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, delegate 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 delegate 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](http://www.michigan.gov/mdotmpg).

Click on “My Profile”
Select the business you would like to delegate authority to:

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

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

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 status on the delegate page will also change from “Pending” to “Active”.