



# Michigan Treasury Online (MTO) Optimization

## Learning Series 1: Navigation

**NOTE: These documents are for demonstration purposes only and are not actual accounts or taxpayers.**

April 2016

Customer Friendly

Simplified Process

### What's New in MTO?

- **How to Navigate New MTO Features**

#### **Learning Series 1: Navigating in MTO.**

Before continuing, please spend a few minutes becoming familiar with the images used in this Learning Series:

Image	Purpose
	To indicate a change in process or functionally that is expected to significantly increase the user experience
	To indicate a reminder or a relevant note within a text
	To indicate a quick tip or faster way of completing an action
	To number steps on screenshots
	To highlight any part of the screenshot, such as a button
	To draw attention to a relevant section of information/text (not a button)

## Navigation of MTO Home Page

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

The screenshot shows the Michigan Treasury Online (MTO) Home Page. At the top left is the Michigan.gov logo. In the top right corner, there are links for 'HELP CENTER' (1), 'CONTACT US' (2), and a user name 'JED BLU' (3). Below this is a teal header with 'Michigan Treasury Online' and a home icon (4). The main content area is titled 'Michigan Treasury Online Home' and includes instructions for selecting a business card. Below the instructions is a 'Your Businesses' section with a search bar (5) and a 'FAST FILE SUW NOW' button (6). There are three business cards: 'CREATE A NEW BUSINESS RELATIONSHIP' (7), 'A BUNCH OF GRAPES W...' (8), and 'BERT'S BERRIES' (9). Each card has 'Edit' and 'Remove' buttons. The bottom of the page features the Michigan.gov logo, 'MTO HOME | CONTACT US | POLICIES', and 'Copyright 2016 State of Michigan'.

#	Item	Description
1	Help Center	Get help regarding SUW taxes and navigating MTO
2	Contact Us	Obtain website contact information
3	User Name	Name of the individual logged into MTO
4		Returns user to Home page
5		Allows the user to search for a business on their home page
6	<b>FAST FILE SUW NOW</b>	Allows for filing of a return without establishing a business
7	<b>+ Create a New Business Relationship</b>	Allows a new business relationship to be created
8	<b>Edit</b>	Allows a user to edit their access rights (manage business or file and pay) with the business
9	<b>Remove</b>	Allows a user to remove a business from their home page

## Business Card

The Business Card is a new concept in MTO. 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.

**Michigan.gov** HELP CENTER | CONTACT US JED BLU -

### Michigan Treasury Online

**Michigan Treasury Online Home**

Select a business card to perform transactions on behalf of the selected business. To establish access rights to a business not listed, select "Create a New Business Relationship". If you would like to file SUW now without creating a business relationship, click the "Fast File SUW Now" button.

**Your Businesses** Search **FAST FILE SUW NOW**

Business Name	FEIN	Access Rights	Actions
<a href="#">CREATE A NEW BUSINESS RELATIONSHIP</a>			
A BUNCH OF GRAPES W...	21033	Access Rights Registration, Sal...	<a href="#">Edit</a> <a href="#">Remove</a>
BERT'S BERRIES	21017	Access Rights Sales Tax, Use Ta...	<a href="#">Edit</a> <a href="#">Remove</a>

**Access Rights**

**Michigan.gov** MTO HOME | CONTACT US | POLICIES  
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Click on the Business Card to display the business information and available actions the user can perform for the business.

## Business Card Tour

The screenshot shows the Michigan Treasury Online interface. At the top, there is a navigation bar with the Michigan.gov logo, a user name 'JED BLU', and links for 'HELP CENTER' and 'CONTACT US'. Below this is a teal header with the text 'Michigan Treasury Online'. A breadcrumb trail shows 'A BUNCH OF GRAPES WINERY - 2103354' with a red callout '1' pointing to the business name. The main content area is titled 'A BUNCH OF GRAPES WINERY' and is divided into two columns. The left column is 'Business Information' (callout '2') and the right column is 'Available Actions' (callout '3'). The 'Business Information' section contains two boxes: the top one shows 'Legal Address' (111 N LINCOLN ROAD, ESCANABA, MI 49829) and 'FEIN' (210335402) with callout '4'; the bottom one shows 'Business Phone Number' and 'Registered Tax Types' (Sales Tax, Use Tax (Sales & Rentals), Withholding Tax) with callout '6'. The 'Available Actions' section has three blue buttons: 'Manage Business' (callout '4'), 'SUW Actions' (callout '5'), and 'Letters and Licenses'. Below this is a 'SUW Summary' section with a box containing 'Next Return Filing Due Date' (March 20, 2016), 'Last SUW Payment' (N/A), 'Last Return Filed' (Sales Tax, Use Tax, Withholding Tax (March 24, 2016)), and 'Saved Returns' (You have 0 saved returns.). The footer contains the Michigan.gov logo and links for 'MTO HOME | CONTACT US | POLICIES' and 'Copyright 2016 State of Michigan'.

#	Item	Description
1	<b>Name of Business</b>	The name of the business that is currently open on the user's screen.
2	<b>Business Information</b>	Business information for the selected business including the <b>Legal Address, FEIN, Access Rights, Registered Tax Types, Next Return Filing Due Date, Last SUW Payment, and Last SUW Return Filed.</b>
3	<b>Available Actions (based on access rights)</b>	Displays items available to perform. The primary options are <b>Manage Business, SUW Actions, and Letters and Licenses.</b> Each of the primary options have drop-down menus.
4	<b>Manage Business</b>	Displays all registration information for the business and allows the user the ability to modify this information.
5	<b>SUW Actions</b>	Displays current returns due, file and pay options, amend and pay options, view and print return options and the ability to make additional payments, manage payment information and view payment history.
6	<b>Letters and Licenses</b>	Displays all correspondence sent from the Michigan Department of Treasury including a current copy of the business' sales tax license.



## Contact Us

If you have additional questions that were not answered using this Learning Series, please call the Michigan Department of Treasury at 517-636-6925.

The MTO Business website is currently being revised to include updated information on MTO. The website can be accessed here: [www.michigan.gov/mtobusiness](http://www.michigan.gov/mtobusiness).