

## Register and Delegate the Workspace to a New User

These instructions give the steps for a contracting authority to delegate permit authority initially when registering the university or at a future time when additional delegates need to be added for each authorization. Contacting Joe Rios at 517-241-2103 to navigate through the permitting process is recommended.

Once registered, the user can use 'Delegated Business Authority' and give access to all other users in the workspace. Re-enter Michigan Business One Stop Account by going to [www.Michigan.gov/Business](http://www.Michigan.gov/Business) and logging in.

The screenshot shows the Michigan Business One Stop website. At the top, there is a banner with the text "Michigan Business One Stop" and a logo for "MICHIGAN.GOV Michigan's Official Web Site". Below the banner, there are navigation links: "Michigan.gov Home", "One Stop Home", and "Contact Us". A search bar is located on the right side. The main content area is divided into two columns: "RESEARCH & PLAN" and "START & REGISTER". The "RESEARCH & PLAN" column lists several tools and resources, including "Tools You Can Use", "Business Entity Search", "Financing Your Business", "Employer Resources", "Taxes: General Information", "Take the One Stop Tour", and "Try the One Stop Simulator". The "START & REGISTER" column provides instructions on how to get started, including "To get started, you will need to sign up for a One Stop account, then set up your business. These are ONE TIME ONLY activities." and "Get started now! Register for Business One Stop." There are also login fields for "Login ID:" and "Password:" with a "Forgot Password?" link and a "GO" button. A "Create an Account/Log In" link is also present.

1. Once the company is logged in, the user has to click on "My Profile Link".

The screenshot shows the "Operate my Existing Business" page. It features a table with the following columns: "Delete", "Business Name - One Stop ID", "My Workspace", "View Filings", and "My Profile". The "My Profile" link is highlighted with a red arrow. The table contains one row with the following data:

Delete	Business Name - One Stop ID	My Workspace	View Filings	My Profile
	☒ Sreevally Kotari - 188928	<a href="#">My Workspace</a>	<a href="#">View Filings</a>	<a href="#">My Profile</a>

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2. Click on "Delegated Authority" tab.

The screenshot shows the Michigan Business One Stop website interface. The header includes the Michigan Business One Stop logo and the Michigan.gov logo. The main content area displays the user's profile for 'UNIVERSITY OF MDOT RESEARCH - ID# 452004'. The 'Delegated Authority' tab is selected, and a red arrow points to it. Below the profile information, there is a table of Business Contacts.

Title	Name	Street Address	City	State	Zip Code
Departmental Analyst (Other)	Portia Vanpelt	8885 Ricks Rd	Lansing	MI	48917

3. Click on "Add Record".

The screenshot shows the same Michigan Business One Stop website interface, but now the 'Business Delegated Authority' tab is selected. A red arrow points to the 'Add Record' button at the bottom right of the table.

Name	Status	Suspend
Portia Vanpelt	Accepted	

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4. Please identify the individuals that will have authority to access One Stop on behalf of your university. Then, identify the categories of filings each person will have the authority to change. Select the authority rights to be given (see options below) and click on “Save”.

### Option 1 Full Authority:

To give full control to a representative, type in the name of the person and their email then select the corresponding radio button associated with the “Full control” category. This delegate will have access to the same portions of the Michigan Business One Stop website as the original contracting authority. Click “Save” to initiate this action. An email is sent to the delegate along with a pin number, so they can access the university workspace in Michigan Business One Stop.

### Option 2 Limited Authority:

To delegate limited authority to a research project principal investigator, click the radio button next to “Select specific categories” and check the “Automotive and Transportation” box. An email is sent to the individual with a pin number so they can access the university workspace in Michigan Business One Stop.

**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	<a href="#">Tell me more</a>	<input checked="" type="checkbox"/>	Automotive and Transportation	<a href="#">Tell me more</a>
<input checked="" type="checkbox"/>	Commercial Services	<a href="#">Tell me more</a>	<input checked="" type="checkbox"/>	Construction (Buildings)	<a href="#">Tell me more</a>
<input checked="" type="checkbox"/>	Environment	<a href="#">Tell me more</a>	<input checked="" type="checkbox"/>	Financial and Insurance	<a href="#">Tell me more</a>
<input checked="" type="checkbox"/>	Gaming Control	<a href="#">Tell me more</a>	<input checked="" type="checkbox"/>	Human Care Programs	<a href="#">Tell me more</a>
<input checked="" type="checkbox"/>	Liquor	<a href="#">Tell me more</a>	<input checked="" type="checkbox"/>	Lottery	<a href="#">Tell me more</a>
<input checked="" type="checkbox"/>	MBOS Administration	<a href="#">Tell me more</a>	<input checked="" type="checkbox"/>	Pharmacy and Health Systems	<a href="#">Tell me more</a>
<input checked="" type="checkbox"/>	Wage and Tax	<a href="#">Tell me more</a>			

Treasury

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5. The user status will show up as "Pending". Once the delegate has received and entered pin in MBOS the status will show "Accepted".

The screenshot shows the Michigan Business One Stop website interface. The top navigation bar includes 'Michigan.gov', 'One Stop Home | Help | Contact Us | FAQ | Sign Out', and a search bar. The user is logged in as 'Portia Vanpett'. The main content area shows the 'My Business Profile' for 'University of MDOT Research' with ID# 452004. The profile includes contact information and a table of 'Business Delegated Authority'.

Name	Status	Suspend
John Smith	Pending	
Portia Vanpett	Accepted	

6. The Delegate (ex: John Smith) who was granted access will receive an email in the below format:

Hello,

You have been "delegated" access to the business account for 02/24/2009 - Test within the Michigan Business One Stop web site by Hitesh Patel.

In order to access the business account, please use the PIN number provided below and follow these directions.

- 1) Visit [www.michigan.gov/business](http://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](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: 14rzQNhbLw1j

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.

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7. The new user has to then logon to One Stop (If not registered he/she has to first register with One Stop). Click on “Start/Add a Business” and select ‘Add a Business that has been delegated to me (requires PIN)’ option and click “Next”.

The screenshot shows the Michigan Business One Stop website. The header includes the Michigan Business One Stop logo and the Michigan Government logo. The navigation bar contains links for One Stop Home, Help, Contact Us, FAQ, and Sign Out. A search bar is present with a 'GO' button. The main content area is titled 'Start or Add a Business' and contains three radio button options: 'Start a New Business', 'Add My Existing Business', and 'Add a Business that has been delegated to me (requires PIN)'. A red arrow points to the third option. Below the options are 'Quit' and 'Next' buttons.

8. The Delegate shall copy the PIN number from the email, then paste the PIN number in the “Enter PIN” field and click “Submit”.

The screenshot shows the 'ATTACH A DELEGATED BUSINESS' screen. The header includes the 'Start/Add a Business' tab and the user's name 'Sreevally Kotari'. The main content area contains the text: 'To access a business that you have been delegated authority to update, enter the PIN that was sent to you by email. Enter it as it appears in the email or copy and paste it to ensure accuracy.' Below this is a red asterisk indicating a required field, followed by the label 'Enter PIN: \*' and an input field. A red arrow points to the input field. At the bottom right, there are 'Previous' and 'Submit' buttons, with a red arrow pointing to the 'Submit' button.

9. The Delegate shall now have access to the researcher account under “Operating my Existing Business”.