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STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

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Notice to Tobacco Licensees

MiMATS - Logon Instructions

July 2018

You are receiving this notice because you either are currently or were previously licensed with the State of Michigan as a Tobacco taxpayer. **Effective July 30, 2018**, taxpayers will have the ability to manage their licenses, file returns, and make payments online through our new MiMATS e-Services portal. Owners should follow the steps below to gain access to your account as soon as possible. Please note you will need your driver's license number, birth date and social security number to register.

Go To: michigan.gov/tobaccotaxes

Click E-Services Portal – MiMATS

(Please note this link will not be visible until July 30, 2018)

Creating a Logon

To create a logon from the home page, click **Create a Logon**.

1. Fill out the required fields and click **Next**
2. Review your Registration Summary and click **Submit**.
3. A confirmation email will be sent to the email address provided with a link guiding you back to the Log In page.

Logging into e-Services

1. Log in with the Username and Password you provided in Step 1 above. Click **Log In**.
2. For your security, you will be asked for an authentication code the first time you attempt to log in. Click **Send Authentication Email**. An authentication code will be emailed to you.
3. Enter the Authentication Code; you may click **Yes** if you want to save your browser as a Trusted Browser. Click **Log In**.

Requesting Access to Your Account

Owner, Officer, Member or Partner

If you would like to gain access to the account as an owner, officer, member or partner, follow the steps below:

1. Once you have created your logon and are logged in, click **Access an Existing Account** under "I Want To".
2. Enter the ID of the business or individual you are attempting to gain access to. Click **Next**.
3. Check **I am an Owner / Officer / Claimant**. Click **Next**.

4. Answer **No** to the question “Are you attempting to gain access to a business or individual that has only submitted claims for a statutory refund? Click **Next**.
5. Answer **No** to the question “Are you attempting to gain access to a business or individual to pay a tobacco enforcement assessment?”
6. Answer the Verification questions. Click **Next**.
7. Review your Access Request Summary and click **Submit**.
8. Re-enter your password. Click **OK**.
9. You should now have access to your Account.

Third Party / Employee

If you would like to gain access to the account as a third party or employee, follow the steps below:

1. Answer **No** to the question “Are you attempting to gain access to a business or individual to pay a tobacco enforcement assessment?”
2. If you would like to request access from an existing web logon that owns the account, click **Request Access from Owner**. Click **Next**.
 - a. Review your Access Request Summary and click **Submit**.
 - b. The owner/officer of the business you are requesting access to will need to review your request before you gain access to the account.
 - c. Check **I am a Third Party / Employee**. Click **Next**
3. If you would like to submit a Power of Attorney, click **Attach Power of Attorney Form**.
 - a. Click **Add**.
 - b. Choose Power of Attorney in the drop down.
 - c. Enter a description of the document.
 - d. Browse and attach a valid Power of Attorney document. Click **Save**.
 - e. Review your “Add Access to Existing Account Summary” and click **Submit**.
 - f. The Michigan Department of Treasury will have to review your request before you can gain access to the account.

If you have questions, contact the **Tobacco Tax Unit at 517-636-4630**. Please note that these instructions are subject to change as system updates occur.