

MTO Learning Series

Access MTO: Log out of MTO

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.

log out of MTO

IN 3 EASY STEPS

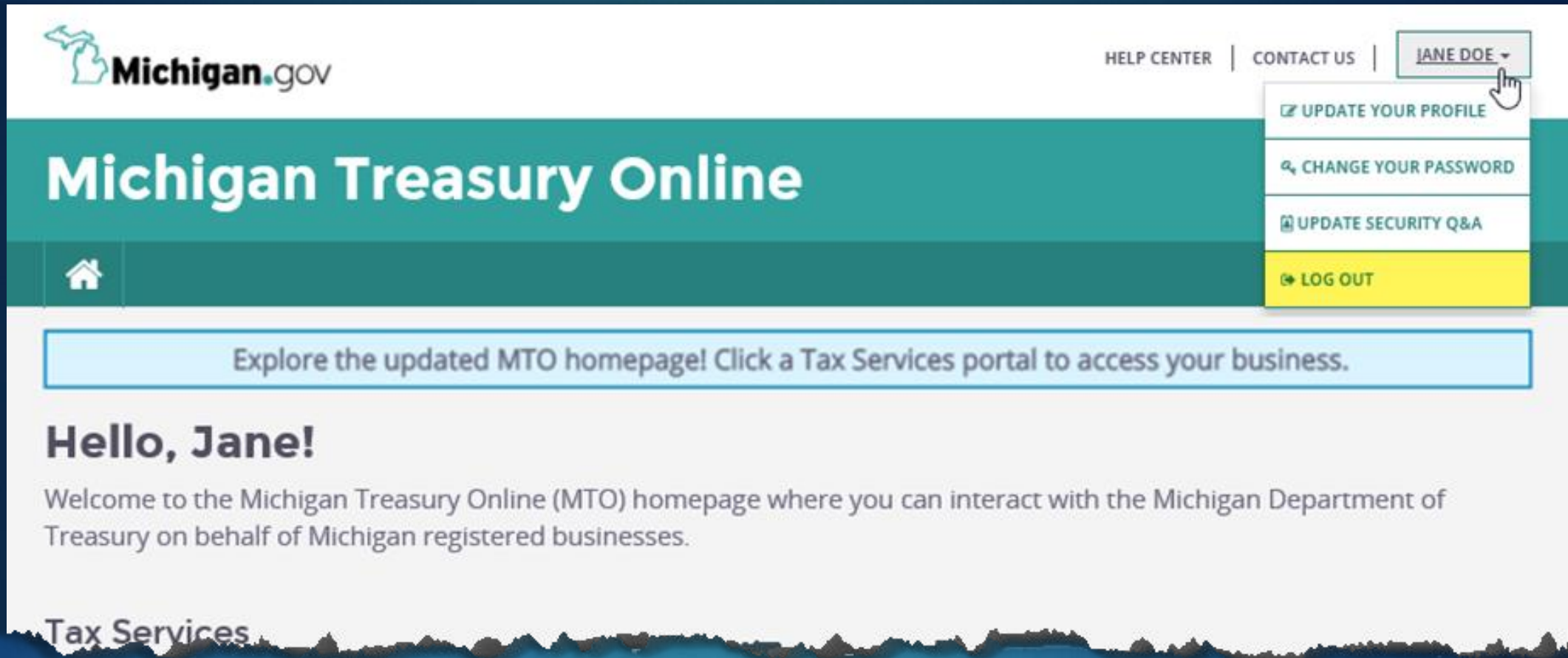
Step 1: return to the MTO homepage

When you are finished interacting with Treasury, return to the MTO homepage by clicking the **Home** icon.



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 for 'JANE DOE'. Below the navigation bar is a teal header with the text 'Michigan Treasury Online'. A home icon is visible in the left sidebar. 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 greeting: 'Hello, Jane!' followed by 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)' in red, 'Manage Business Registration' in dark grey, 'Sales, Use, and Withholding (SUW) Tax' in green, 'Essential Services Assessment (ESA)' in dark teal, and 'Medical Marijuana Facilities (MMF) Tax' in orange. The 'Guest Services' section is titled and includes a sub-header: 'Guest Services portals provide an alternative means for submitting information to Treasury. Therefore, **privileged account information is restricted.**' Below this are six green buttons: 'Bulk E-File', 'W2 E-File Upload', 'Fast File', 'Fast Pay', and 'Streamlined Sales'. At the bottom of the page is a dark grey footer with the Michigan.gov logo, 'MTO HOME | CONTACT US | POLICIES', and 'Copyright 2019 State of Michigan'.

Step 2: click your name, select *LOG OUT*



The screenshot shows the Michigan Treasury Online (MTO) homepage. In the top right corner, there is a user profile dropdown menu for "JANE DOE". The dropdown menu is open, showing four options: "UPDATE YOUR PROFILE", "CHANGE YOUR PASSWORD", "UPDATE SECURITY Q&A", and "LOG OUT". The "LOG OUT" option is highlighted in yellow. A hand cursor is pointing at the "LOG OUT" option. The main header of the page reads "Michigan Treasury Online". Below the header, there is a navigation bar with a home icon. A blue banner below the navigation bar says "Explore the updated MTO homepage! Click a Tax Services portal to access your business." Below the banner, the page greets the user with "Hello, Jane!" 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." At the bottom of the page, the text "Tax Services" is visible.

From the MTO homepage, click your name in the upper right hand corner. A dropdown menu gives you options to manage your MTO profile or log out of MTO; click **LOG OUT**.

Step 3: confirm log out

Logout Confirmation

You are choosing to log out. If you click continue, you will lose any unsaved work.

CANCEL 

CONTINUE 

Click **CONTINUE** to verify you want to log out of MTO.

To exit the log out process, click **CANCEL**.

MTO log out screen

Michigan Treasury Online



Thank You for Using Michigan Treasury Online

Please tell us about your experience with MTO by participating in a short survey: [MTO Survey](#)

If you would like to return to Michigan Treasury Online, click the "Log In To Your Account" button.

LOG IN TO YOUR ACCOUNT

Powered By  MILogin

You are successfully logged out of MTO. You may close your web browser.

Provide feedback by clicking the [MTO Survey](#) link.

Click the orange button to return to the MTO log in screen.



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