MTO Learning Series

Access MTO: Reset your password

- *I received an email/prompt to reset my password (yearly reset)*
- *My password is expired*
- *I need to manually change my password*

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.

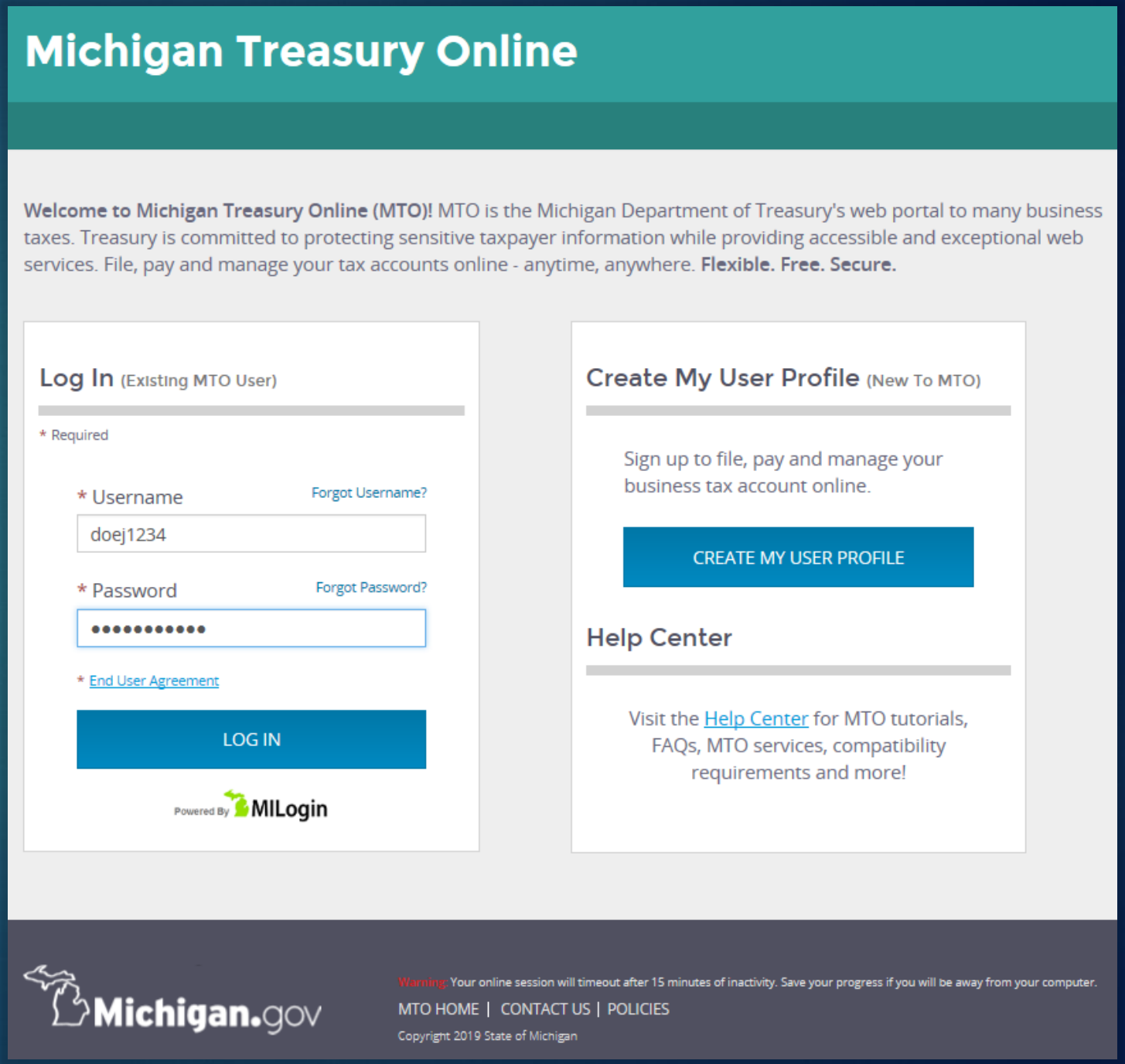
The topics covered, screenshots provided and guidance supplied is subject to change. The most current Treasury information regarding this topic is available at **michigan.gov/taxes**.

update your password yearly

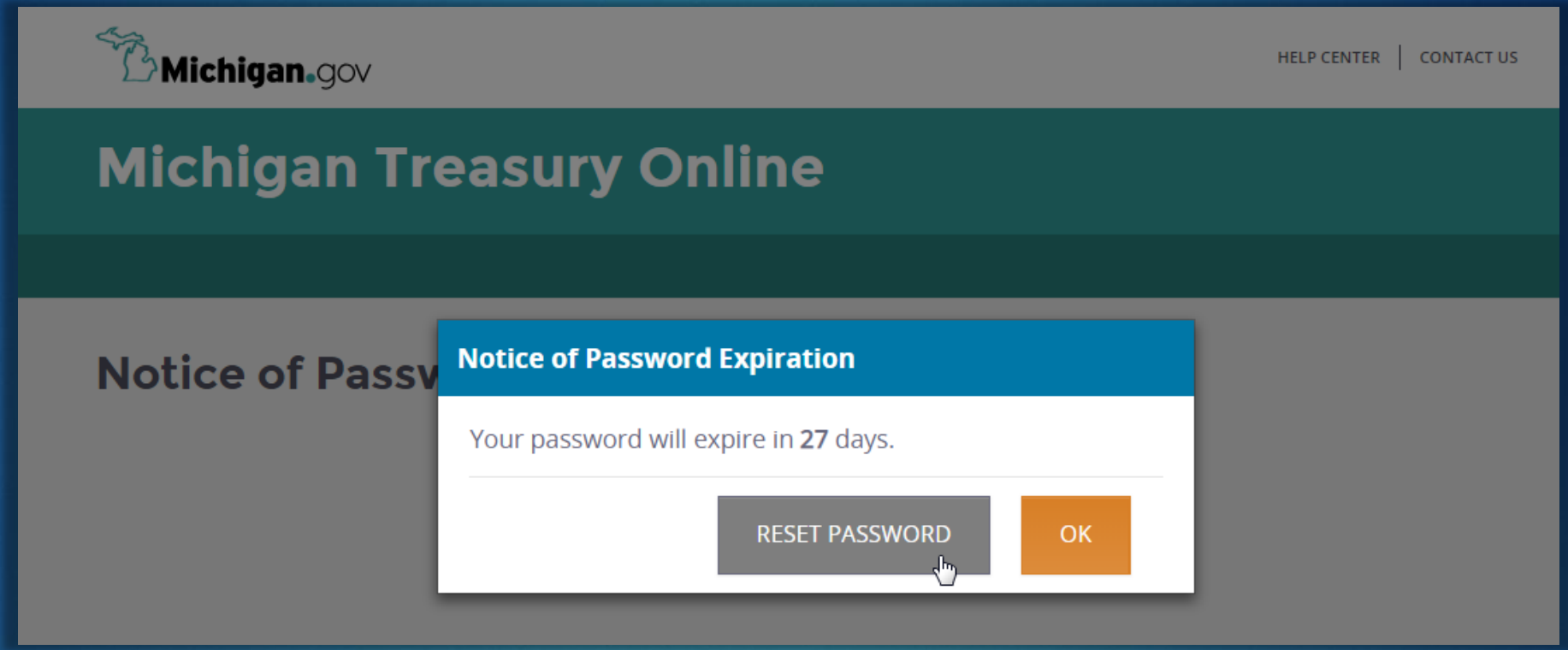
IN 4 EASY STEPS

Step 1: log in to MTO

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



Step 2: password reset prompt



This pop-up window appears after logging in when your current password will expire in less than or equal to 30 days. Click ***RESET PASSWORD*** to change your password before it expires.

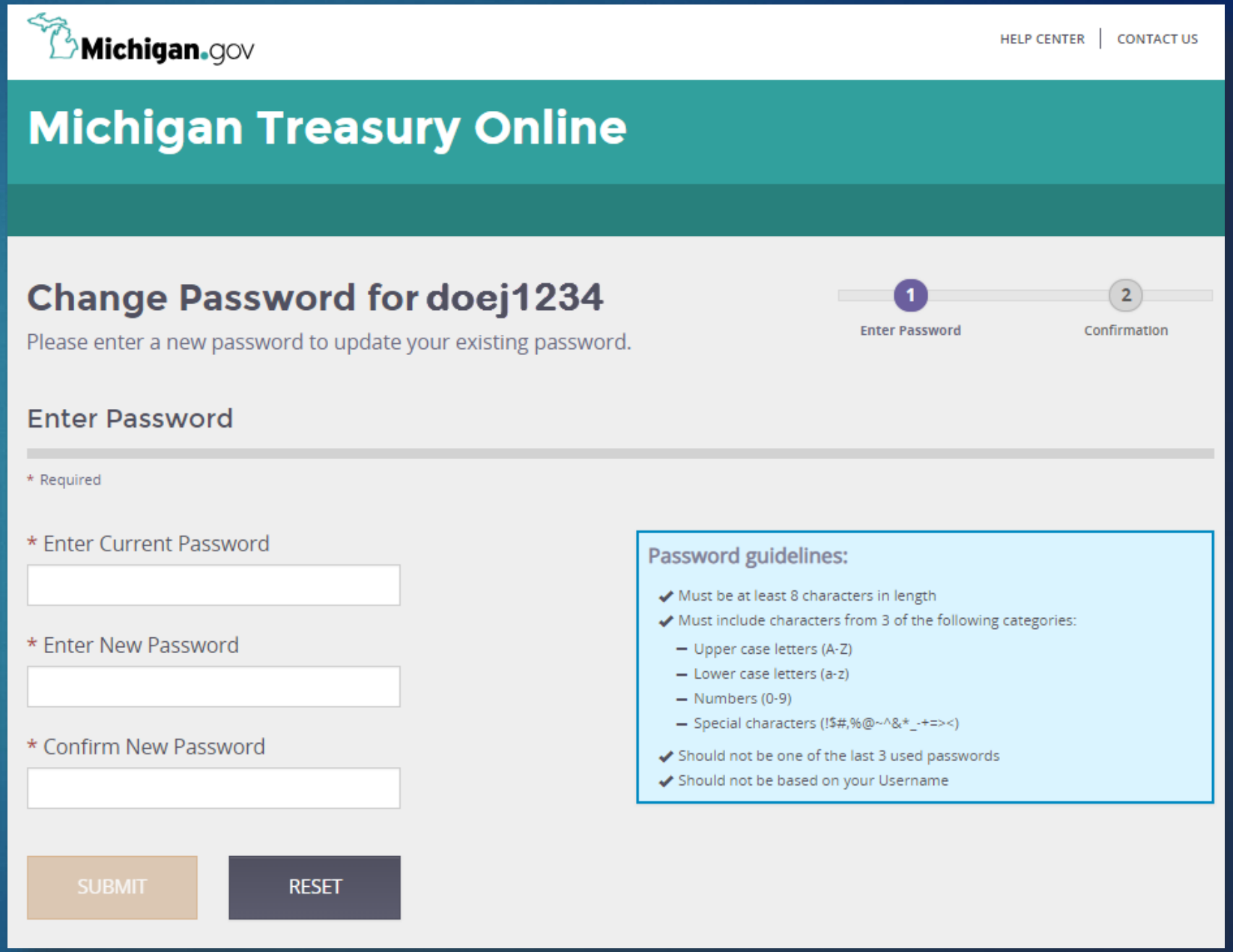
If you click ***OK***, you will be routed to the homepage without changing your password.

Step 3: choose a new password

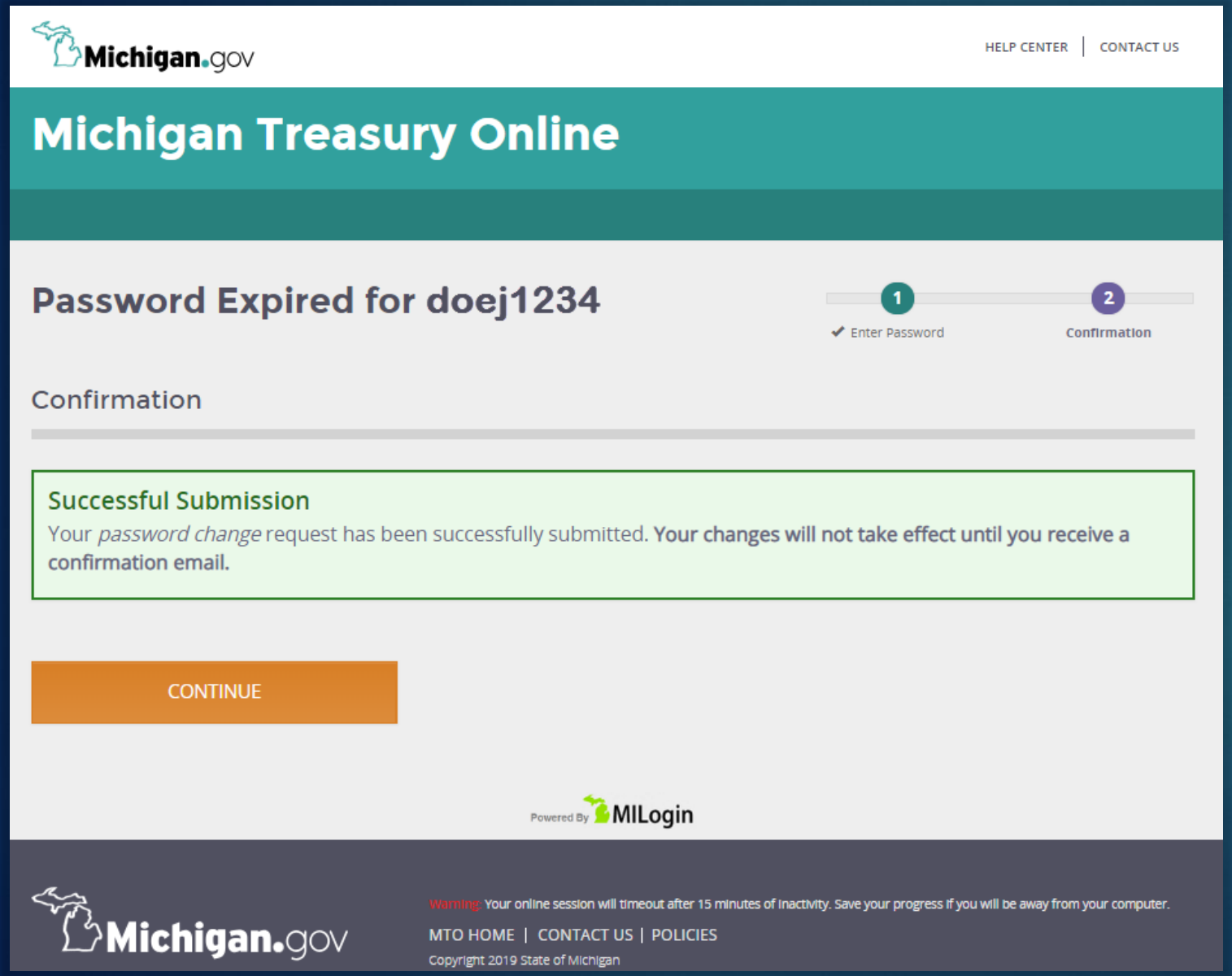
Enter your current password.

Then, select and enter your new password twice.

Click ***SUBMIT*** to change your password.



Step 4: check your email before logging into MTO



- You will receive a success message letting you know your MTO password was successfully changed.
- Click the orange button to go to the MTO homepage.
- **Check your email.**
  - Your updated log in credentials will not be recognized immediately.
  - Do not log in after your current session until you receive the confirmation email.
  - If your confirmation email does not appear in your inbox within a few minutes, check your email's spam or junk folder.

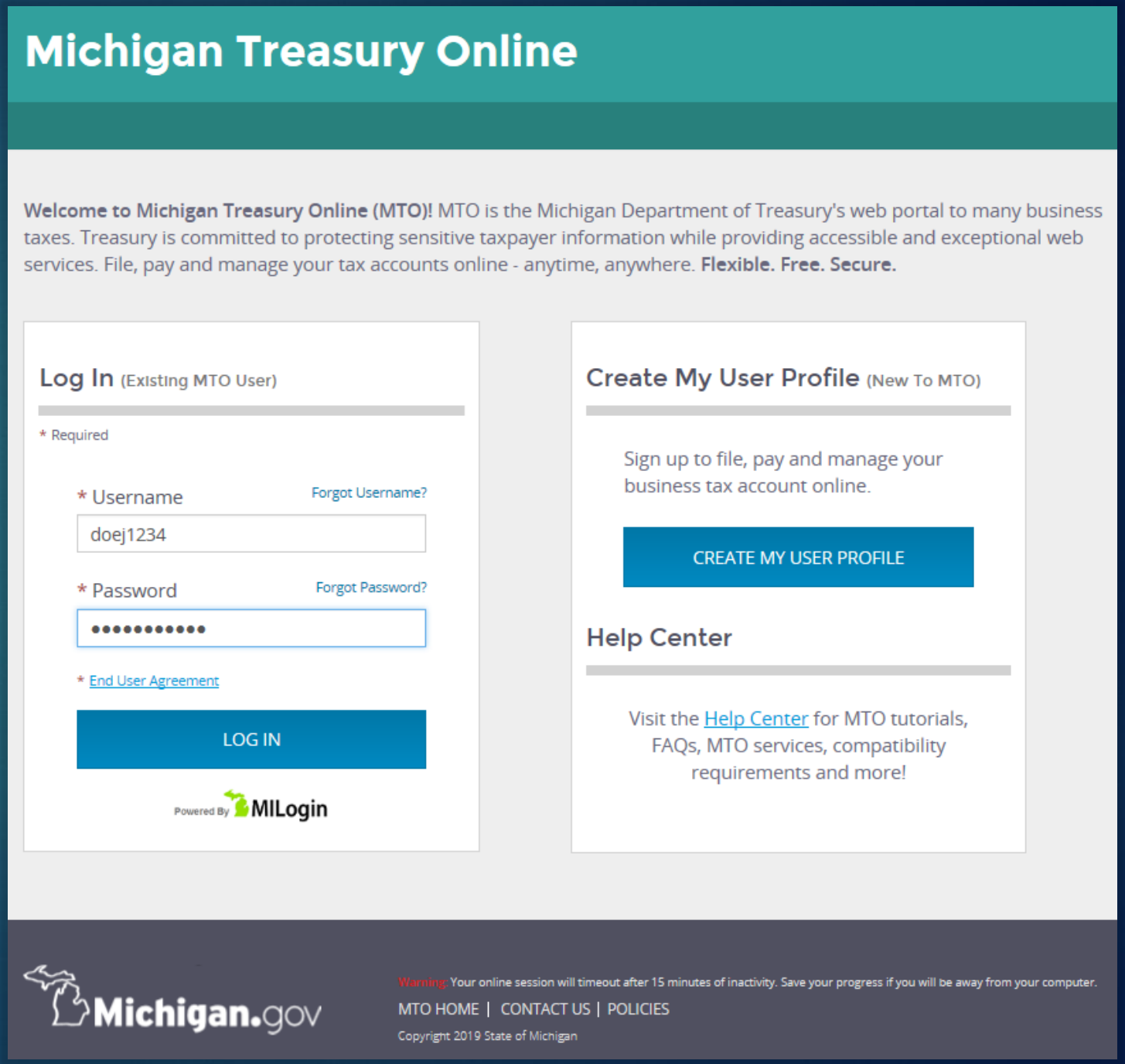
From the homepage, continue your MTO session.

reset your expired password

IN 4 EASY STEPS

Step 1: log in to MTO

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

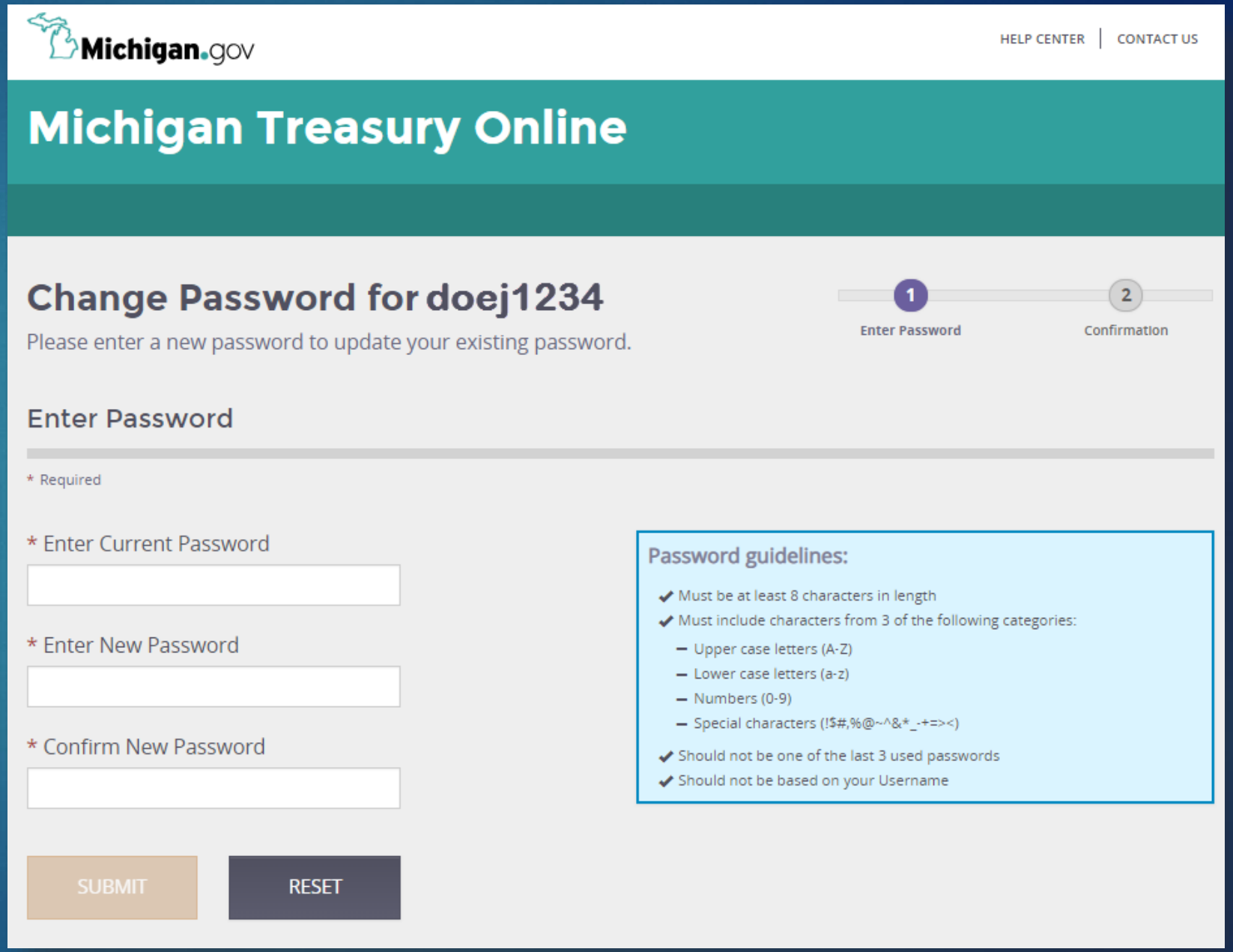


Step 2: choose a new password

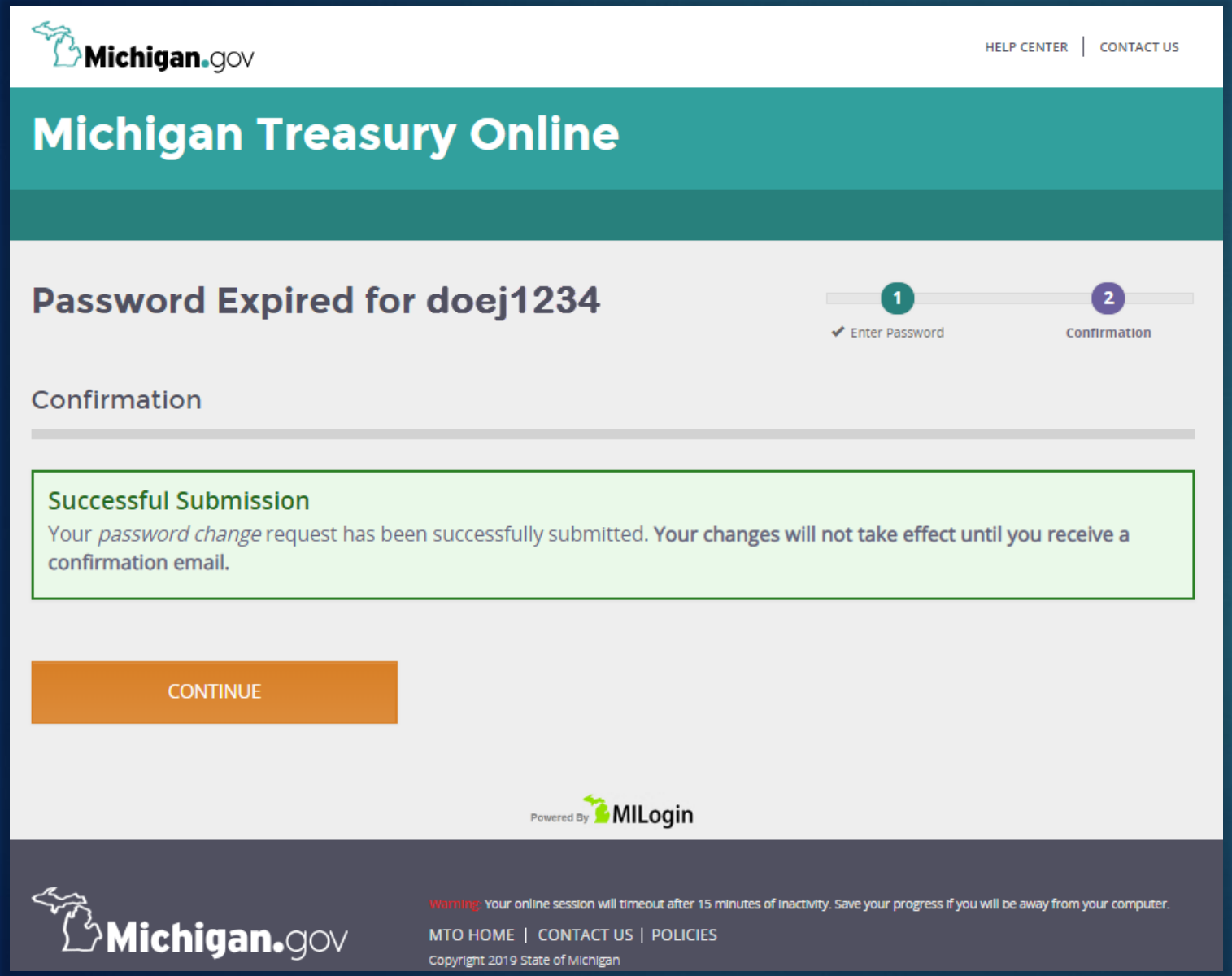
Enter your current password.

Then, select and enter your new password twice.

Click ***SUBMIT*** to change your password.



Step 3: check your email before logging into MTO



- You will receive a success message letting you know your MTO password was successfully changed.
- Click the orange button to go to the MTO homepage.
- **Check your email.**
  - Your updated log in credentials will not be recognized immediately.
  - Do not log in until you receive the confirmation email.
  - If your confirmation email does not appear in your inbox within a few minutes, check your email's spam or junk folder.

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?

doej1234

* 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!

Michigan.gov

Warning: Your online session will timeout after 15 minutes of inactivity. Save your progress if you will be away from your computer.

MTO HOME | CONTACT US | POLICIES

Copyright 2019 State of Michigan

Step 4: log in to MTO

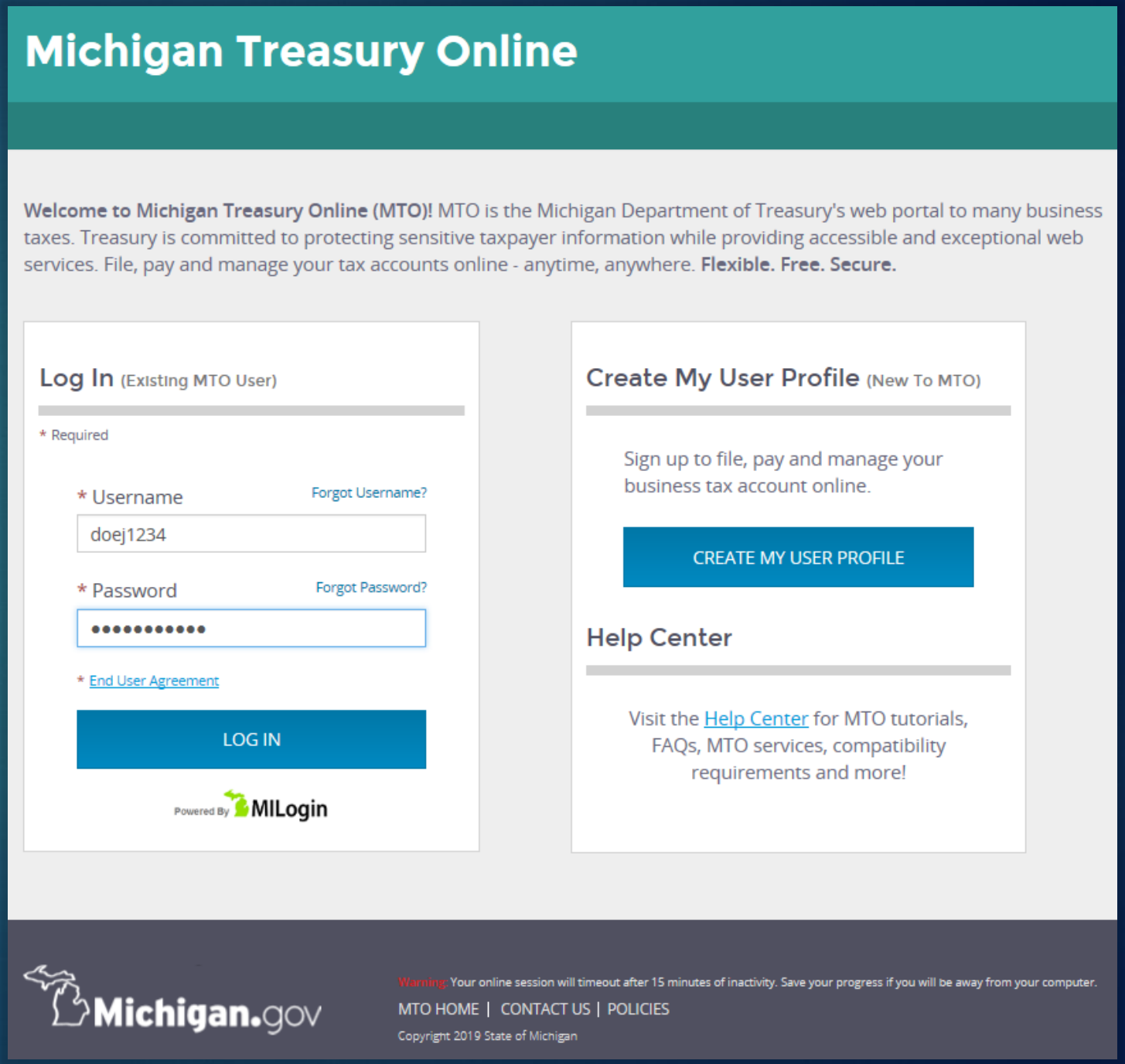
Use your newly updated MTO credentials to log in on the left side of the screen.

manually reset your password

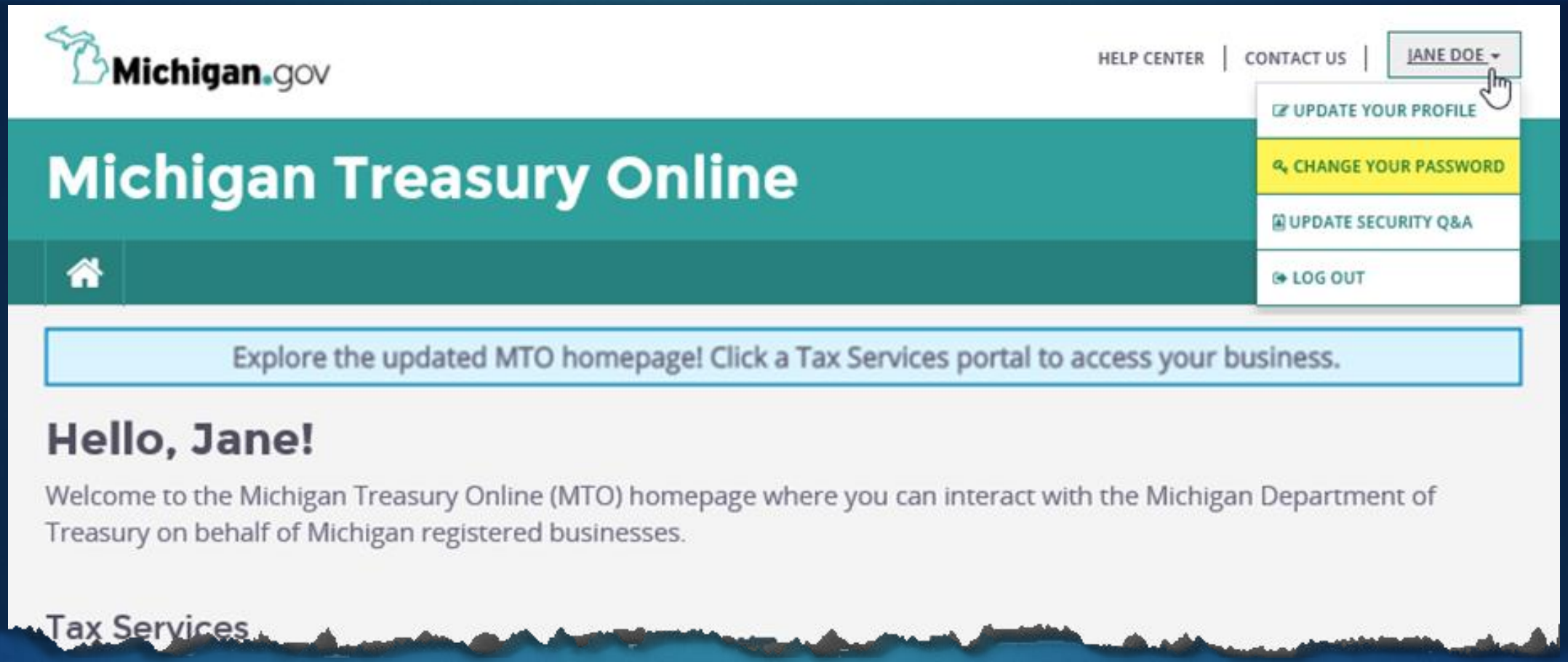
IN 5 EASY STEPS

Step 1: log in to MTO

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



Step 2: click your name, select change password



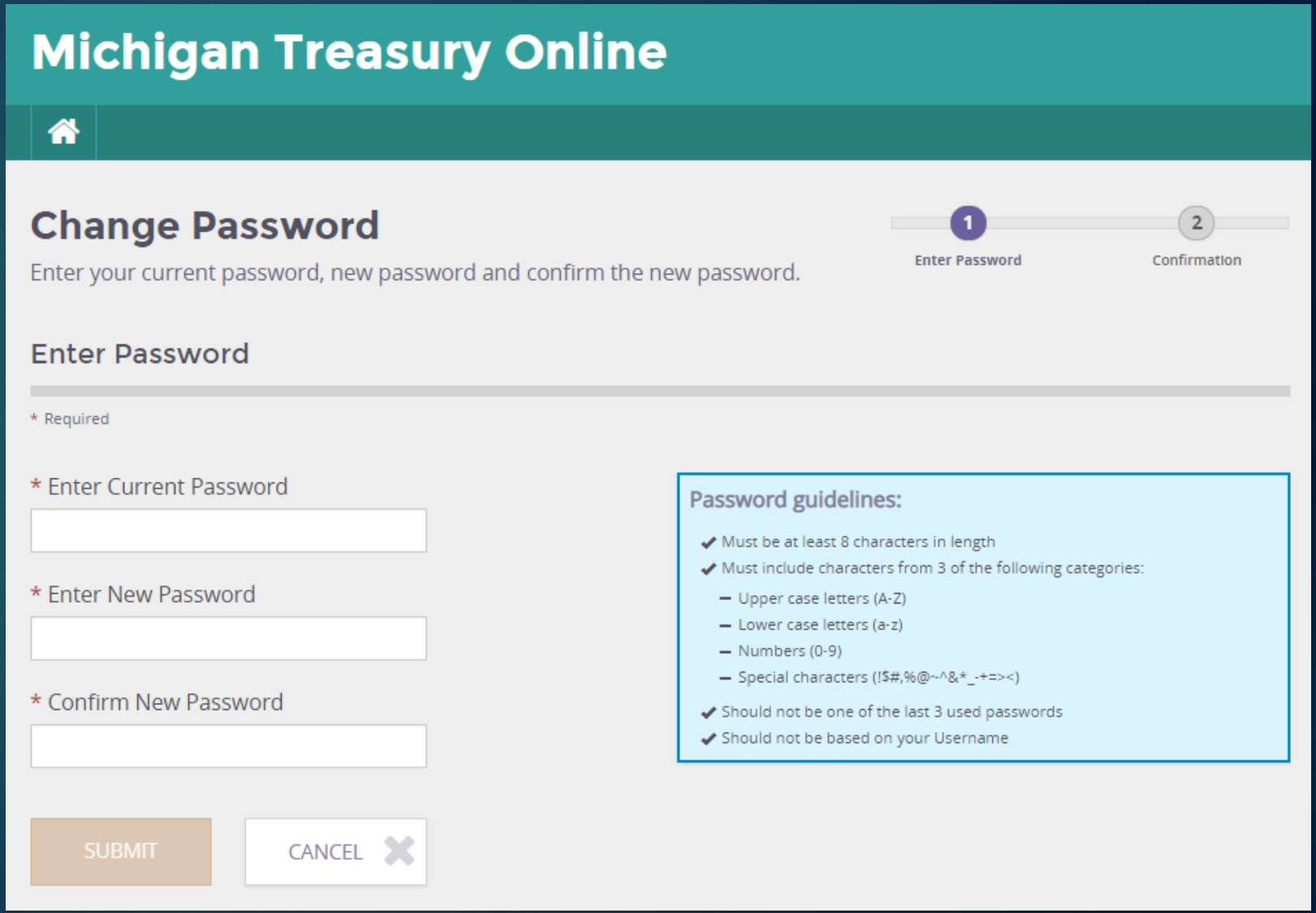
From the MTO homepage, click your name in the upper right hand corner.
A dropdown menu gives you options to manage your MTO profile or log out of MTO.
Click ***CHANGE YOUR PASSWORD***.

Step 3: choose a new password

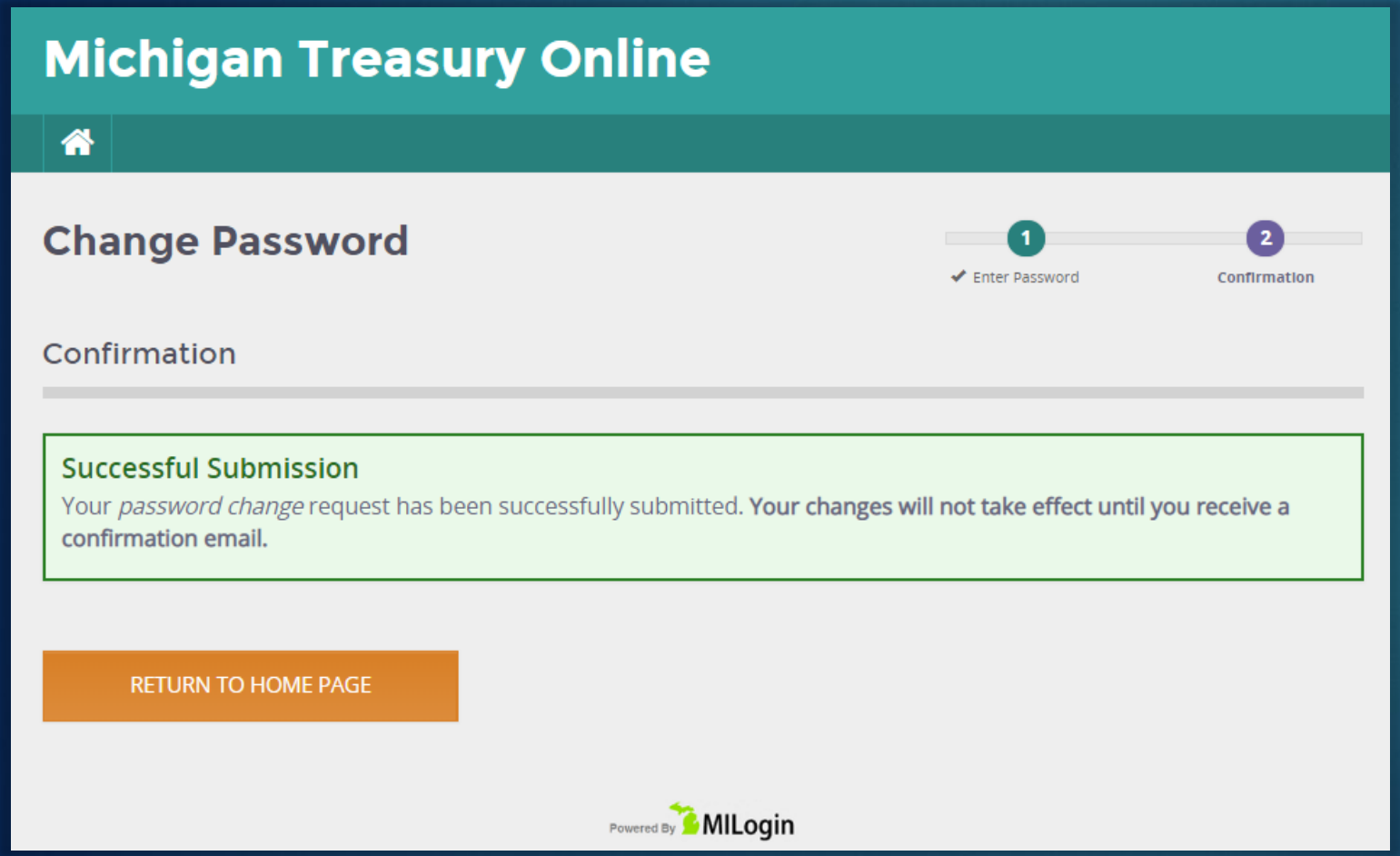
Enter your current password.

Then, select and enter your new password twice.

Click ***SUBMIT*** to change your password.



Step 4: check your email before logging into MTO



- You will receive a success message letting you know your MTO password was successfully changed.
- Click the orange button to go to the MTO homepage.
- **Check your email.**
  - Your updated log in credentials will not be recognized immediately.
  - Do not log in until you receive the confirmation email.
  - If your confirmation email does not appear in your inbox within a few minutes, check your email's spam or junk folder.

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?

doej1234

* 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!

Michigan.gov

Warning: Your online session will timeout after 15 minutes of inactivity. Save your progress if you will be away from your computer.

MTO HOME | CONTACT US | POLICIES

Copyright 2019 State of Michigan

Step 5: log in to MTO

Use your newly updated MTO credentials to log in on the left side of the screen.

Michigan Department of

TREASURY