

New Business/Individual User Registration for Accessing MDOT Permit Gateway to Obtain Oversize/Overweight, Construction Right of Way and Billboard Permits

Go to the State of Michigan’s website at www.michigan.gov/mdotmpg

Click on:

Apply/Renew Permits

1. Click on “Create New Account” to set-up a new online account:



Login to your account

*** = Required Fields**

***User ID**

***Password**

[Forgot your User ID?](#)

[Forgot your password?](#)

[Need Help?](#)

ⓘ If you have accessed applications using Single Sign On (SSO) that have now migrated to the MILogin portal, please use your SSO user ID and password here rather than creating a new account.

Don't have an account?

2. Enter the "Required Fields" as indicated below, then Click "Next":



Create your account - Step 1 of 3

* = Required Fields

*First Name	Middle Initial	*Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Email Address	*Confirm Email Address
<input type="text"/>	<input type="text"/>

*Work Phone Number	Mobile Number
<input type="text"/>	<input type="text"/>

*Verification Question: Which word from list "carload, exact, assail, portfolio" contains the letter "p"?

I agree to the [terms & conditions](#).

<input type="button" value="Next"/>	<input type="button" value="Clear"/>
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3. Fill in the required information and click on “Create Account”



Create your account - Step 2 of 3

* = Required Fields

*User ID

*Password

*Confirm Password

User ID guideline: Enter your last name, first initial, and any 4 numbers with no space between them. For Example: John Smith and using 9999 as an example for the four digit number, you would enter smithj9999.
Password guidelines:

- Must be at least 8 characters in length
- Must include characters from 3 of the following categories:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Special characters (!\$#,%@~^&* _-+=><)
- Should not be based on your User ID

Select four unique security questions. These questions will be used to restore access to your account in case you forget the password.

*Secret Question #1

*Secret Answer #1

*Secret Question #2

*Secret Answer #2

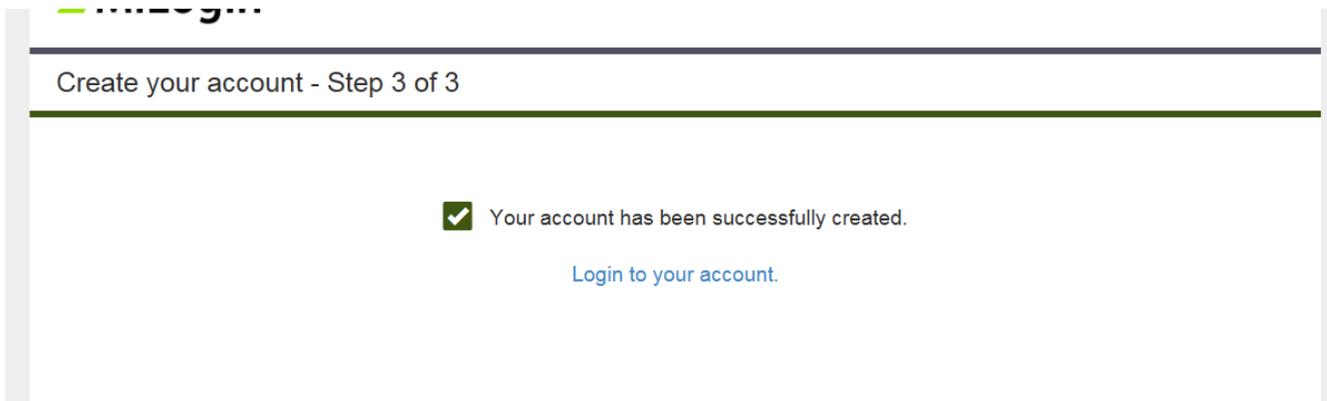
*Secret Question #3

*Secret Answer #3

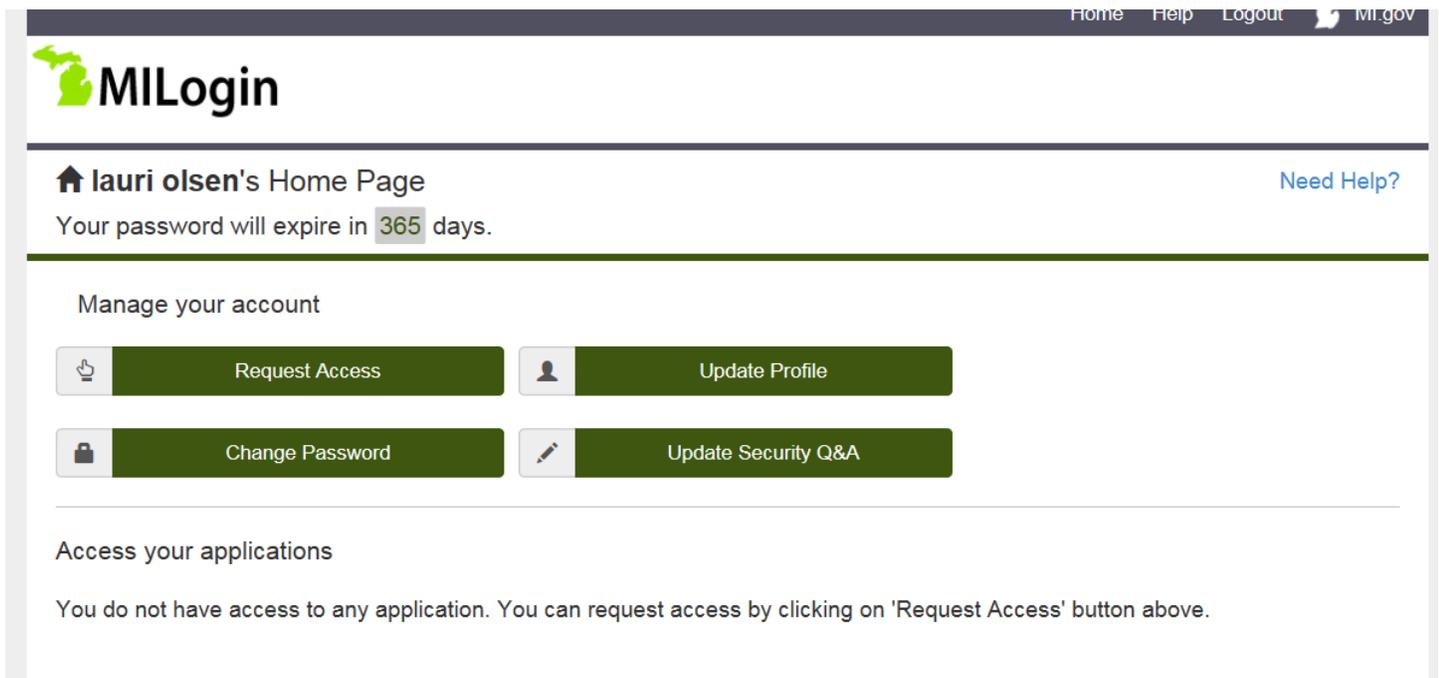
*Secret Question #4

*Secret Answer #4

4. Click on “**Login to your account.**”



5. Click on “**Request Access**”



6. For Step 1, click on the MDOT logo

Step 1: Search for an application

OR

Step 1: Select an agency to view its applications



Michigan Department of Health & Human Services



Michigan Department of Transportation



Licensing and Regulatory Affairs



Michigan Department of State



DTMB, Center for Shared Solutions



Michigan Department of Natural Resources



Center for Educational Performance and Information



Michigan State Police

7. For Step 2, choose “MDOT Permit Gateway (MPG)” and then under Step 3, click “Request Access”

Step 2: Applications - Showing applications for 'Michigan Department of Transportation'

- MDOT Local Agency Reimbursement System
- MDOT Pavement Historical Database
- MDOT Permit Gateway(MPG)**
- MDOT Property Damage Reclamation Process
- MDOT Public Transportation Management System (PTMS)

Step 3: Click on 'Request Access' button to proceed

MDOT Permit Gateway(MPG)
The MDOT Permit Gateway (MPG) is a portal application used by the public to access the permit systems for oversize/overweight vehicle/load, billboards, and construction. MPG is also used to complete the payment process for approved permits.

[Request Access](#)

[Return to home page](#)

8. Review information and then click “**Submit**”

*** = Required Fields**

This application requires following attributes:

***Email Address**

olsenla61@yahoo.com

***Work Phone Number**

517-241-3757

Submit

Clear

9. Click on “**Return to home page**” to refresh your screen



Request Access

The request for your access has been successfully submitted.

You will see the updated list of application(s) on your home page once it is processed.

[Return to home page](#)

10. Click on “MDOT Permit Gateway (MPG)” to launch MPG

The screenshot shows a user's home page with the following elements:

- Header: **lauri olsen's Home Page** with a [Need Help?](#) link.
- Notification: Your password will expire in **365** days.
- Section: **Manage your account** with four buttons: [Request Access](#), [Update Profile](#), [Change Password](#), and [Update Security Q&A](#).
- Section: **Access your applications** with a link to [MDOT Permit Gateway\(MPG\)](#).

11. Click the link for “My Profile”

The screenshot displays the MPG website interface with the following components:

- Header banner: **MPG MDOT PERMIT GATEWAY** with a navigation menu containing [Home](#), [My Profile](#), [Customer Survey](#), and [FAQs](#).
- Background image: A collage featuring a Michigan map, a "SIGNAL WORK AHEAD" sign, a red truck, and a scenic view with the text "Your trip begins at michigan".
- Section: **Example User** with an **Information** icon and the text: "To start the permit application or transfer process, click the My Profile link on the left to create a profile."

12. Click the "Create/Add Profile" button

MPG
MDOT PERMIT GATEWAY

Home
My Profile
Customer Survey
FAQs

Example User

List of Business/Individual [Create/Add Profile](#)

Click on Business/Individual Name to Edit Profile.

Business/Individual Name	Address	Phone Number	Email
Page 1 of 0			

No records to view

13. Enter your business or individual information (the name to be listed on the permit) in the space provided

Example User [Receipts](#) [Shopping Cart \(0\)](#)

Example Business Inc. (#37)

Profile Details [Delegate Authority](#)

* = Required Fields

Add/Edit Business/Individual

* Business/Individual Name [Change Name](#) * Phone Number
Example Business Inc. (517) 999-9999

* Address Line 1 Address Line 2
1234 Smith Lane

* City * Country * State or Province * Postal Code
Lansing USA MI 48910

* Email * Verify Email
MPGexampleuser@gmail.co MPGexampleuser@gmail.co

[Reset](#) [Cancel](#) [Save](#)

14. Click "Save"

Example User

 **The Business/Individual is added to the list.**

List of Business/Individual

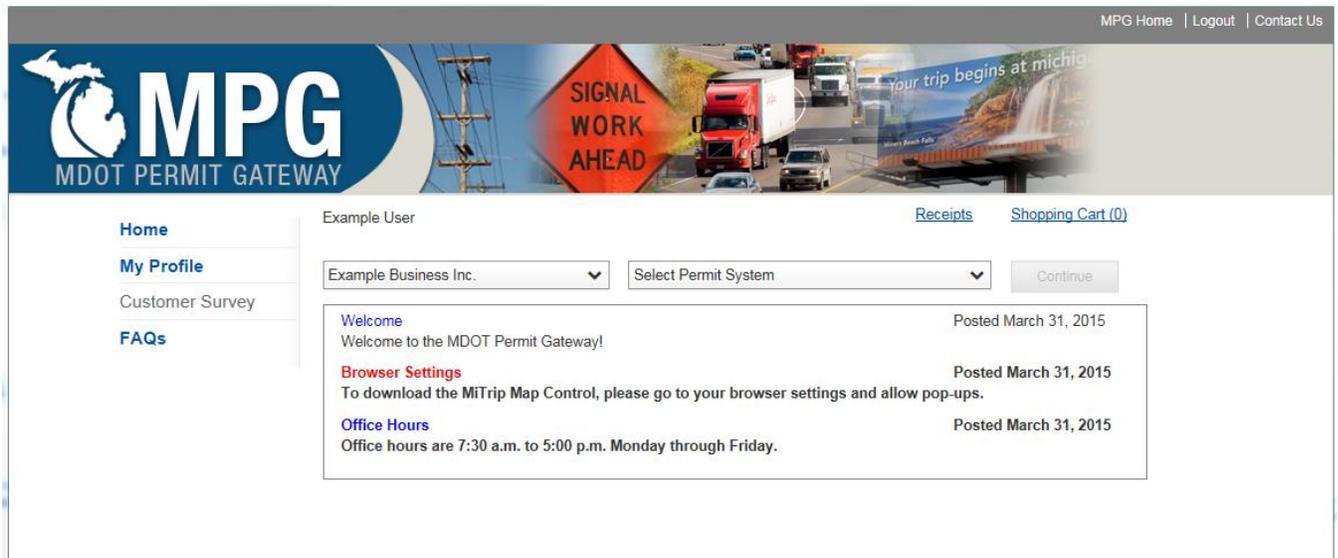
[Create/Add Profile](#)

[Click on Business/Individual Name to Edit Profile.](#)

<u>Business/Individual Name</u>	<u>Address</u>	<u>Phone Number</u>	<u>Email</u>
Example Business Inc.	1234 Smith Lane Lansing MI USA 48910	(517) 999-9999	MPGexampleuser@gmail.com

15. Click the "Home" button on the left navigation screen, this will take you to the screen below where you can access a Permit System (MiTRIP, CPS, or IHAP)

16. In the **first drop down** select the Business/Individual you will be accessing the Permit System for:



The screenshot shows the MPG MDOT Permit Gateway website. At the top right, there are links for "MPG Home", "Logout", and "Contact Us". The main header features the MPG logo and a banner with a "SIGNAL WORK AHEAD" sign and a truck. Below the header, there is a navigation menu on the left with "Home", "My Profile", "Customer Survey", and "FAQs". The main content area shows "Example User" with links for "Receipts" and "Shopping Cart (0)". There are two dropdown menus: one for "Example Business Inc." and another for "Select Permit System", followed by a "Continue" button. Below these are three news items: "Welcome" (Posted March 31, 2015), "Browser Settings" (Posted March 31, 2015), and "Office Hours" (Posted March 31, 2015).

17. In the **second drop down** select the Permit System you need access to, click “**Continue**” and you will be directed to the selected permit system:

https://ssoqa.state.mi.us/ - MDOT Permit Gateway Home - Internet Explorer

MPG
MDOT PERMIT GATEWAY

Home
My Profile
Customer Survey
FAQs

Example User

MPG QA Business

Customer Service
For customer service, please contact us at 517-373-3333

--- Select Permit System ---
Right-of-Way Construction Permit System (CPS)
Internet Highway Advertising Program (IHAP)
Oversize/Overweight Permits (MITRIP)

Receipts Shopping Cart (0)

Continue

June 15, 2015