

Michigan Business One Stop – Delegation Authority

Once a business profile has been created in One Stop, delegate authority can be given to selected individuals, such as a business partner, authorized representative or payroll service provider.

Log in to One Stop:

Login to Michigan Business One Stop with your User ID and Password. New users will need to register by clicking **GO** under Start & Register.

The screenshot shows the Michigan Business One Stop website. At the top, there is a navigation bar with links for "One Stop Home", "License Search", and "MI.gov". Below this is a large banner image of wind turbines on a green hill. The "Business One Stop" logo is on the left, and a search bar is on the right. Below the banner, there are social media icons for email, Facebook, and Twitter. The main content area is divided into several sections:

- Business Assistance** and **State License Search** (navigation tabs)
- Important changes take effect on October 1, 2014!** (announcement)
- Login to One Stop for...** (links to various services like Treasury/Taxes, Unemployment Insurance, MIWAM, Environmental Quality, etc.)
- One Stop Login** (login form with fields for Login ID and Password, a "GO" button, and a "Forgot Password?" link)
- Start / Register** (information about getting started, with a "GO" button)
- Department Contacts for Michigan Business Services** (list of departments and their contact information)

My Workspace:

Once you are on the One Stop home page, click on the 'My Workspace' link next to the business name authority is being delegated for.

The screenshot shows the Michigan Business One Stop homepage. At the top, there is a banner with wind turbines and a barn, 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".

On the left side, there is a sidebar with the following sections:

- One Stop Home
- Welcome: Jane L. Smith
- Login Information
- Security Questions
- Change Password
- Subscribe Applications

The main content area has a search bar with "Tell me more", "Search", "All Departments", and a "GO" button. Below the search bar is a section titled "One Stop Home Page".

There are two main sections for users:

- For Businesses:** Create a Business Profile, Add a delegated business. Includes a "GO" button.
- For Individuals and Service Providers:** Register for business taxes, Unemployment tax and benefit reporting, Submit annual reports, Permits and licenses for individuals. Includes a "GO" button.

At the bottom, there is a section titled "Operate my Existing Business" with a table:

Delete	Business Name - One Stop ID		
	Golden Lion - 180752	My Workspace	My Filings My Profile

The "My Workspace" link in the table is circled in red.

My Business Profile:

Next, click on the 'My Business Profile' tab.

The screenshot shows the "My Business Profile" tab selected. The navigation bar at the top has tabs for "My Workspace", "My Filings", "My Business Profile", and "Go To ...". The "My Business Profile" tab is circled in red.

Below the navigation bar, there is a "My Tasks" section with a "Video Guide" icon, "Print", and "Add a Task" buttons. Below this is a table with columns "Remove", "Task Name", and "Help".

Delegated Authority:

Under the 'My Business Profile' tab, click on the 'Delegated Authority' tab. To add a delegate, click

[Add Record](#)

My Workspace | **My Filings** | **My Business Profile** | Go To ...

Name : Golden Lion Type : General Partnership [? Tell me more](#)
Principal Address : 2740 N Grand River Ave FEIN : 990250421
Lansing MI 48906
Organized Location : MI

Contact Phone : 517-888-8888
Contact Email : kingm3@michigan.gov

[Update E-mail/Phone](#)

Contacts | **Addresses** | **DBA/Assumed Names** | **Delegated Authority** | **NAICS Codes**

Contacts | **Addresses** | **DBA/Assumed Names** | **Delegated Authority** | **NAICS Codes**

Business Delegated Authority

	Name	Status	Suspend
 	Bernie Grey	Pending	
	Jane L Smith	Accepted	

[Add Record](#)

Delgated Authority:

Next fill out all required fields and select the delegation categories granted to the delgate.

Contacts | Addresses | DBA/Assumed Names | **Delegated Authority** | NAICS Codes

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: *

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

Full control (Add/Remove delegates and access to all categories)
 All categories (Excluding Treasury and add/remove delegates)
 Select specific categories

Options	Delegation Categories	Tell Me More	Options	Delegation Categories	Tell Me More
<input checked="" type="checkbox"/>	Agriculture	<input checked="" type="checkbox"/> Tell me more	<input checked="" type="checkbox"/>	Automotive and Transportation	<input checked="" type="checkbox"/> Tell me more
<input checked="" type="checkbox"/>	Commercial Services	<input checked="" type="checkbox"/> Tell me more	<input checked="" type="checkbox"/>	Construction (Buildings)	<input checked="" type="checkbox"/> Tell me more
<input checked="" type="checkbox"/>	Environment	<input checked="" type="checkbox"/> Tell me more	<input checked="" type="checkbox"/>	Financial and Insurance	<input checked="" type="checkbox"/> Tell me more
<input checked="" type="checkbox"/>	Gaming Control	<input checked="" type="checkbox"/> Tell me more	<input checked="" type="checkbox"/>	Human Care Programs	<input checked="" type="checkbox"/> Tell me more
<input checked="" type="checkbox"/>	Liquor	<input checked="" type="checkbox"/> Tell me more	<input checked="" type="checkbox"/>	Lottery	<input checked="" type="checkbox"/> Tell me more
<input checked="" type="checkbox"/>	MBOS Administration	<input checked="" type="checkbox"/> Tell me more	<input checked="" type="checkbox"/>	Pharmacy and Health Systems	<input checked="" type="checkbox"/> Tell me more
<input checked="" type="checkbox"/>	Wage and Tax	<input checked="" type="checkbox"/> Tell me more			

To grant authority to all delegation categories, click 'Full control'.

To grant authority to ALL delegation categories EXCLUDING Treasury, click 'All categories'.

To grant authority to specific delegation categories, click 'Select specific categories'. (Multiple categories can be specified)

Delgated Authority continued:

To grant access to Michigan Treasury Online Business Tax Services, fill out the **'Treasury'** and/or **'Tax Specific Access'** sections of this page.

Under the Treasury section select either **'Full Access'**, **'Registration Access'** or **'Full Tax Access'**.

'Full Access' will grant authority to view or edit Michigan Department of Treasury related actions in Michigan Business One Stop including e-Registration and Michigan Treasury Online Business Tax Services. Registration access and tax specific access can also be granted with this.

'Registration Access' will grant authority to view or edit business registration information in Michigan Treasury Online Business Tax Services. Full access and tax specific access can also be granted with this.

'Full Tax Access' will allow the delegate to have full access to view Sales, Use and Withholding tax returns and payment history, or to file and pay Sales, Use and Withholding tax returns (edit). Clicking this will auto select all taxes under **'Tax Specific Access'**.

If full delegated authority to all tax types is not desired, choose the specific tax types in which you are granting authority. Multiple tax types can be selected. Under **'Access Type'** choose either **'View'** Or **'Edit'**. Choosing **'View'** will allow the delegate to view the specified tax information in Michigan Treasury Online Business Tax Services. Choosing **'Edit'** will allow the delegate to edit the specified tax information in Michigan Treasury Online Business Tax Services.

When you are finished completing these sections, click  .

Treasury			
	Start Date	End Date	Access Type
<input type="checkbox"/> Full Access			<input type="radio"/> View <input type="radio"/> Edit
<input type="checkbox"/> Registration Access			<input type="radio"/> View <input type="radio"/> Edit
<input type="checkbox"/> Full Tax Access			<input type="radio"/> View <input type="radio"/> Edit

Tax Specific Access			
	Start Date	End Date	Access Type
<input type="checkbox"/> Sales Tax			<input type="radio"/> View <input type="radio"/> Edit
<input type="checkbox"/> Use Tax			<input type="radio"/> View <input type="radio"/> Edit
<input type="checkbox"/> Withholding Tax			<input type="radio"/> View <input type="radio"/> Edit
<input type="checkbox"/> Single Business Tax			<input type="radio"/> View <input type="radio"/> Edit
<input type="checkbox"/> Motor Fuel			<input type="radio"/> View <input type="radio"/> Edit
<input type="checkbox"/> Convention Facility Development			<input type="radio"/> View <input type="radio"/> Edit
<input type="checkbox"/> Airport Parking Tax			<input type="radio"/> View <input type="radio"/> Edit
<input type="checkbox"/> State and Emergency 911			<input type="radio"/> View <input type="radio"/> Edit

Start and End Dates will be auto populated with today's date and a default infinity end date, unless otherwise specified.

Click the specific tax type that is being granted authority. Multiple tax types can be selected.

Under 'Access Type', click on view or edit for each tax type selected.

Delegated Authority:

After the delegated authority has been granted, the delegate will receive an email with specific login instructions. The delegate will need to use the PIN NUMBER provided and follow the directions in the email.

Cc:
Subject: Delegated Authority for Michigan Business One Stop Access

Hello,

You have been "delegated" access to the business account for Dogwood Grey within the Michigan Business One Stop web site by Jane L. Smith

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: 63780bea19e51 

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.