



Michigan Treasury Online Quick Guide: Michigan Business One Stop Delegated Authority

Business Owners who use Tax Preparers, Payroll Service Providers, Certified Public Accountants, or any other authorized representative to maintain registrations, file taxes, or make payments on behalf of the business owner can delegate access in Michigan Business One Stop (MBOS) to the authorized representative. Follow the steps below to add delegated authority to an existing MBOS business profile.

- Step 1 Go to <http://www.michigan.gov/business>
- Step 2 Log in with existing *Login ID* and *Password* (if you do not have a login, you must first create one using tutorials on www.michigan.gov/mtobusiness)
- Step 3 Click the **Go** button
- Step 4 Click the *My Workspace* link for your business under the “Operate my Existing Business” section of the page
- Step 5 Click the *My Business Profile* tab
- Step 6 Click the *Delegated Authority* tab
- Step 7 Click the **Add Record** button
- Step 8 Enter the Name and Email address information of the delegate
Select one of the delegation categories from the list:
- Step 9
- Click **Full Control**, to grant authority to all delegation categories
 - Click **All Categories**, to grant authority to all delegation categories excluding Treasury
 - Click **Select Specific Categories** (multiple categories can be specified), to grant authority to specific delegation
- Step 10 Under the *Treasury* section, select one or more of the delegation categories and choose View or Edit access for each:
- Full Access → **View** or **Edit**
 - Registration Access → **View** or **Edit**
 - Full Tax Access* → **View** or **Edit**
- *Note: ‘Full Access’ refers to all access in the system. ‘Full Tax Access’ refers to access to all 3 tax types: Sales, Use, and Withholding.**
- Step 11 To provide *Tax Specific Access*, do not choose the “Full Tax Access → Edit” option. Instead, choose **View** or **Edit** for each tax type listed (Sales, Use, and/or Withholding)
- Step 12 Click the **Save** button
- Step 13 The delegated authority will receive an email with a PIN Number and instructions for setup. They will need to set up a profile in MBOS, then add a link to Michigan Treasury Online (MTO), and request a new access code. Once the Access Code letter is received in the mail (7 – 10 business days), the delegated authority will be able to perform delegated responsibilities in MTO. Delegated authorities are required to set up MBOS and MTO after the steps in this document are complete. Guides on these topics can be found on www.michigan.gov/mtobusiness.
- Step 14 To **change** or **delete** a delegated authority’s access, on the *Delegated Authority* tab, click the  Recycle Bin icon to delete or the  Pencil icon to change.
Note: Users with **View** access can make payments

*You have now provided your authorized representative with delegated access to MBOS. Your delegate will be able to access MTO and manage your business account online. As a reminder, you need to add representatives through the following forms: “Authorized Representative Declaration – Form 151” or “Payroll Service Provider – Form 3683” for the representative to be able to **contact** the Department of Treasury (using phone, email, etc.) on behalf of your business. To ensure fast and accurate results, you may do this online through your MTO account.*