFY**.
 - If all questions are answered correctly, you will see the new business listed on a business card on your MTO Home page.
 - The first time a user adds the initial (first) business account to his or her profile, the user will receive an email for an access code, which they will enter into the Access Code filed. (An access code will be e-mailed to a first time MTO user)
 1. Enter the **Access Code**
 2. Select **Submit**

If a user didn't receive the access code email from Department of Treasury, please check the user's Spam folder or request another code in the Verify Access Code Page.

Note: A user is allowed three attempts to answer the security questions before being locked out of the system for 60 minutes. If a user selects one or multiple user roles, he or she will be prompted to answer security questions to authenticate each business.

Business Card

A Business Card is created after a user establishes a business relationship. By clicking on the business card, a user has access to perform all related transactions based on their access rights to the business.

ESA Letters

Under Available Actions, MTO users have the ability to view correspondence from the Essential Services Assessment (ESA) unit. Click ESA Actions, then ESA Letters.

Click **VIEW PDF** to view the specific letter.

- **There are 11 types of letters:**
 - **Form #5339- Audit Determination Summary**
 - Processing of Audit return informing taxpayers about Audit Determinations
 - **Form #5340- Notice of Incorrect Certificate Filing**
 - Lists all the parcels that have an invalid certificate
 - **Form #5341- Notice of Recommendation for Rescission**
 - Sent to a taxpayer when full payment is not submitted by October 15th.
 - **Form #5342- Notification of Audit Letter (Manual)**
 - Informs taxpayers when their account is selected for Audit
 - **Form #5343- Notice of Account Status**
 - No Return and/or No Payment notice
 - **Form #5344- Notice of Non-Sufficient Funds**
 - **Form #5345- Notice of Refund**
 - **Form #5346- Request of Additional Information**
 - Request addition information from taxpayer
 - **Form #5347- Summary of Account**
 - **Form #5348- Statement/Payment Reminder**
 - Letters sent to taxpayers who have not filed return (via MTO or E-file) and/or have not made sufficient payments by August 1st
 - **Form #5349- Summary of Changes**
 - Inform the taxpayer about the system changes (math corrections, exemption denials, denial of parcels) on their certified ESA statement.

Summary of Account

This page allows a taxpayer to produce an account summary for the ESA account of a specific business. The summary of account provides a taxpayer with a synopsis of the taxpayer's account.

Making a Payment

This feature allows the user to make an electronic payment by having the user input the payment amount.

Manage Payment Profile

Under ESA Actions, click Manage Payment Profile, a user can add, edit, or delete an eCheck account. The user can also view, edit, or delete any pending payments and view previous payment history.

Filing an Amended Return

A taxpayer may amend a return for the current year from the date of filing up to September 15th.

View/Print Return

Once the user has submitted a return or amended return, he or she will be able view and print the return, a summary of the return, an individual parcel from the return, or an export of the return data.

Logging out

- A user can log out of MTO manually, or
- After 60 minutes of no activity, MTO will logout the user automatically

Note: Any unsaved information will be lost.