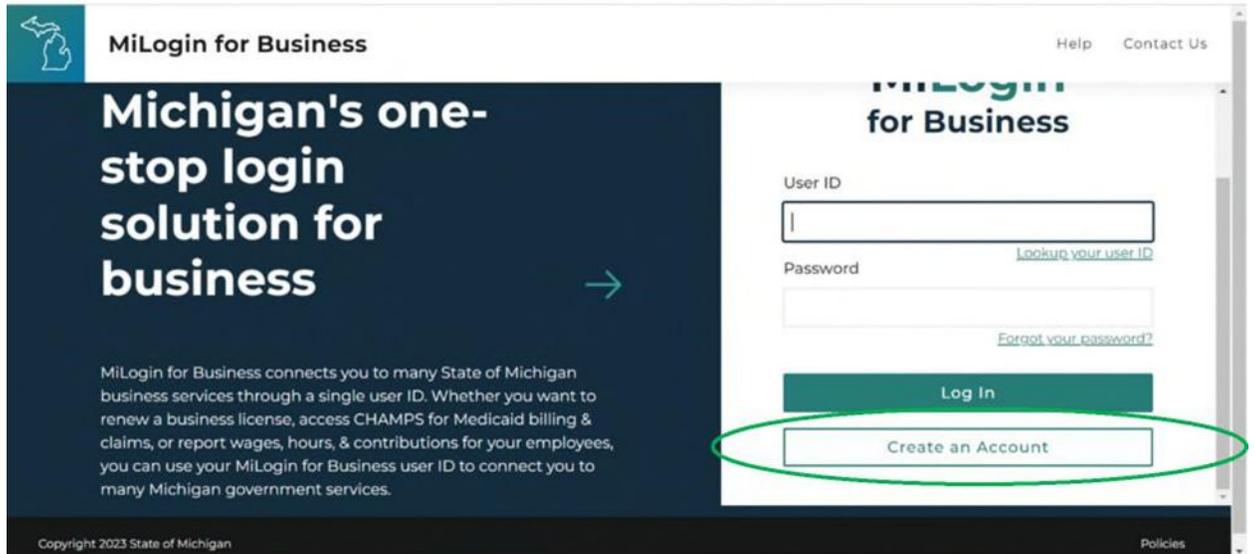
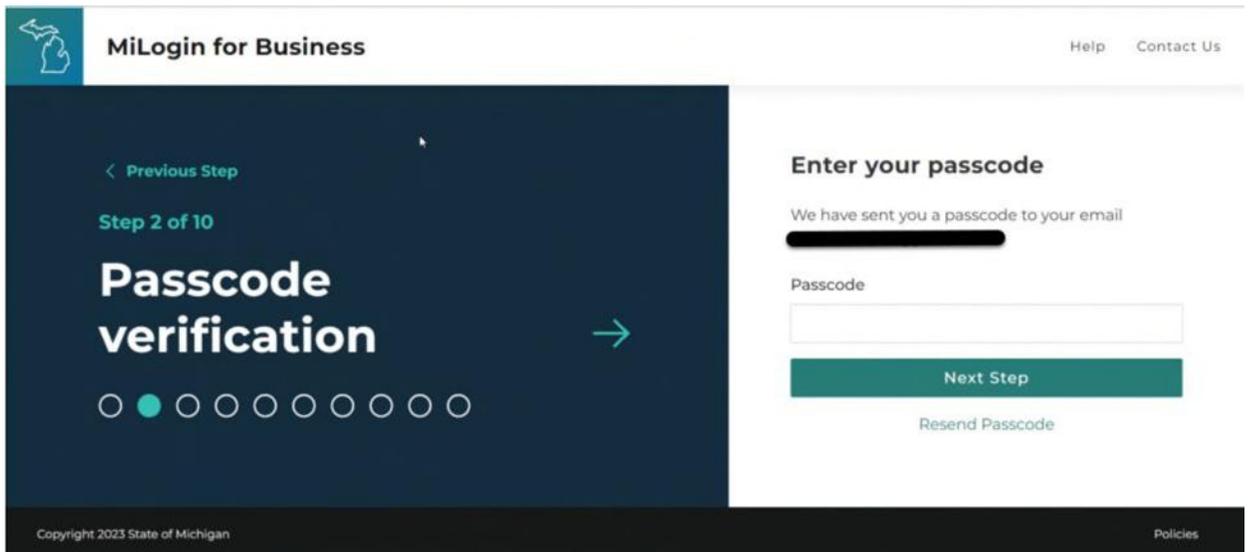


New Business/Individual User Registration for Accessing the MDOT Permit Gateway (MPG) to Obtain Oversize/ Overweight, Right-of-Way Construction and Commercial Sign Permits

1. Click on "Create an Account" to setup a new online account, visit the MiLogin for Business page at <https://milogintp.michigan.gov/>



2. Complete the verification and profile steps 2-10.



New Business/Individual User Registration for Accessing the MDOT Permit Gateway (MPG) to Obtain Oversize/ Overweight, Right-of-Way Construction and Commercial Sign Permits

3. Complete MiLogin profile information.

The screenshot shows the 'MiLogin for Business' registration interface. The header includes the Michigan state logo, the text 'MiLogin for Business', and links for 'Help' and 'Contact Us'. The main content area is split into two panels. The left panel, with a dark blue background, displays 'Step 3 of 10' and 'Profile Information' in large white text. Below this is a progress indicator consisting of ten circles, with the third circle highlighted in teal. A teal arrow points to the right. The right panel, with a white background, is titled 'Enter your information' and contains the following fields: 'First Name' (text input), 'Middle Initial (Optional)' (text input), 'Last Name' (text input), and 'Suffix (Optional)' (dropdown menu). Below these fields is a checkbox labeled 'I agree to the Terms & Conditions.' and a teal 'Next Step' button. The footer contains 'Copyright 2023 State of Michigan' on the left and 'Policies' on the right.

4. Complete MiLogin work phone verification information.

The screenshot shows the 'MiLogin for Business' registration interface for the work phone verification step. The header is identical to the previous screenshot. The main content area is split into two panels. The left panel, with a dark blue background, displays 'Step 4 of 10' and 'Work phone verification' in large white text. Below this is a progress indicator consisting of ten circles, with the fourth circle highlighted in teal. A teal arrow points to the right. The right panel, with a white background, is titled 'Enter your work phone number'. It includes a paragraph: 'Your work phone number is required for many State of Michigan services and can help us identify you and recover your account if you get locked out.' Below this is a 'Work Phone' text input field. At the bottom of the right panel is a light blue information box with an 'i' icon and the text: 'You will receive a passcode via a voice call to your phone to confirm your'. The footer contains 'Copyright 2023 State of Michigan' on the left and 'Policies' on the right.

New Business/Individual User Registration for Accessing the MDOT Permit Gateway (MPG) to Obtain Oversize/ Overweight, Right-of-Way Construction and Commercial Sign Permits

5. Complete MiLogin passcode verification.

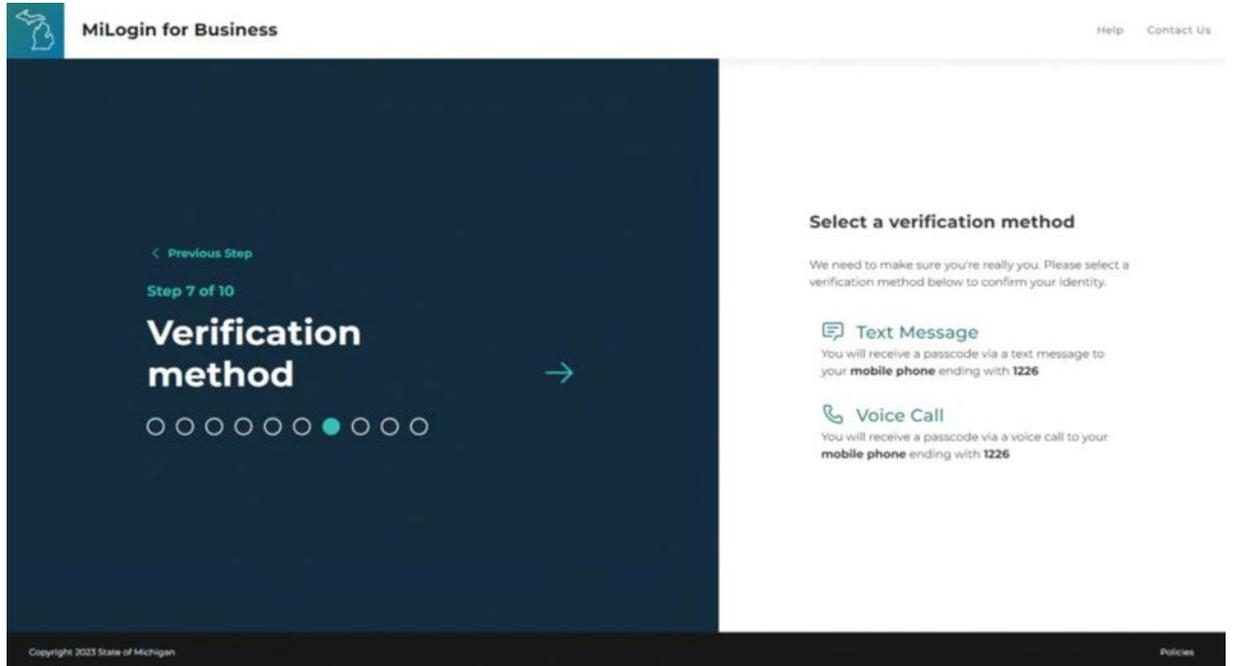
The screenshot shows the 'MiLogin for Business' interface. On the left, a dark blue sidebar contains a navigation arrow labeled 'Previous Step', the text 'Step 5 of 10', and the main heading 'Passcode verification'. Below the heading is a progress indicator with ten circles, the fifth of which is filled. A right-pointing arrow is visible. The main content area on the right has a white background and contains the text: 'We have sent you a passcode via a voice call to your work phone ending with [redacted]'. Below this is a 'Passcode' label and a text input field containing '8829 -'. A green button labeled 'Confirm Passcode' is positioned below the input field, with a 'Resend Passcode' link underneath. At the bottom of the main area, there is a link 'Can't verify work phone number?' and a button labeled 'Skip Verification'. The footer includes 'Copyright 2023 State of Michigan' and 'Policies'.

6. Complete MiLogin mobile phone verification.

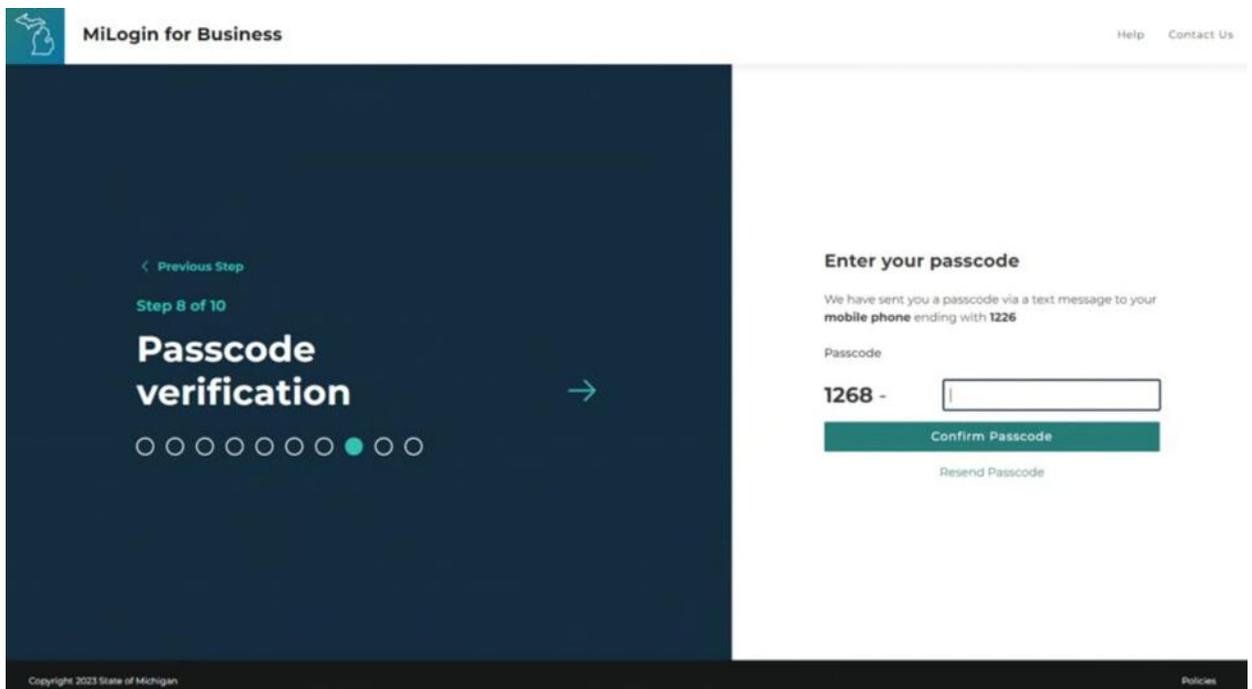
The screenshot shows the 'MiLogin for Business' interface. On the left, a dark blue sidebar contains a navigation arrow labeled 'Previous Step', the text 'Step 6 of 10', and the main heading 'Mobile phone verification'. Below the heading is a progress indicator with ten circles, the sixth of which is filled. A right-pointing arrow is visible. The main content area on the right has a white background and contains the text: 'Your mobile phone number is optional but can help us identify you and recover your account if you get locked out. We recommending adding it for account security.' Below this is a 'Mobile Phone' label and an empty text input field. A light blue information box with an 'i' icon contains the text: 'If your work phone can receive text messages, enter the phone number again to enable text message verification option.' A green button labeled 'Next Step' is partially visible at the bottom. The footer includes 'Copyright 2023 State of Michigan' and 'Policies'.

New Business/Individual User Registration for Accessing the MDOT Permit Gateway (MPG) to Obtain Oversize/ Overweight, Right-of-Way Construction and Commercial Sign Permits

7. Complete MiLogin mobile phone verification by choosing a verification method.



8. Complete MiLogin mobile phone verification by entering in the passcode sent your chosen method of verification.



New Business/Individual User Registration for Accessing the MDOT Permit Gateway (MPG) to Obtain Oversize/ Overweight, Right-of-Way Construction and Commercial Sign Permits

9. Create MiLogin user ID according to the guidelines.

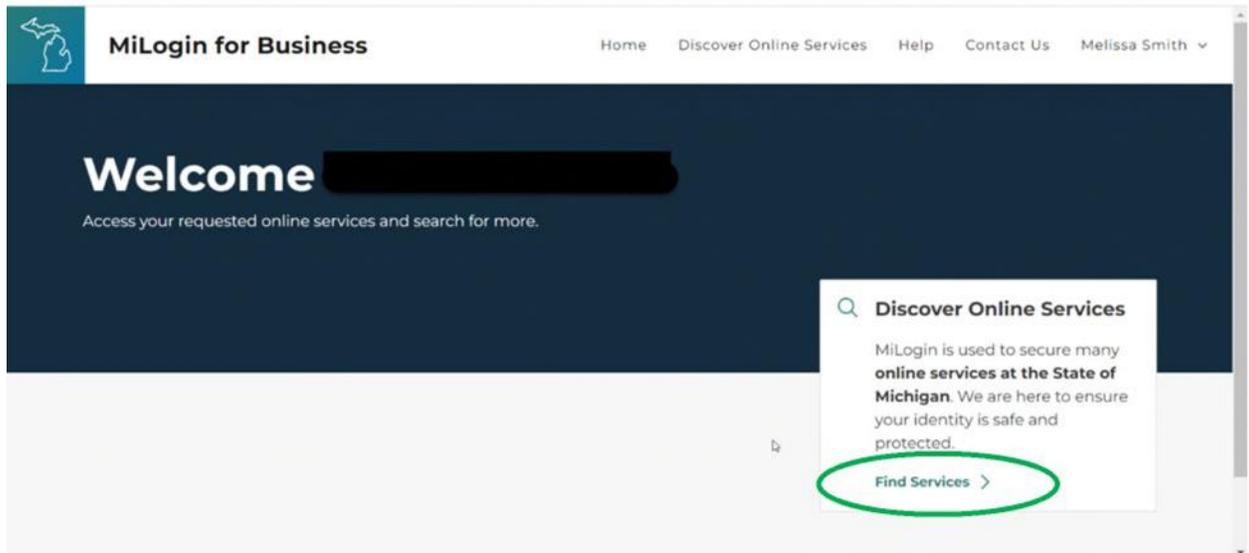
The screenshot shows the 'Create your user ID' page in the MiLogin for Business system. The page is divided into two main sections. On the left, a dark blue sidebar contains a navigation menu with a 'Previous Step' link and 'Step 9 of 10' highlighted. Below this, the text 'User ID' is displayed in large white font, followed by a right-pointing arrow and a progress indicator consisting of ten circles, with the ninth circle filled in teal. On the right, the main content area has a white background. It features the heading 'Create your user ID' and a paragraph explaining that the User ID is required for sign-in and must follow specific guidelines. Below this, the 'ID Guidelines' are listed: 'Must start with your last name and first initial', 'Must end with 4 numbers', and 'Must not contain special characters or spaces'. The first two guidelines are marked with a red warning triangle, while the third is marked with a green checkmark. A 'User ID' input field is located below the guidelines. At the bottom of the page, there is a footer with 'Copyright 2023 State of Michigan' on the left and 'Policies' on the right.

10. Create MiLogin password according to the guidelines.

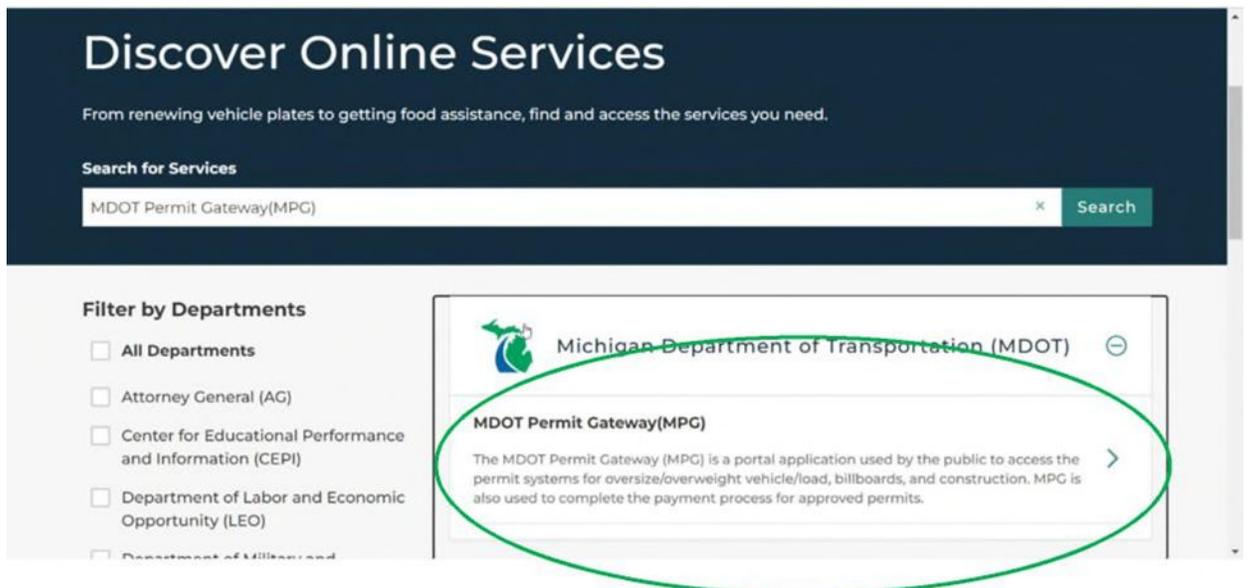
The screenshot shows the 'Create your password' page in the MiLogin for Business system. The page is divided into two main sections. On the left, a dark blue sidebar contains a navigation menu with a 'Previous Step' link and 'Step 10 of 10' highlighted. Below this, the text 'Password' is displayed in large white font, followed by a right-pointing arrow and a progress indicator consisting of ten circles, with the tenth circle filled in teal. On the right, the main content area has a white background. It features the heading 'Create your password' and a paragraph explaining that the password should be secure but also memorable. Below this, the 'Password Guidelines' are listed: 'Must be at least 8 characters in length', 'Should not be based on your User ID', 'Must contain at least one upper and lower case letters, a number, and a symbol (@#\$!-&)', and 'Confirm password must match new password'. The first three guidelines are marked with a red warning triangle, while the fourth is marked with a green checkmark. A 'Password' input field is located below the guidelines. At the bottom of the page, there is a footer with 'Copyright 2023 State of Michigan' on the left and 'Policies' on the right.

New Business/Individual User Registration for Accessing the MDOT Permit Gateway (MPG) to Obtain Oversize/ Overweight, Right-of-Way Construction and Commercial Sign Permits

11. Click on “Find Services”.

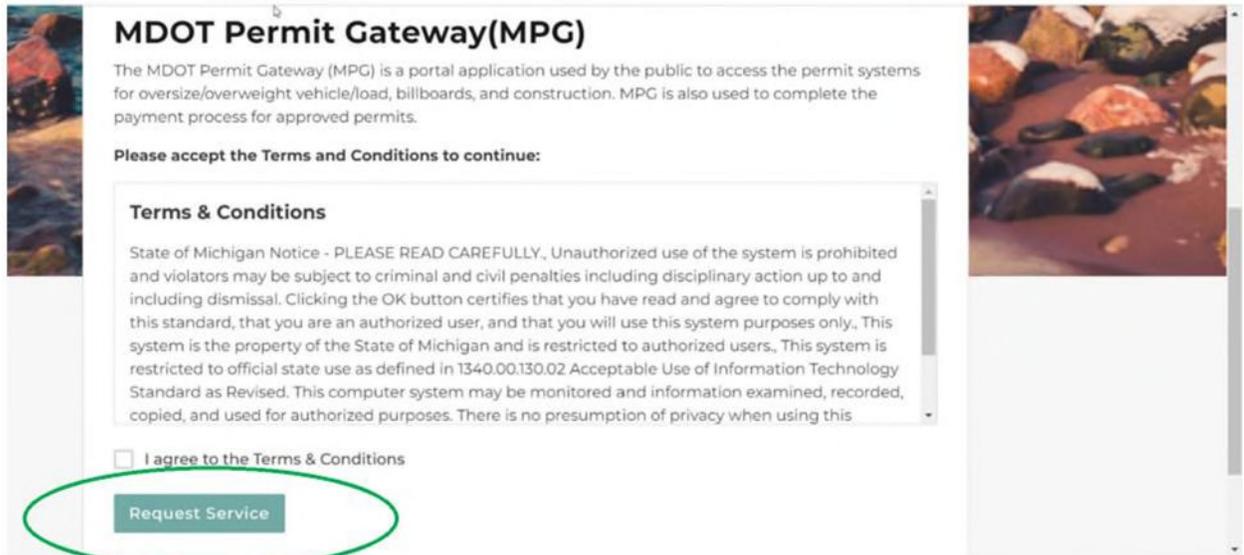


12. Type “MDOT Permit Gateway” in the search bar. Click “Search”. Once the MDOT Permit Gateway (MPG) appears (as seen below in the green circle), click on the MDOT Permit Gateway (MPG) box to proceed.

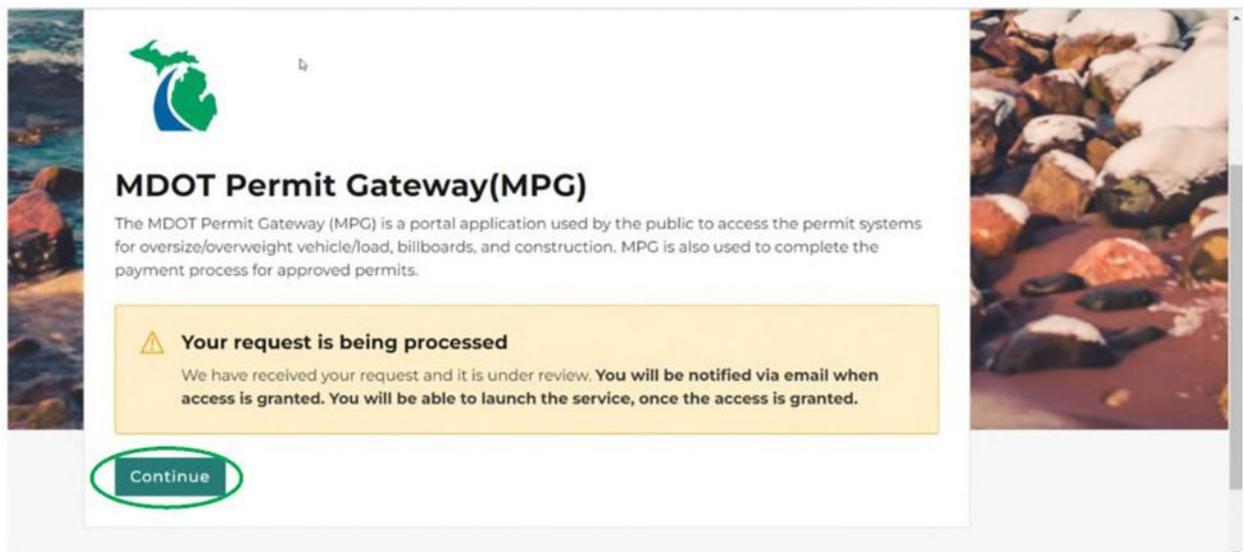


New Business/Individual User Registration for Accessing the MDOT Permit Gateway (MPG) to Obtain Oversize/ Overweight, Right-of-Way Construction and Commercial Sign Permits

13. Click in the box next to "I Agree to Terms and Conditions", then click Request Service.

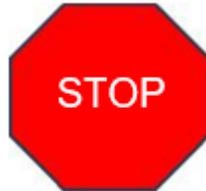
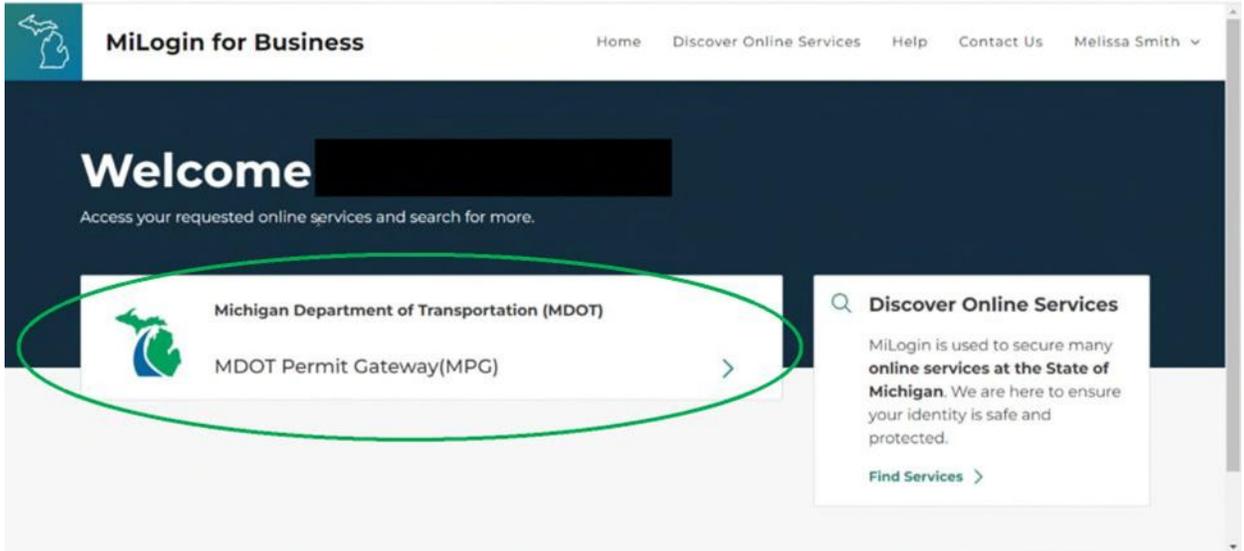


14. Click on Continue, and it will take you to your home page where you will find a link for the MDOT Permit Gateway (MPG).



New Business/Individual User Registration for Accessing the MDOT Permit Gateway (MPG) to Obtain Oversize/ Overweight, Right-of-Way Construction and Commercial Sign Permits

15. Home page with MDOT Permit Gateway (MPG) link. Click on link to proceed to MPG.



IMPORTANT: Upon entering MPG, you will either need to create a profile for the individual/business or select a profile that you have been delegated access. If your business has obtained permits from MDOT in the past you will need to be delegated access to your business's existing profile. **DO NOT CREATE A DUPLICATE PROFILE** – doing so may result in cancellation of your permit application and delay processing. If you are uncertain whether your business has an existing profile please contact MDOT-MPG@michigan.gov for assistance.

New Business/Individual User Registration for Accessing the MDOT Permit Gateway (MPG) to Obtain Oversize/ Overweight, Right-of-Way Construction and Commercial Sign Permits

16. Click on “My Profile” (as seen below in the red circle), then click on the “**Create/ Add Profile**” button (as seen below in the green circle).



17. Enter your business or individual information (the name to be listed on the permit).

Add New Profile

Profile Details [Delegate Authority](#)

* = Required Fields [User Guide for Add/Edit Business/Individual](#)

Add Business/Individual

Profile Type
 BUSINESS INDIVIDUAL

* Business/Individual Name (The name to be listed on the permit) * Phone Number

* Address Line 1 Address Line 2

* City * Country * State or Province * Postal Code

* Email * Verify Email

**Confirm that the postal code field is correct before proceeding (failure to do so may result in application errors).*

New Business/Individual User Registration for Accessing the MDOT Permit Gateway (MPG) to Obtain Oversize/ Overweight, Right-of-Way Construction and Commercial Sign Permits

18. Click “Save”.

Example User



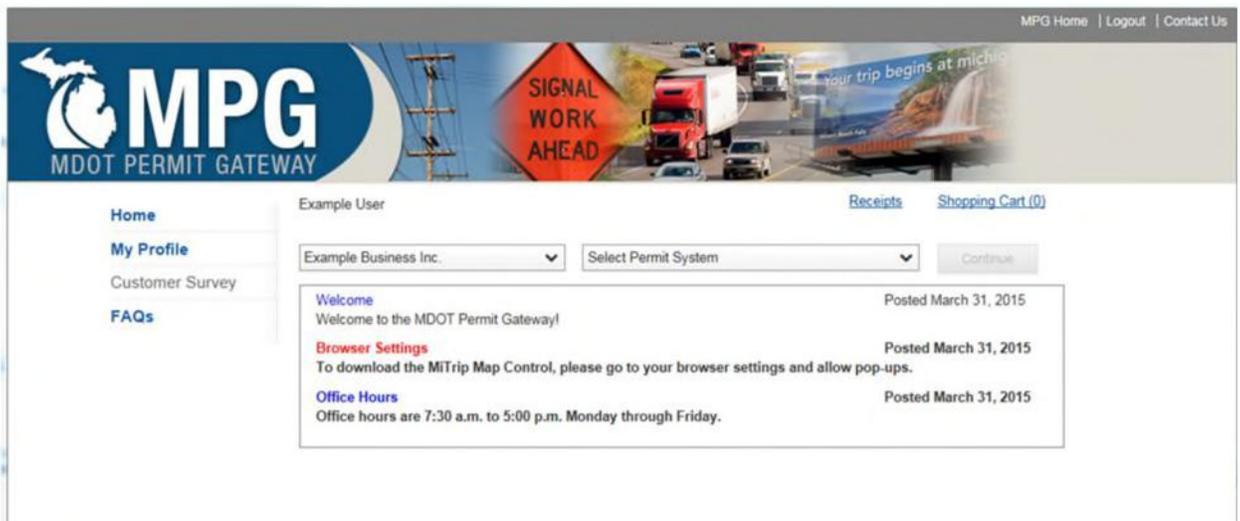
List of Business/Individual

Create/Add Profile

Click on Business/Individual Name to Edit Profile.

Business/Individual Name	Address	Phone Number	Email
Example Business Inc.	1234 Smith Lane Lansing MI USA 48910	(517) 999-9999	MPGexampleuser@gmail

19. Click the “Home” option (left side of navigation screen), this will take you to the screen below where you can select a permit system. In the *first drop down*, select the Business/ Individual profile you want to access.



New Business/Individual User Registration for Accessing the MDOT Permit Gateway (MPG) to Obtain Oversize/ Overweight, Right-of-Way Construction and Commercial Sign Permits

IMPORTANT:

Oversize/Overweight (MiTRIP) customers that are using a Permit Service to obtain their permits need to complete step 20 (below) and access the Oversize/Overweight Permitting System (MiTRIP), leave at default **“Carrier”** and click **“Submit”**. By completing this step, the Permit Service can locate your business and obtain a permit for you in the **MiTRIP** system.

20. In the *second drop down*, select the Permit System you need to access. Click on **“Continue”**, and you will be directed to the selected permit system.

The screenshot shows the MDOT Permit Gateway (MPG) website interface. The browser address bar displays "https://ssoqa.state.mi.us/ - MDOT Permit Gateway Home - Internet Explorer". The page header includes the MPG logo and navigation links: Home, My Profile, Customer Survey, and FAQs. The user is logged in as "Example User". The main content area features a registration form with two dropdown menus. The first dropdown is set to "MPG QA Business". The second dropdown, labeled "Select Permit System", is open, showing three options: "Right-of-Way Construction Permit System (CPS)", "Internet Highway Advertising Program (IHAP)", and "Oversize/Overweight Permits (MiTRIP)". The "Oversize/Overweight Permits (MiTRIP)" option is highlighted with a green circle. A "Continue" button is located to the right of the dropdown menu. A "Customer Service" link is also visible below the first dropdown.