

Business/Individual – Delegate Business Authority for MPG

This guide will assist you in delegating your business to other users with the option of full or limited access. See below for 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.

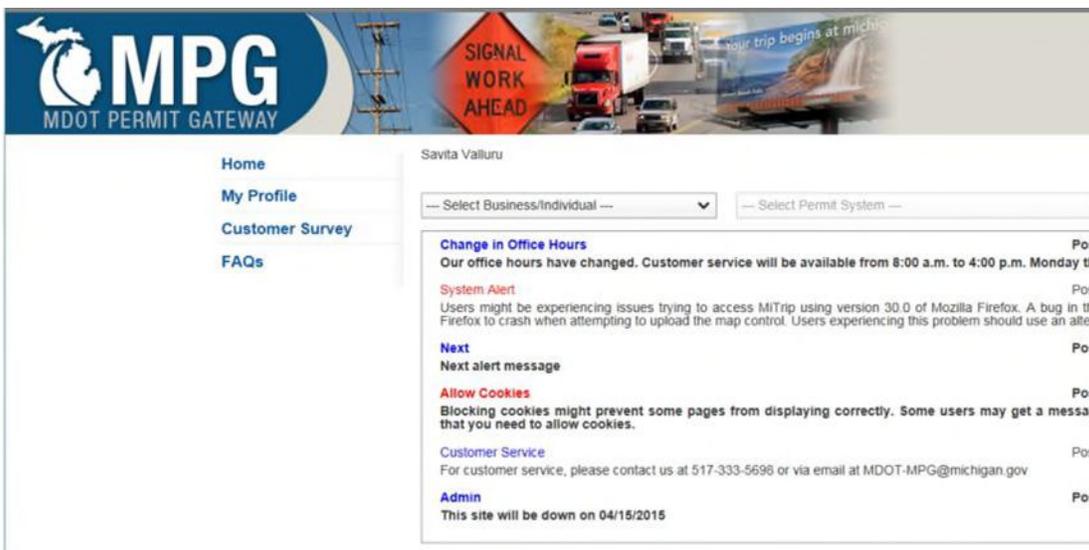
Special Notes:

- 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)

To add a delegate user to your existing business profile:

Login to your MPG account at the website <http://www.michigan.gov/mdotmpg>.

Click on “My Profile”



The screenshot displays the MPG MDOT Permit Gateway website. At the top left is the MPG logo. The header banner includes a "SIGNAL WORK AHEAD" sign and a truck. The user is logged in as Savita Valluru. The navigation menu on the left includes Home, My Profile, Customer Survey, and FAQs. The main content area features two dropdown menus: "Select Business/Individual" and "Select Permit System". Below these are several system alerts:

- Change in Office Hours** (Pos): Our office hours have changed. Customer service will be available from 8:00 a.m. to 4:00 p.m. Monday th
- System Alert** (Pos): Users might be experiencing issues trying to access MiTrip using version 30.0 of Mozilla Firefox. A bug in the Firefox to crash when attempting to upload the map control. Users experiencing this problem should use an alter
- Next alert message** (Pos): Next alert message
- Allow Cookies** (Pos): Blocking cookies might prevent some pages from displaying correctly. Some users may get a message that you need to allow cookies.
- Customer Service** (Pos): For customer service, please contact us at 517-333-5698 or via email at MDOT-MPG@michigan.gov
- Admin** (Pos): This site will be down on 04/15/2015

Select the business you would like to delegate authority to:

Click on the tab for “Delegate Authority”, then click “Create/Add Delegate”:

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.

Click "Save":

Savita Valluru

SaviKal Valluru (#94995)

✓ A Business/Individual Delegate request is submitted successfully.

Profile Details Delegate Authority

Delegate Authority List [Create/Add Delegate](#)

Click on a Record to Edit Delegate

First Name	Last Name	email	Access	Status	Delete
Savita	Valluru	vallurus5678@yahoo.com	Full	Active	
Jessica	Stevens	redbud1742@gmail.com	Full	Pending	

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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.

When they log into MPG with their own user ID, they will see the business that was delegated to them in the drop-down on their "Home" screen:

Savita Valluru

Home

My Profile

Customer Survey

FAQs

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 1
Users might be experiencing issues trying to access MiTrip using version 30.0 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 1
For customer service, please contact us at 517-333-5698 or via email at MDTOT-MPG@michigan.gov

Admin Posted
This site will be down on 04/15/2015

The status on the delegate page will also update from "Pending" to "Active".