

Business/Individual – Delegate Business Authority for MPG

This guide will assist you in delegating your business to other users with the option of full or limited access. See below for the definitions of each.

Full Access – Allows users with delegated authority to perform the same update functions as the main profile account.

Limited Access – Allows users read only access to the business profile information (address info, delgate info). As well as the ability to pay for transactions in the shopping cart.

Special Notes:

- MPG – MDOT Permit Gateway
- SSO – Single Sign-On System
- The main profile user must provide a valid email address for the delegate user. MPG will provide a suggested email in the drop down if the delegate user has an existing SSO account.
- If the delgate user has an existing SSO login, MPG will auto-populate the first name and last name fields.
- There is no limit to the number of delegates a user can assign to their MPG account.
- **At least 1 user with full access must remain within the delegate authority** – The user is not allowed to change the only user with full access to limited access.
- ***Attention Permit Services:** Please do not add customer businesses to your MPG Profile. You only need one MPG Profile account to access the permit system (MiTRIP). Then, you can do a “Hauler Look-up” to locate your customer’s information in MiTRIP and order permits on their behalf. (The hauler does need to have an existing profile in MiTRIP and/or MPG)

To add a delegate user to your existing business profile:

Login to your MPG account at the website <http://www.michigan.gov/mdotmpg>.

Click on “My Profile”

The screenshot displays the MPG MDOT Permit Gateway website. At the top left is the MPG logo with the text 'MDOT PERMIT GATEWAY'. To the right of the logo is a banner image featuring a 'SIGNAL WORK AHEAD' sign, a truck, and a bridge. Below the banner is a navigation menu with links: Home, My Profile, Customer Survey, and FAQs. The main content area shows a user profile for 'Savita Valluru'. There are two dropdown menus: '--- Select Business/Individual ---' and '--- Select Permit System ---'. Below these are several system alerts and notices, each with a 'Post' label on the right. The alerts include: 'Change in Office Hours' (Our office hours have changed...), 'System Alert' (Users might be experiencing issues...), 'Next alert message', 'Allow Cookies' (Blocking cookies might prevent some pages...), 'Customer Service' (For customer service, please contact us...), and 'Admin' (This site will be down on 04/15/2015).

Select the business you would like to delegate authority to:

Savita Valluru

List of Business/Individual Create/Add Profile

Click on Business/Individual Name to Edit Profile.

Business/Individual Name	Address	Phone Number	Email
SaviKanth Valluru	3900 APPLGROVE LN, LANSING, MI, USA 48911-6180	(517) 335-1235	mbosbusinesmail@gmail.com
SaviKal Valluru	3125 PINETREE RD, LANSING, MI, USA 48911-4244	(517) 335-1235	mdotmbosdev@gmail.com
SaviKal Valluru	3890 WILLOUGHBY RD, HOLT, MI, USA 48842-9420	(517) 222-3333	mdotpermit@gmail.com
Canadian Address	330 Sparks Street, Tower C, 19th Floor, Ottawa, ON, CAN K2E 7M9	(214) 896-5487	mdotpermit@gmail.com

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Click on the tab for “Delegate Authority”, then click “Create/Add Delegate”:

Savita Valluru Receipts Shopping

SaviKal Valluru (#94995)

Profile Details Delegate Authority

Delegate Authority List Create/Add Delegate

Click on a Record to Edit Delegate.

First Name *	Last Name	Access	Status
Savita	Valluru	Full	Active

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List of Business/Individual

Click on Business/Individual Name to Edit Profile.

Business/Individual Name	Address	Phone Number
SaviKanth Valluru	3900 APPLGROVE LN, LANSING, MI, USA 48911-6180	(517) 335-1235
SaviKal Valluru	3125 PINETREE RD, LANSING, MI, USA 48911-4244	(517) 335-1235
SaviKal Valluru	3890 WILLOUGHBY RD, HOLT, MI, USA 48842-9420	(517) 222-3333
Canadian Address	330 Sparks Street, Tower C, 19th Floor, Ottawa, ON, CAN K2E 7M9	(214) 896-5487

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Enter in the delegate’s information as required and select the “Delegate Access Level” based on the information on page one.

Savita Valluru Receipts Shopping

SaviKal Valluru (#94995)

Profile Details Delegate Authority

* = Required Fields

Add Delegate

*Email: redbud1742@gmail.com *Verify Email: redbud1742@gmail.com

*First Name: Jessica *Last Name: Stevens *Delegate Access Level: Full

Reset Cancel Save

Delegate Authority List

Click on a Record to Edit Delegate.

First Name *	Last Name	Access	Status
Savita	Valluru	Full	Active

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Click "Save":

The screenshot shows the MPG user interface. At the top left is the MPG logo (MDOT PERMIT GATEWAY). A navigation menu on the left includes Home, My Profile, Customer Survey, and FAQs. The user's name, Savita Valluru, is displayed at the top right. Below the name, the user ID SaviKai Valluru (#94995) is shown. A green banner with a checkmark icon contains the message: "A Business/Individual Delegate request is submitted successfully." Below this, there are tabs for "Profile Details" and "Delegate Authority". The "Delegate Authority List" section features a "Create/Add Delegate" button and a table with the following data:

First Name	Last Name	email	Access	Status	Delete
Savita	Valluru	vallurus5678@yahoo.com	Full	Active	
Jessica	Stevens	redbud1742@gmail.com	Full	Pending	

At the bottom of the table, there is a pagination control showing "Page 1 of 1" and a "View 1 - 2 of 2" link.

NOTE: The user you have added will receive a confirmation email. They will have to sign into or create their own MiLogIn account before accessing MPG.

When they log into MPG with their own User ID, they will see the business that was delegated to them in the drop-down on their "Home" screen:

The screenshot shows the MPG Home page. The user is logged in as Savita Valluru. At the top, there are two dropdown menus: "Select Business/Individual" and "Select Permit System". Below these, a list of recent messages is displayed, including "Change in Office Hours", "System Alert", "Next alert message", "Allow Cookies", "Customer Service", and "Admin".

The status on the delegate page will also change from "Pending" to "Active".