

Michigan Transparency Network (MiTN - Portal) User Guide for Lobbyist

version 1.0



Empowering people who serve the public®



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Michigan Transparency Network (MiTN) Lobbyist User Guide

Version 1.1

Introduction

The Michigan Transparency Network (MiTN) is a web-based platform provided by the Michigan Department of State (MDOS), Bureau of Elections (BOE). It allows registered lobbyists and their agents to:

- Manage registrations.
- Submit and amend financial reports.
- Receive and review notifications, penalties, and correspondence.

This guide outlines all key processes in MiTN, providing detailed, step-by-step instructions for both new and returning users. For information on lobbying requirements, please refer to the [Lobby Disclosure page](#) at the Bureau of Elections.

Getting Started

Registering for MiTN Access

Step 1: Create a MiLOGIN Account

MiLogin connects you to all State of Michigan services through one single user ID and allows you to sign up for and connect to the MiTN application. The sign-up process for businesses and citizens is the same with the exception of the starting point.

All filers will need a citizen (personal) MiLogin or business MiLogin to access the new system. The State of Michigan recommends the following:

- Lobbyist:
 - Option 1: Utilize a Citizens MiLogin if working as an individual.
 - Option 2: Utilize a Business MiLogin if a lobbyist is firm/organization.
- Lobbyist Agent:
 - Utilize the Citizens MiLogin
- Lobby Data Entry: (NEW Role: Can input data into a report. Cannot submit/certify a report.)
 - Option 1: Citizens MiLogin if an individual.
 - Roles: Can input data into a report. Cannot submit/certify a report.
 - Option 2: Business MiLogin if a firm/firm employee.
 -

For additional information on MiLogin, visit the [MiLogin Information page](#).

1. Open a supported browser and go to:
 - Business Portal: <https://milogintp.michigan.gov/>

- Citizen Portal : <https://milogin.michigan.gov/>
2. Click **Create Account** and provide the following information:
- First name, middle name (optional), and last name.
 - Email address (used for account verification).
 - User ID and password.

The screenshot shows the Michigan MiLogin website. On the left, a dark blue banner reads "Michigan's one-stop login solution" with a right-pointing arrow. Below this, a small paragraph states: "MiLogin connects you to all State of Michigan services through one single user ID. Whether you want to renew your driver's license, file for unemployment, view your state tax return status, or apply for health benefits, you can use your MiLogin user ID to log in to Michigan government services." On the right, the login interface is displayed. It includes a "Welcome to MiLogin" heading, a "User ID or Email" input field with a "Lockout your user ID" link, a "Password" input field with a "Forgot your password?" link, a green "Log In" button, a "Create an Account" button, and a section for "Enrolled in passwordless?" with a "Log In Passwordless" button. A note at the bottom of this section says: "If you are not enrolled, login with your user ID (or email) and password and we will guide you through the enrollment steps. [Learn More](#)". The top navigation bar includes "MiLogin", "Michigan.gov/Vote", "Help", "Contact Us", and "News".

Step 2: Add MiTN to Your MiLOGIN Services

1. Log in to MiLOGIN.
2. Click **Find Services** and search for "MiTN."

Welcome Lexis Jose

Access your requested online services and search for more.

Discover Online Services

MiLogin is used to secure many **online services at the State of Michigan**. We are here to ensure your identity is safe and protected.

[Find Services.](#) >

Copyright 2024 State of Michigan [Policies](#)

3. Select MiTN from the results and open the **Service Agreement Page**.

[Back to Home](#)

Discover Online Services

From renewing vehicle plates to getting food assistance, find and access the services you need.

Search for Services

Michigan Transparency Network (MiTN) [Search](#)

Filter by Departments

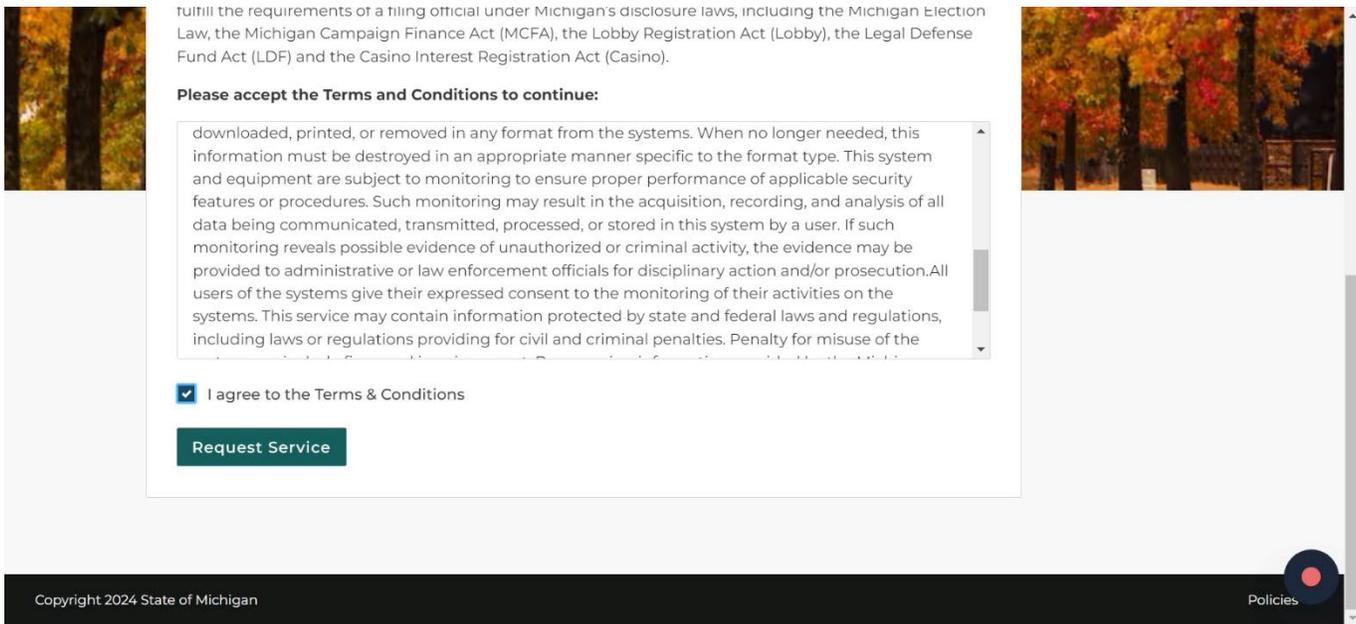
- All Departments
- Attorney General (AG)
- Center for Educational Performance and Information (CEPI)
- Department of Labor and Economic Opportunity (LEO)
- Department of Military and Veteran's Affairs (DMVA)

 **Michigan Secretary of State (SOS)** [-](#)

Michigan Transparency Network (MiTN)

The Filing, Disclosure and Compliance Division (FDC) of the Bureau of Elections (BOE) uses this system to fulfill the requirements of a filing official under Michigan's disclosure laws, including the Michigan Election Law, the Michigan Campaign Finance Act (MCFA), the Lobby Registration Act (Lobby), the Legal Defense Fund Act (LDF) and the Casino Interest Registration Act (Casino). [>](#)

4. Read the terms and conditions, check the agreement box, and click **Request Service**.



5. Once approved, you can launch MiTN from your MiLOGIN dashboard.

Note: As a one-time activity, you will need to click the confirmation to create account when redirected to MiTN.

For assistance with MiLogin, please call the MiLogin help desk:
The MiLogin help desk: 877-932-6424 (then choose Option #5)

Navigating MiTN

Dashboard Overview

After logging in, you will land on the **Lobby Landing Page**. This page provides:

- A list of your associated lobbyists or agents.
- Quick navigation to key sections like filings, registrations, and addresses.
- Access to system notifications and correspondence from the BOE.

My Lobby Records

Show entries Search:

Lobby ID	Lobby Type	Lobby Name	Lobby Active Date	Termination Date	Status
No records found for the criteria entered.					

Showing 0 to 0 of 0 entries Previous Next

Request Access/Create New Lobby



Key Buttons:

- **Home:** Redirects you to the MiTN portal homepage.
- **Request Access/Create New Lobby:** Allows you to request access to an existing lobbyist or create a new registration.

Core Functions and Step-by-Step Instructions

Requesting Access

Access an Existing Lobbyist Registration

1. From the **Lobby Landing Page**, click **Request Access/Create New Lobby**.
2. Select **Yes** to "Has the Lobby Registration for your Lobby been previously submitted?"
3. Enter the first three characters of the individual or organization's legal name in the search field.
4. Select the correct record from the results.
5. Click **Save and Next**

Has the Lobby Registration for your Lobby been previously submitted?

Lobby Lookup

Previous
Save and Next
Exit

6. Choose your role:
 - **Lobby Registrant:** Full access to file and certify reports.
 - **Data Entry User:** Limited access to assist with filings.
7. Step through the process by clicking Save and Next until you get to the end.
8. Verify your information, check the certification box, then click **Submit**.

The screenshot shows a light gray rectangular area containing a white rounded rectangle with a certification statement. Below this are three buttons: 'Previous' (light gray), 'Submit' (green), and 'Exit' (dark gray).

I CERTIFY THAT ALL REASONABLE DILIGENCE WAS USED IN THE PREPARATION OF THE ABOVE FORM, AND THE CONTENTS ARE TRUE AND ACCURATE, TO THE BEST OF MY KNOWLEDGE.

Previous Submit Exit

- Once submitted, the BOE will review the access request and either approve or deny. In the event of a denial, a reason will be emailed to the email address provided.

Create a New Lobbyist Registration

1. From the **Lobby Landing Page**, click **Request Access/Create New Lobby**.
2. Select **No** to "Has the Lobby Registration for your Lobby been previously submitted?"
3. Enter the following details:
 - Lobbyist type: Lobbyist or Lobbyist Agent.
 - Name, active date, Fiscal Date range and registration date.
 - Address (mailing, business, or residential).
 - Authorized signatory (for organizations).
4. Select the role for which you are requesting access.
5. Submit the information to generate the registration. You will now be taken back to the Lobby landing page and see your Lobby in pending review.

Note: Lobbies in this status will be read only until reviewed by the BOE.

Role:

Last Name: Requestor First Name: New Middle Name:

Street 1:

City: State: Zip Code:

Email: lexis.training@yopmail.com Phone: Phone Extension:

Submitting Financial Reports

Step 1: Add a New Filing

1. Navigate to the **Filings** tab and click **Add New Filing**.
2. Select **Financial Report** as the document type.
3. Choose the appropriate document name (e.g., "Summer Financial Report").
4. Enter the statement year and the date the report is being submitted.

Michigan Transparency Network (MiTN) Michigan.gov SOS Elections [Log Out](#)

Current Role: Lobby Registrant

Welcome Data Entry, Lobby

[Addresses](#) [Employees](#) **[Filings](#)** [Registrations](#) [View Notifications](#) [View/Pay Fees](#)

Show entries Search:

Sequence Number	Document Type	Document Name	Date Due	Date Received	Refers to Seq No	Requested Termination Date
24-005024	Financial Report	Summer Financial Report	08/31/2024	06/13/2024		
24-005023	Financial Report	Summer Financial Report	08/31/2024	06/13/2024		
24-004997	Financial Report	Summer Financial Report	08/31/2023	07/03/2024		
24-004996	Financial Report	Summer Financial Report	08/31/2023	07/03/2024		
24-004790	Financial Report	Summer Financial Report	08/31/2023	07/03/2024		
24-004559	Financial Report	Winter Financial Report	01/31/2024	06/13/2024		
24-004558	Amended Financial Report	Summer Financial Report	08/31/2024	06/13/2024		

Showing 1 to 7 of 7 entries Previous Next



Document Type:	<input type="text" value="Financial Report"/>
Document Name:	<input type="text" value="Summer Financial Rep"/>
Filing Method:	<input type="text" value="Internet"/>
Date Received:	<input type="text" value="12/09/2024"/>
Statement Year:	<input type="text" value="2024"/>
Requested Termination Date:	<input type="text"/>

Step 2: Enter Expenditures

1. Indicate if lobbying activity occurred during the reporting period:
 - Select **Yes** to enter lobbying activity details and expenditures.
 - Select **No** if no lobbying activity occurred.
2. If **Yes**, provide:
 - Descriptions of lobbying activities.
 - Expenditure details, including:
 - Food and beverage for public officials.
 - Mass mailings and advertising.
 - Other lobbying expenditures.
3. Click **Save and Next**.

Michigan Transparency Network
The Office of Secretary of State Jocelyn Benson

MITN Public Search Michigan.gov Secretary of State Elections [Log Out](#)

Engaged in Lobbying Activity:

Lobbying Activity Description:

Itemized Expenditures Attached:

Report Submitted Date:

Mass Mailings and Advertising:	<input type="text" value="0.00"/>	Mass Mailings and Advertising YTD:	100000.00
Food and Beverage for Public Officials:	<input type="text" value="0.00"/>	Food and Beverage for Public Officials YTD:	10000.00
All Other Lobbying Expenditures:	<input type="text" value="0.00"/>	All Other Lobbying Expenditures YTD:	1000.00
Total Lobbying Expenditure:	<input type="text" value="0.00"/>	Total Lobbying Expenditure YTD:	111000.00

[Previous](#) [Save and Next](#) [Exit](#)

Step 3: Enter Itemized Expenditures

1. Click on **Add Itemized Expenditures**

Itemized Expenditures for '2024 Winter Financial Report'

Show entries Search:

Expenditure Type	Public Official	Amount
No records found for the criteria entered.		

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

[Add Itemized Expenditure](#)

2. In the popup select:
 - o Expenditure type. Depending on type selected, different entry options will appear

Lobby Itemized Expenditures Table

Expenditure Type:

Parties Involved:

Public Official:

Purpose and Description:

Expense Date:

Amount:

3. Click **Save**.
4. Repeat the process until all Itemized Expenditures have been added.
5. Click **Save and Next**
6. Check the certification box and click **Submit**.

Note: The buttons on this page have the following functions:

- **Previous** will go back
- **Save and Next** will advance you to certification
- **Exit** will save as draft and allow you to come back to the filing
- **Cancel** will abandon the filing

Step 4: Certify and Submit the Report

1. Review the report details for accuracy.
2. Check the attestation box to certify the report.
3. Click **Submit**. Once submitted, the report will be read-only unless amended.

Amending Financial Reports

1. Open the submitted financial report from the **Filings** tab.
2. Click **Amend Filing**.
3. Update the required fields (e.g., expenditures or statement year).
4. Save your changes, re-certify the report, and click **Submit**.

24-011079

Sequence Number: 24-011079
 Document Type: Amended Financial Report
 Document Name: Summer Financial Report
 Date Due: 08/31/2024
 Date Received: 06/13/2024
 Refers to Seq No: 24-005024
 Requested Termination Date:

[Amend Filing](#)

Managing Registrations

Viewing and Amending Addresses

1. Navigate to the **Registrations** tab.
2. View the list of registered Lobbies associated with your lobbyist profile.
3. To update an address, click **Amend Registration**.

Welcome Jose, Lexis

Addresses Employees Filings **Registrations** View Notifications View/Pay Fees

Show entries Search:

Sequence Number	Document Type	Document Name	Date Due	Date Received	Refers to Seq No	Requested Termination Date
0001173	Lobby Registration	Lobby Registration	12/13/2024	12/10/2024		

Showing 1 to 1 of 1 entries (filtered from 4 total entries) Previous Next

[Amend Registration](#)

Adding Employees

1. Go to the **Employees** tab.
2. Click **Add New Employee**.
3. Enter the following details:
 - Employee's name and contact information.
 - Associated organization or individual.
4. Save the record to finalize the addition.

Terminating a Registration

1. File a **Termination Financial Report**:
 - Include the requested termination date.
 - Submit a completed report covering the period up to the termination date.
 2. Until the termination is processed, continue filing reports as required by law.
 3. Review any penalties or fees to ensure compliance.
-

Tips for Effective Use of MiTN

Deadlines and Compliance

- **Financial Reporting:** Reports are due January 31 and August 31.
- **Amendments:** Promptly address amendments to avoid penalties.
- **Terminations:** Submit termination requests with complete documentation.

System Features

- **Notifications:** Review alerts for late fees, errors, or requests for clarification.
 - **Read-Only Access:** Submitted reports cannot be edited unless formally amended.
 - **Automatic Calculations:** Verify totals calculated by the system for accuracy.
-

Support and Contact Information

For assistance with MiTN, contact:

- **Phone:** 517-335-3234
- **Email:** MDOS-FinancialDisclosure@michigan.gov

For assistance with MiLogin, please call the MiLogin help desk:

- **The MiLogin help desk:** 877-932-6424 (then choose Option #5)