



Business/Individual

Delegate Business Authority for MPG

Effective Date: March 5, 2025 (updated April 7, 2026)

Development Services Division
Utility Coordination, Permits, & Agreements Section

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at Michigan.gov/MDOT-ADA.

Purpose

This guide will assist you in delegating your business to other users with the option of full or limited access. Refer to the definitions of each.

Full Access — Allows users with delegated authority to perform the same update functions as the main profile account.

Limited Access — Allows users read only access to the business profile information (address info, delegate info). As well as the ability to pay for transactions in the shopping cart.

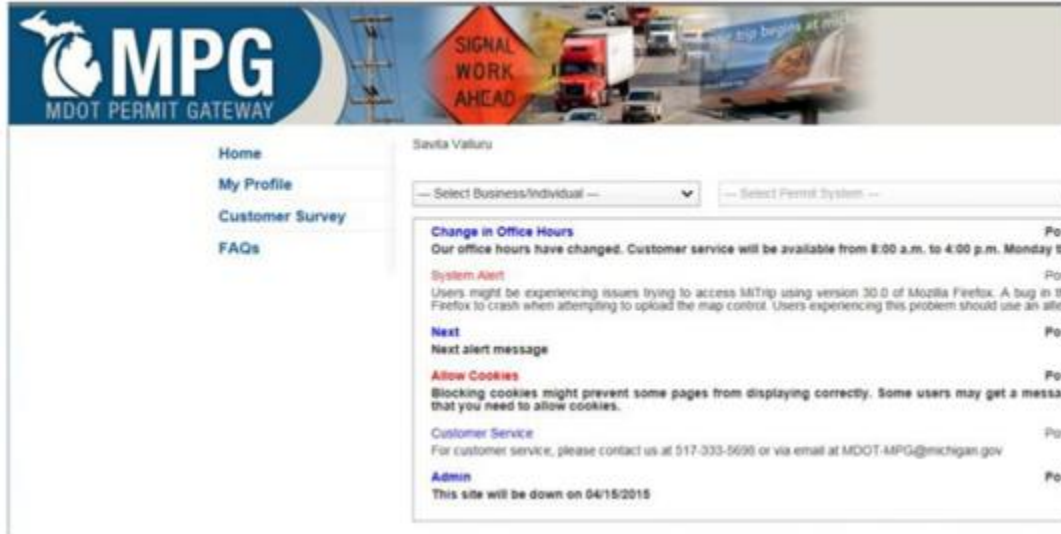
Special Notes

- MPG — MDOT Permit Gateway
- SSO - Single Sign-On System
- The main profile user must provide a valid email address for the delegate user. MPG will provide a suggested email in the drop down if the delegate user has an existing SSO account.
- If the delegate user has an existing SSO login, MPG will auto-populate the first name and last name fields.
- There is no limit to the number of delegates a user can assign to their MPG account.
- At least 1 user with full access must remain within the delegate authority — The user is not allowed to change the only user with full access to limited access.

Attention Permit Services: Please do not add customer businesses to your MPG Profile. You only need one MPG Profile account to access the permit system (MiTRIP). Then, you can do a "Hauler Look-up" to locate your customer's information in MiTRIP and order permits on their behalf. (The hauler does need to have an existing profile in MiTRIP and/or MPG.)

Steps

1. Login to your MPG account at the website <http://www.michigan.gov/mdotmpg>. Click on "My Profile."



2. Select the business you would like to delegate authority to.



3. Click on the tab for "Delegate Authority", then click "Create/Add Delegate."

The screenshot shows the MPG MDOT Permit Gateway interface. The user is logged in as Savita Valluru. The 'Delegate Authority' tab is selected, and the 'Create/Add Delegate' button is visible. Below it is a table with the following data:

First Name *	Last Name	Access	Status
Savita	Valluru	Full	Active

Below the table is a 'List of Business/Individual' section with a table of business and individual profiles:

Business/Individual Name	Address	Phone Number
SaviKarth Valluru	3900 APPLEORCHIVE LN, LANSING, MI, USA 48911-6180	(517) 335-1235
SaviKal Valluru	3125 PINETREE RD, LANSING, MI, USA 48911-4244	(517) 335-1235
SaviKal Valluru	3806 WILLOUGHBY RD, HOLT, MI, USA 48942-9420	(517) 222-3333
Canadian Address	330 Sparks Street, Tower C, 18th Floor, Ottawa, ON, CAN K2E 7M9	(214) 606-5487

4. Enter the delegate's information as required and select the "Delegate Access Level" based on the information on page one. During delegation, the email address entered is case sensitive. Enter in the delegate's information as required (delegate's email address must match the email address associated with their MiLogin user ID) and select the "Delegate Access Level" based on the information on page one.

The screenshot shows the 'Add Delegate' form in the MPG MDOT Permit Gateway interface. The form fields are filled with the following information:

- Email:** redbud1742@gmail.com
- Verify Email:** redbud1742@gmail.com
- First Name:** Jessica
- Last Name:** Stevens
- Delegate Access Level:** Full

The 'Save' button is highlighted in blue. Below the form is a 'Delegate Authority List' table with the following data:

First Name *	Last Name	Access	Status
Savita	Valluru	Full	Active

5. Click "Save."

Note: The user you have added will receive a confirmation email. They will have to sign into or create their own MiLogin account before accessing MPG.

The screenshot shows the MPG MDOT Permit Gateway interface. At the top left is the MPG logo. A navigation menu on the left includes Home, My Profile, Customer Survey, and FAQs. The user's name, Savita Valluru, is displayed at the top right. Below the navigation, a green banner with a checkmark icon states: "A Business/Individual Delegate request is submitted successfully." Below this banner, there are tabs for "Profile Details" and "Delegate Authority". The "Delegate Authority" tab is active, showing a "Delegate Authority List" with a "Create/Add Delegate" button. The list contains two entries:

First Name	Last Name	email	Access	Status	Delete
Savita	Valluru	vallurus679@yahoo.com	Full	Active	
Jessica	Stevens	redbud1742@gmail.com	Full	Pending	

At the bottom of the list, it shows "Page 1 of 1" and "View 1 - 2 of 2".

6. The delegate user will log into MPG with their own User ID, they will notice the business that was delegated to them in the drop-down on their "Home" screen. The status on the delegate page will also change from "Pending" to "Active."

The screenshot shows the MPG MDOT Permit Gateway interface from the perspective of a delegate user. The MPG logo is at the top left. The navigation menu on the left includes Home, My Profile, Customer Survey, and FAQs. The user's name, Savita Valluru, is displayed at the top right. Below the navigation, there are two dropdown menus: "Select Business/Individual" and "Select Permit System". Below these menus, there is a list of system messages:

- Change in Office Hours** - Posted: Our office hours have changed. Customer service will be available from 8:00 a.m. to 4:00 p.m. Monday through Friday.
- System Alert** - Posted: Users might be experiencing issues trying to access MiTrip using version 50.0 of Mozilla Firefox. A bug in this version of Firefox to crash when attempting to upload the map control. Users experiencing this problem should use an alternate browser.
- Next** - Posted: Next alert message
- Allow Cookies** - Posted: Blocking cookies might prevent some pages from displaying correctly. Some users may get a message in that you need to allow cookies.
- Customer Service** - Posted: For customer service, please contact us at 517-330-5036 or via email at MDOT-MPG@michigan.gov
- Admin** - Posted: This site will be down on 04/15/2015

Once the delegated user is in their MPG page they will select the Business/Individual drop down menu and select the business that has been delegated to them. Select the Permit System drop down and select the type of permit you are applying for.

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