

MTO Learning Series

Access MTO: MTO log in and homepage

Disclaimer

This handout is provided for illustrative purposes only. The content does not carry the weight of law, bulletins or rulings. Therefore, it should only to be used as an aid for navigation reference.

The topics covered, screenshots provided and guidance supplied is subject to change. The most current Treasury information regarding this topic is available at michigan.gov/taxes.

Michigan Treasury Online

Welcome to Michigan Treasury Online (MTO)! MTO is the Michigan Department of Treasury's web portal to many business taxes. Treasury is committed to protecting sensitive taxpayer information while providing accessible and exceptional web services. File, pay and manage your tax accounts online - anytime, anywhere. **Flexible. Free. Secure.**

Log In (Existing MTO User)

* Required

* Username

[Forgot Username?](#)

* Password

[Forgot Password?](#)

* [End User Agreement](#)

LOG IN

Powered By  MILogin

Create My User Profile (New To MTO)

Sign up to file, pay and manage your business tax account online.

CREATE MY USER PROFILE

Help Center

Visit the [Help Center](#) for MTO tutorials, FAQs, MTO services, compatibility requirements and more!

MTO, where do I go?

mto.treasury.michigan.gov

do not type "www." before the web address

log in to MTO

On the left side of the screen, enter your personal credentials to log in to MTO.

New User: see the MTO Learning Series: **Create your MTO user profile** tutorial.

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doej1234

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MTO homepage

After logging in you will arrive on the MTO homepage.

Homepage Overview:

- your profile and resources
- marquee notification center and welcome banner
- 2 ways to interact with Treasury:
 - **Tax Services**
 - **Guest Services**

The screenshot shows the Michigan Treasury Online (MTO) homepage. At the top left is the Michigan.gov logo. At the top right are links for 'HELP CENTER', 'CONTACT US', and a user profile 'JANE DOE'. Below the navigation bar is a teal header with 'Michigan Treasury Online'. A home icon is on the left. A light blue banner contains the text: 'Explore the updated MTO homepage! Click a Tax Services portal to access your business.' Below this is a 'Hello, Jane!' greeting and a welcome message: 'Welcome to the Michigan Treasury Online (MTO) homepage where you can interact with the Michigan Department of Treasury on behalf of Michigan registered businesses.' The 'Tax Services' section is titled and includes a sub-header: 'Click a tile below to access role specific actions for your business.' There are five colored tiles: 'Start a New Business (E-Registration)' (red), 'Manage Business Registration' (dark grey), 'Sales, Use, and Withholding (SUW) Tax' (green), 'Essential Services Assessment (ESA)' (dark blue), and 'Medical Marijuana Facilities (MMF) Tax' (orange). Below this is the 'Guest Services' section, titled and including a sub-header: 'Guest Services portals provide an alternative means for submitting information to Treasury. Therefore, **privileged account information is restricted.**' There are five green tiles: 'Bulk E-File', 'W2 E-File Upload', 'Fast File', 'Fast Pay', and 'Streamlined Sales'. At the bottom is a dark grey footer with the Michigan.gov logo, 'MTO HOME | CONTACT US | POLICIES', and 'Copyright 2019 State of Michigan'.



a closer look ... your profile and resources, scrolling marquee and welcome banner

In the upper right hand corner:

- **Help Center** – links to michigan.gov/mtobusiness where you can find MTO tutorials, frequently asked questions, compatibility requirements and more!
- **Your Name** – a dropdown menu to manage your MTO user profile or log out of MTO.

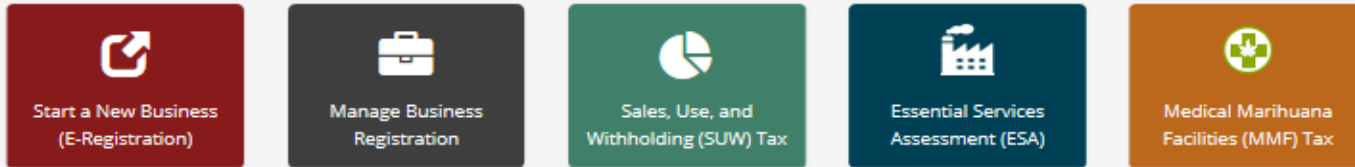
Scrolling marquee notifications:

- used to give you real time information
- color coded based on importance:
 - blue = informational
 - yellow = warning
 - red = MTO outage or urgent notice

Tax Services vs. Guest Services

Tax Services

Click a tile below to access role specific actions for your business.



Guest Services

Guest Services portals provide an alternative means for submitting information to Treasury. Therefore, **privileged account information is restricted**.



Tax Services:

- a two-way street of communication
1. You can send information to Treasury *and*
 2. Treasury can provide privileged account information to you.

Guest Services:

- a one-way street of communication
1. Electronic equivalent of mail; once you send information, you no longer have access to it (unless you create a business relationship through Tax Services).

Tax Services



Start a New Business
(E-Registration)

If your business is not actively registered with Treasury, use this portal to register online.



Manage Business
Registration

View or update how a business is registered with Treasury; access the sales tax license.



Sales, Use, and
Withholding (SUW) Tax

File and pay sales, use and withholding (SUW) taxes, view/print filed returns, view payment history, access the sales tax license and more.

Tax Services

continued...



Essential Services
Assessment (ESA)

View an essential services assessment (ESA) return summary, certify or amend a statement, pay a liability and more.



Medical Marihuana
Facilities (MMF) Tax

File and pay medical marihuana facilities (MMF) tax, view/print filed returns, manage business locations licensed by LARA and more.

Guest Services, an overview



Bulk E-File

Upload SUW and City of Detroit Income Tax Withholding (CTYW) returns, with or without payment, using approved tax preparation software.



Fast File

SUW and MMF taxpayers only
Electronic equivalent of filing a paper return and a corresponding payment.



Fast Pay

Make a payment for Corporate Income Tax (CIT), Michigan Business Tax (MBT), SUW or MMF taxes. Audit payments are now available for SUW taxes.



Streamlined Sales

Treasury's electronic filing application for SST filers per the SST Agreement (simplify and modernize sales and use tax administration in member states in order to substantially reduce the burden of tax compliance).



W2 E-File Upload

Upload one or multiple business' W-2 forms in EFW2 (IRS electronic) format (must have a .txt file extension).



Michigan Department of

TREASURY