

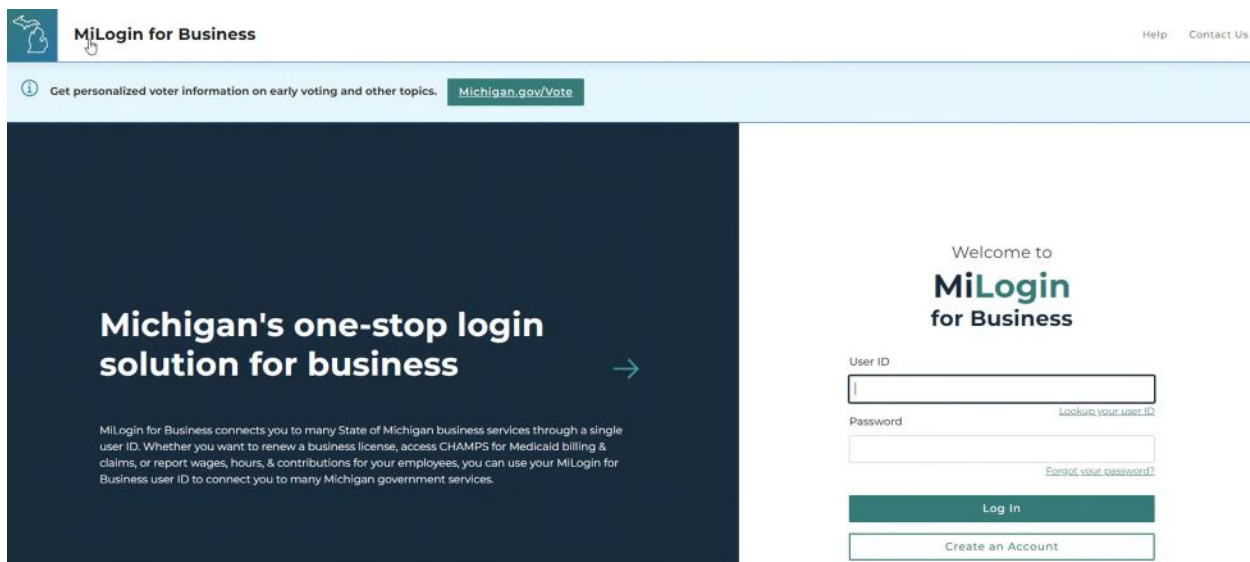
“Email is Already Being Used” Error Message

You have subscribed to the MDOT Permit Gateway (MPG) and received the following error message. This is due to a security requirement that only allows one email address per user ID in MPG.

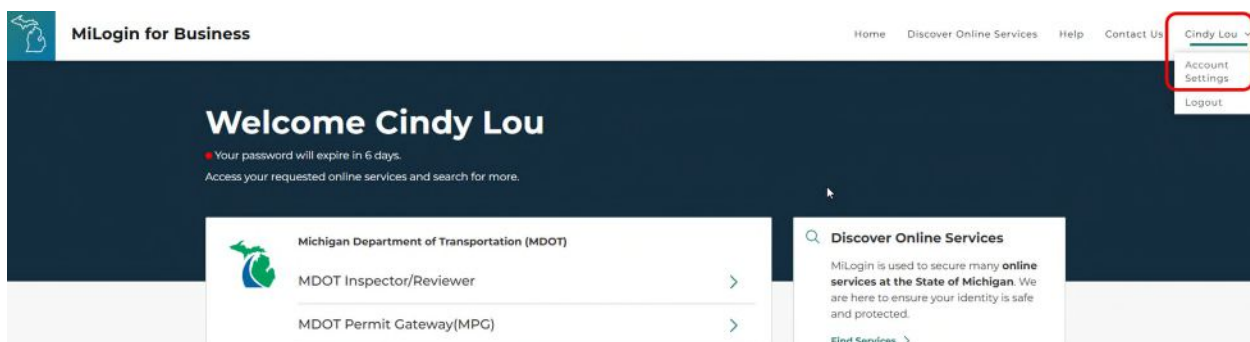


Follow the steps outlined below to update your email address to something unique and gain access to the MDOT Permit Gateway (MPG).

1. Sign into your MiLogin for Business account.



2. Click on your name to select “Account Settings”.



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3. Click on the editing pen to update the current email address.

Account Settings

Set your profile information and improve your account security options.

Louc1984

Name
Cindy Lou


Email
cindyylouu84@gmail.com

Work phone
517-241-8503

Mobile phone

Add a phone number

4. Enter a new or different email address (a passcode will be sent to this email address for verification).

**MiLogin for Business**

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Step 1 of 2

Email verification

→

Edit your email

Email

1

We will never send you spam or share your information with anyone outside of the State of Michigan services you choose to access.

Next Step

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5. Complete email verification by entering in the passcode sent to the email address entered in the previous step.

The screenshot shows the 'MiLogin for Business' interface. On the left, a dark blue panel displays 'Step 2 of 2' and 'Passcode verification' with a right arrow. On the right, a white panel titled 'Enter your passcode' shows a message: 'We have sent you a passcode to your email. c*****@yahoo.com'. Below this is a 'Passcode' input field and a green 'Next Step' button. A 'Resend Passcode' link is at the bottom.

6. MiLogin will automatically return to the account settings page with success confirmation.

The screenshot shows the 'Account Settings' page. The header says 'Set your profile information and improve your account security options.' The main content area shows the user 'Louc1984' with fields for 'Name' (Cindy Lou), 'Email' (cindy.lou.84@yahoo.com), and 'Work phone' (517-241-8503), each with an edit icon. A green success message box in the top right corner states: 'Success Email successfully verified.'

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7. Launch the MDOT Permit Gateway (MPG) by clicking on the link to push the update to MPG.

