Utilizing MiTN for Lobbyist Filings

June 2026

INSTRUCTIONS PROVIDED BY THE MICHIGAN BUREAU OF ELECTIONS
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I 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, lobbyist agents, lobby firms, and their employees to:

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

This manual outlines key processes in MiTN, and provides instructions for both new and returning users. For information on lobbying requirements, please refer to the Lobby Disclosure page on the Bureau of Elections website.

II MiTN Access

MiTN roles

Within MiTN, there are two different system user roles which allow for different functionality.

- **Lobby Registrant**: This is the role used by lobbyists and lobbyist agents. It provides appropriate access to file and certify reports as governed by the Lobby Act and Lobbyist Registration and Reporting administrative rules.
- **Lobby Data Entry**: This role which was introduced in 2025, allows non-lobbyist employees to aid lobbyists and lobbyist agents with data entry into the MiTN system. Users with this role cannot submit or "sign" reports as governed by the Lobby Act and administrative rules.

MiLogin

MiLogin connects users to State of Michigan services through one single user ID and allows you to sign up for and connect to the MiTN application and other state services. All filers will need a citizen (personal) Milogin or business Milogin to access MiTN.

Choosing the MiLogin type

The sign-up process for businesses and citizens is the same except for the starting point.

The State of Michigan recommends the following:

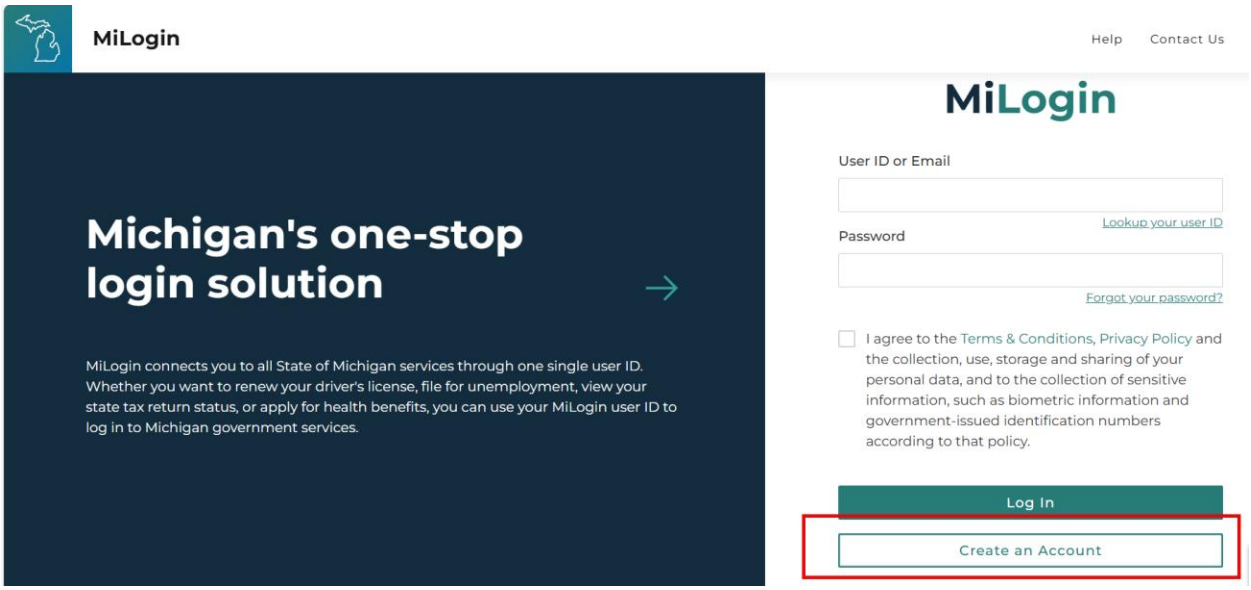
Lobbyist:
- Option 1: Utilize a Citizens MiLogin if working as an individual.
- Option 2: Utilize a Business MiLogin if a lobbyist is firm/organization.

Lobbyist Agent:
- Utilize the Citizens MiLogin.

Lobby Data Entry:
- Option 1: Citizens MiLogin if an individual.
- Option 2: Business MiLogin if a firm/firm employee.

Creating a MiLogin account

1. To create your MiLogin Account, open a supported browser[1] and go to:
    - Business Portal: https://milogintp.michigan.gov
      OR
    - Citizen Portal: https://milogin.michigan.gov



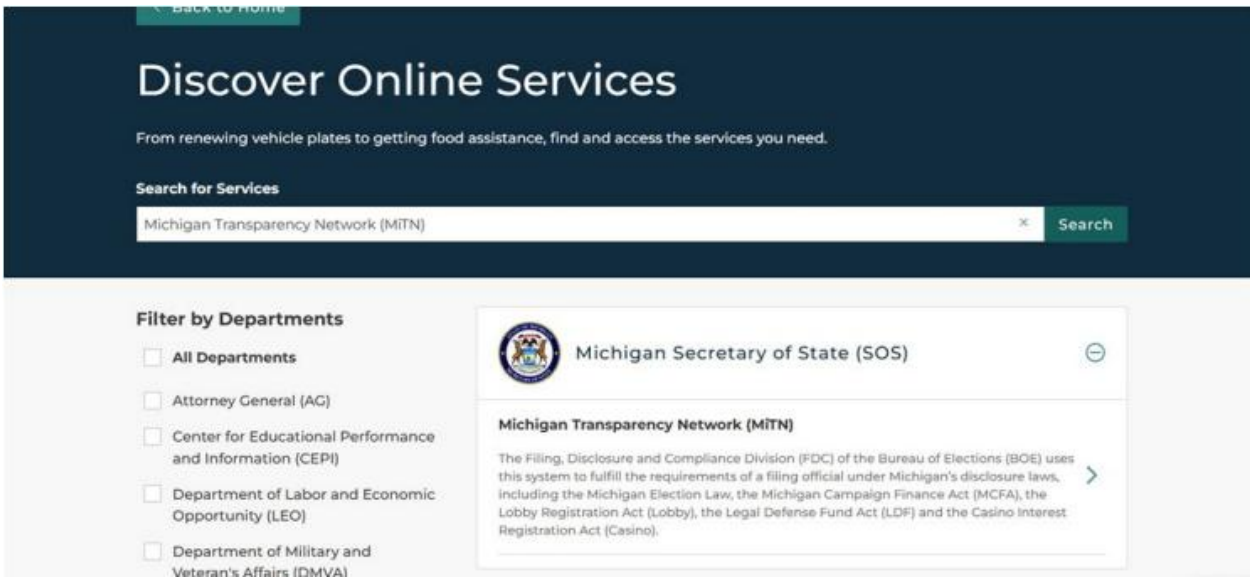
2. Click Create Account and provide the following information:

    - Email address (used for account verification)
    - First name, middle name (optional), and last name
    - User ID and password

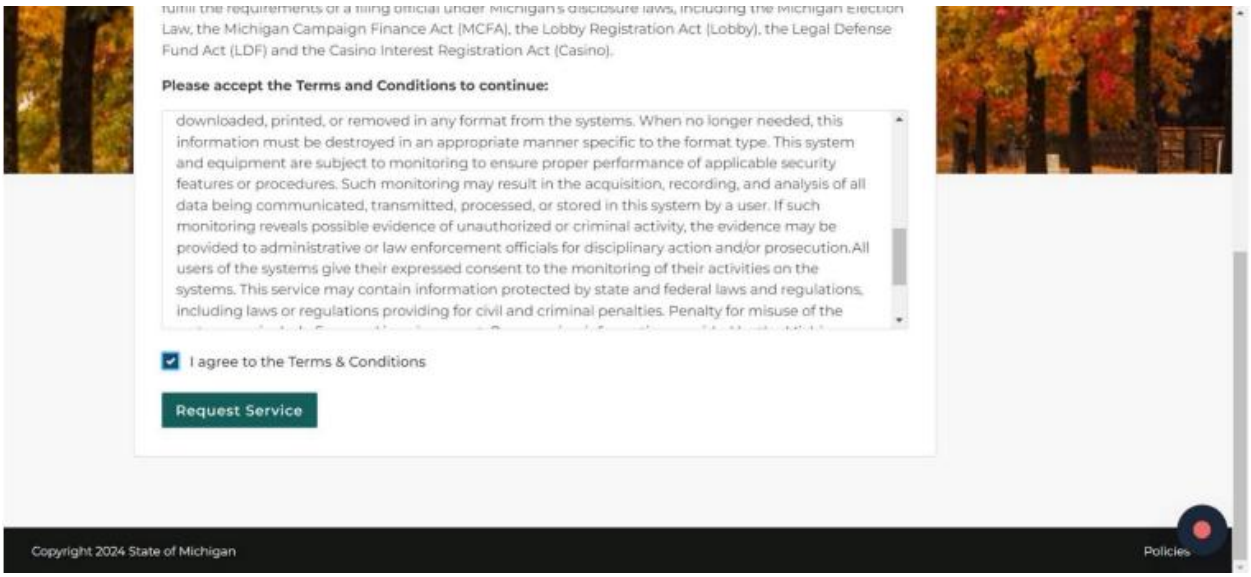
Add MiTN to Your MiLogin Services

1. Log in to MiLogin.
2. Select Find Services and search for "Michigan Transparency Network (MiTN)"

[1] Supported browsers include: Google Chrome, Microsoft Edge, Apple Safari, and Mozilla Firefox.



3. Select **MiTN** from the results and open the Service Agreement Page.
4. Read the terms and conditions, check the agreement box, and select **Request Service**.



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

For assistance with MiLogin, please call the BOE help desk at **(800) 292-5973** and select the prompt for MiLogin assistance.

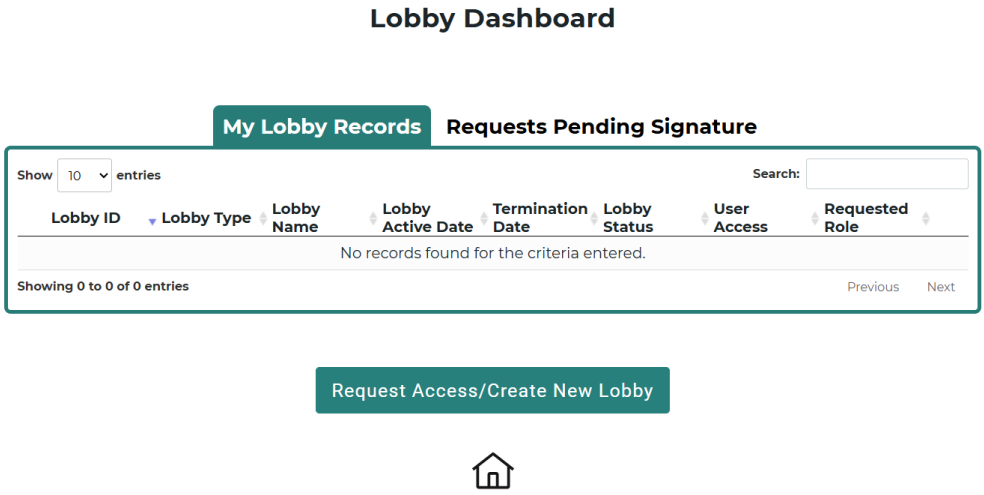
III Registration as a Lobbyist/ Lobbyist Agent

Dashboard overview

After logging in, users are presented with all of the applications available to them, including the lobby module. As a lobby user, you will select the **lobby module.**

From the lobby module, you will be able to:

- Access and manage your registration.
- Access and/or manage any other registrations to which you have been given access.
- Access system notifications and correspondence from the BOE.
- Access and pay any assessed fees.

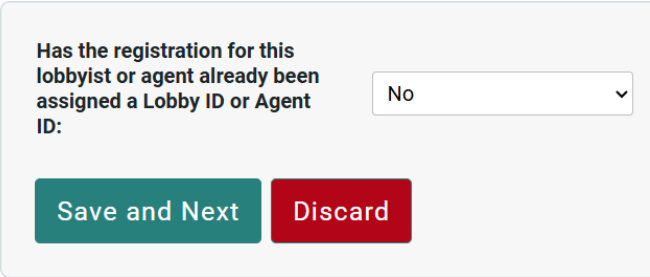


Key Buttons:

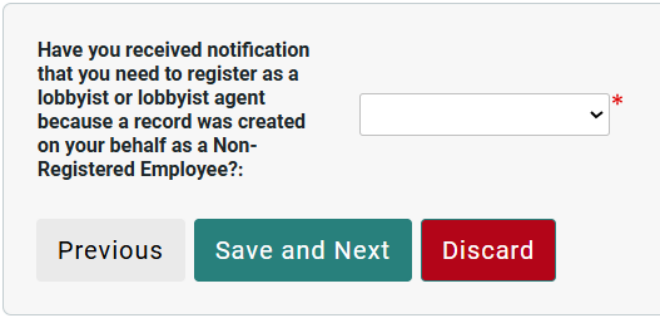
- **Home**: Redirects you to the MiTN portal homepage.
- **Request Access/Create New Lobby**: Allows you to request access to an existing lobbyist or create a new registration.

Creating a new registration

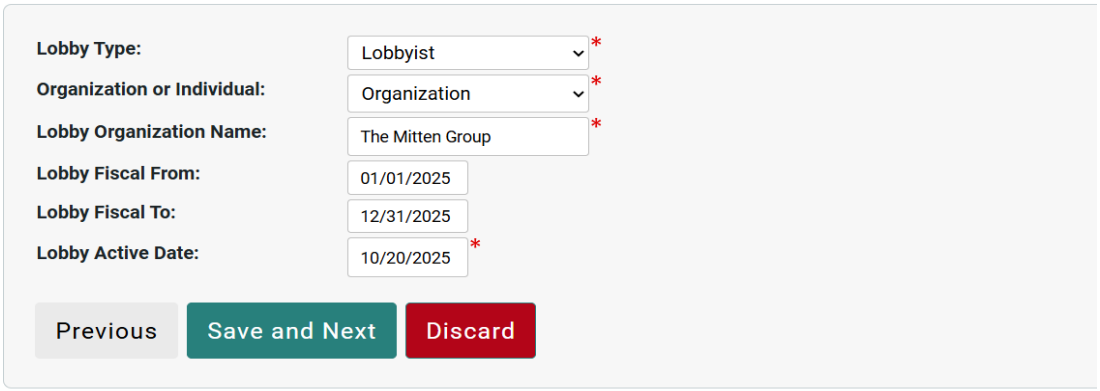
1. From the Lobby Landing Page, select **Request Access/Create New Lobby**.
2. Select **No** to the question "Has the Registration for this lobbyist or agent already been assigned a Lobby ID or Agent ID?"



3. Answer the question "Have you received notification that you need to register as a lobbyist or lobbyist agent because a record was created on your behalf as a Non-Registered Employee?"

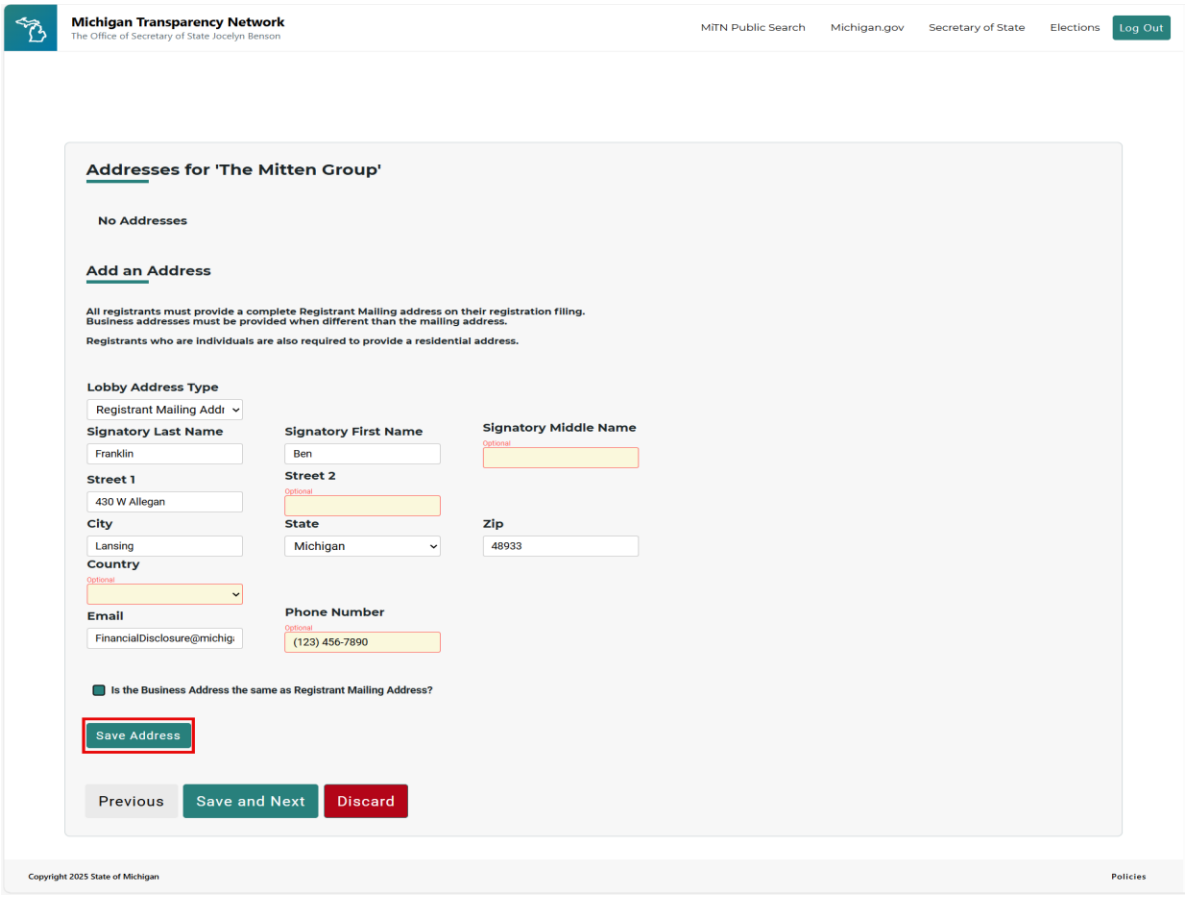


4. If you answered **No** to the previous question, you will need to provide the required information and continue through the process by selecting **Save and Next** until you get to the end.

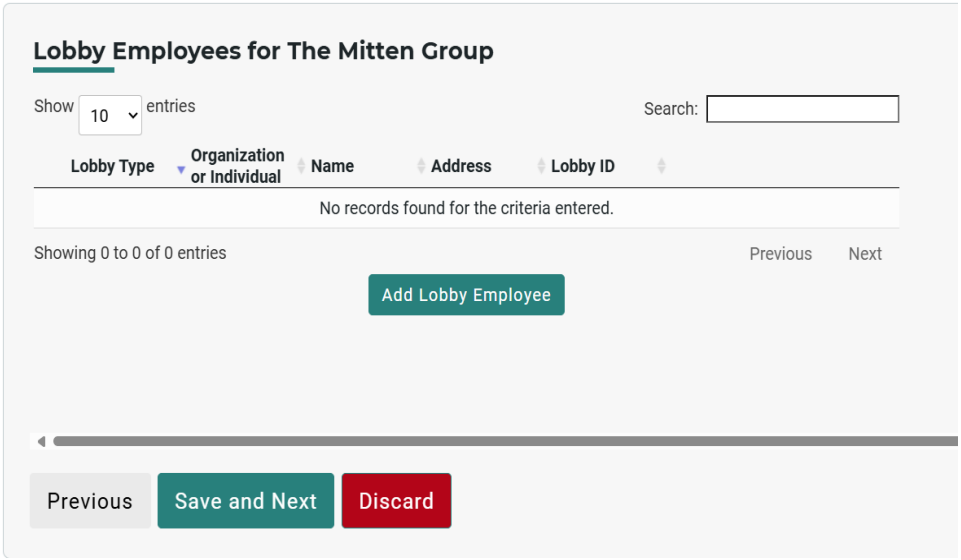


1. Start by selecting your lobby role.
    - Choose the role of lobbyist if you or your organization will be lobbying on behalf of your/it's interests or compensating others to do so.
    - Choose the role of lobbyist agent if you or your organization will be lobbying on behalf of another person or organization's interests.
2. Indicate whether the registrant is an organization or individual.
3. Enter the registrant's name.
4. The lobbyist fiscal year (if the registrant is a lobbyist)
    - The year will default to January 1st through December 31st of the current year. This can be changed if needed. This is not required for lobbyist agents.

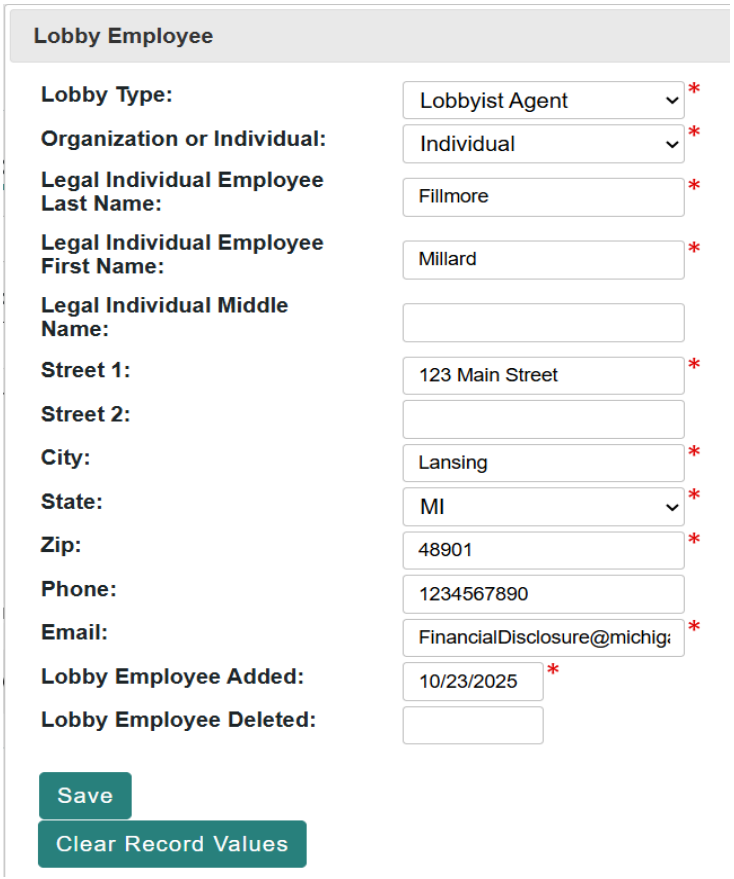
5. All registrants must designate their Lobby Active Date. This is the date on which the registrant met the statutory thresholds in the Lobby Act. If a future date is designated, it must be the date on which the registrant expects to meet these thresholds.
6. Once all information has been entered, select **Save and Next**.



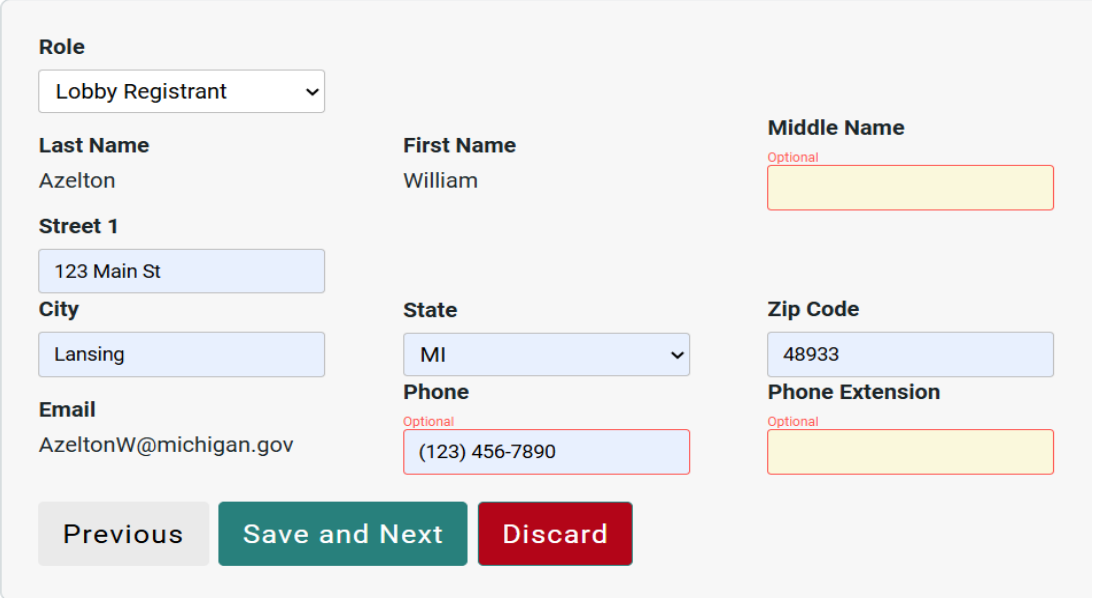
Next, you will enter in the registrant's address information. Select each type from the "Lobby Address Type." The registrant's mailing address will house the name of the Authorized Signatory. **Registrants who are individuals must serve as their own signatory.** Organizations can designate any person to be their signatory. If the information is the same for more than one address type, use the checkbox below the Email Address to indicate this. Once the information for a given address type has been entered, select "Save Address." This will appear at the top of the screen. Note that individuals must also disclose their residential address. Once all addresses have been entered, **select Save and Next**.



On the next screen, you will enter the information for any individuals or organizations which this registrant will employ for lobbying purposes. To begin, select "Add Lobby Employee" and enter the information into the window which appears. Select "Save."

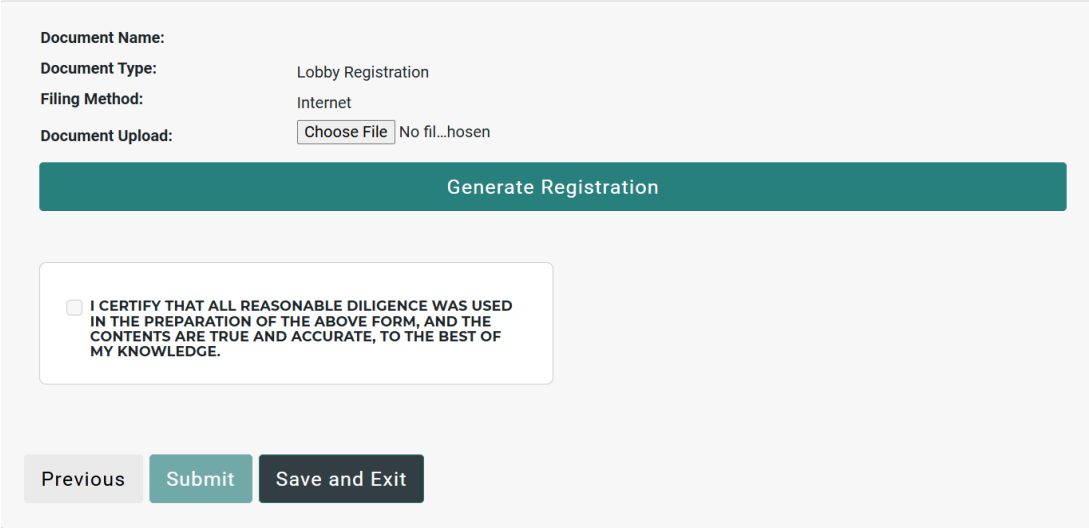


Once you have entered and saved the employee information, it will appear on the main employee's screen. Select **Save and Next** when all employees have been entered.



On the next screen, you will select your role with this registrant. You can select either Lobby Registrant or Lobby Data Entry. The registrant role is restricted based on your relationship to the registrant. **If the registrant is an individual, only that individual can have the registrant access role.** If the registrant is an organization, then the following people can have the registrant access role: 1) the organization's signatory, 2) an individual lobbyist agent which the organization directly lists as an employee, 3) the signatory for a lobbying firm which the organization lists as an employee, or 4) a lobbyist agent listed as the employee of a lobbying firm which the registrant organization directly lists as an employee.

After choosing the proper access role, enter your mailing address in the provided fields, then select **Save and Next**.



On the final screen, you will upload a signed registration form and then certify and submit the registration. Selecting "Generate Registration" will generate a registration form with the information you entered. This may be downloaded, printed, signed, scanned in, and uploaded using the "Choose File" button. Alternatively, you may prepare, sign and scan a lobby registration form ahead of time to upload with the new registration. Be sure that the registrant's signatory physically signs the registration form with a "wet" signature. **Digitally generated signatures cannot be accepted on any lobby forms**.

Once a signed registration form has been uploaded, select the "I Certify…" box and then select "Submit." Submitted registrations will appear under "My Lobby Records" on your dashboard. If you wish to save what you have entered and complete the process later, select "Save and Exit." Saved, unsubmitted records will appear under "Requests Pending Signature" on your dashboard. The record will show as "Pending Review" once submitted with your access role as "Pending." Once Bureau of Elections staff activates the registration, it will appear as "Active."

If you answered **Yes** to the previous question of whether you received notification that you were added as a non-registered employee, enter at least the first three characters of the individual or organization's legal name in the search field. Select the correct record from the results. Select **Save and Next**. You will need to provide the required information and continue to step through the process by selecting **Save and Next** until you get to the end.

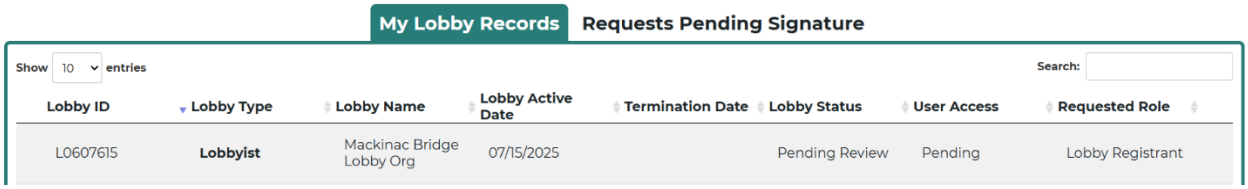
1. Choose your role:
    - **Lobby Registrant**: Full access to file and certify reports.

      A registrant access request will be required to generate the amended lobby registration form, sign the form and upload the form to the access request.
    - **Lobby Data Entry**: Limited access to assist with filings.

Note: A lobby data entry user is not able to submit ("sign") filings. The filing will go into the drafts filing tab for the registrant to access, complete and submit.

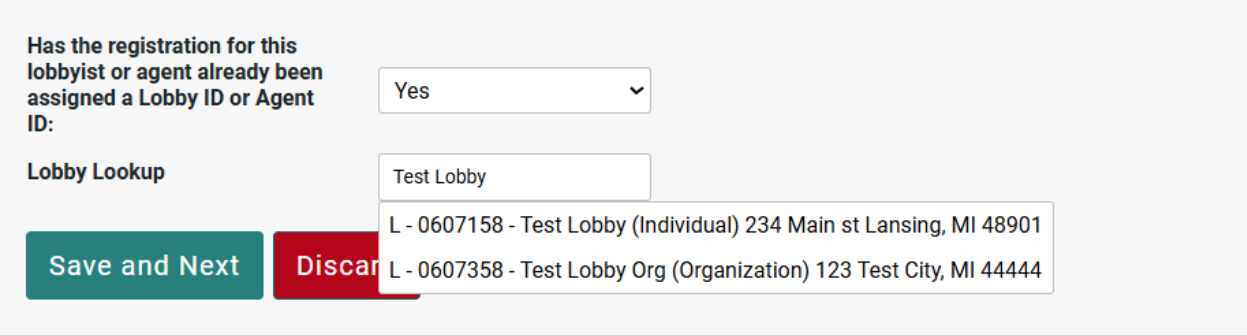
Once a submission has been received you will be taken back to the **Lobby Dashboard** and the lobby status will be listed as "Pending Review." Records in this status will be in read only status until reviewed by the BOE.

Lobby Dashboard



Accessing an existing lobbyist registration

1. From the Lobby Landing Page, select Request Access/Create New Lobby.
2. Select Yes to "Has the Registration for this lobbyist or agent already been assigned a Lobby ID or Agent ID?"
3. Enter at least 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. Select Save and Next.



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

Access approval:

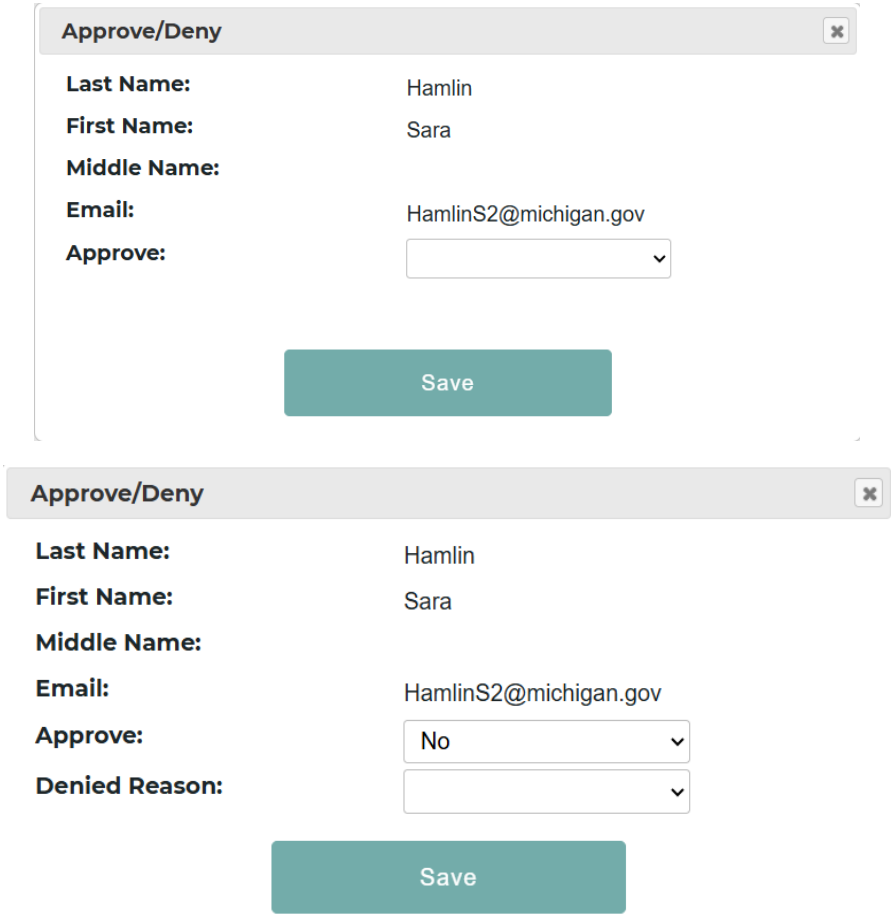
- Once submitted, the BOE will review the Lobby Registrant access request and approve or deny the request.
- Lobby Registrants will approve or deny access for their own data entry users.

Managing lobby data entry user access

When a MiTN user requests to be a Data Entry User to an existing registration, the request is transmitted to the registrant for review and approval. For the registrant to approve data entry access:

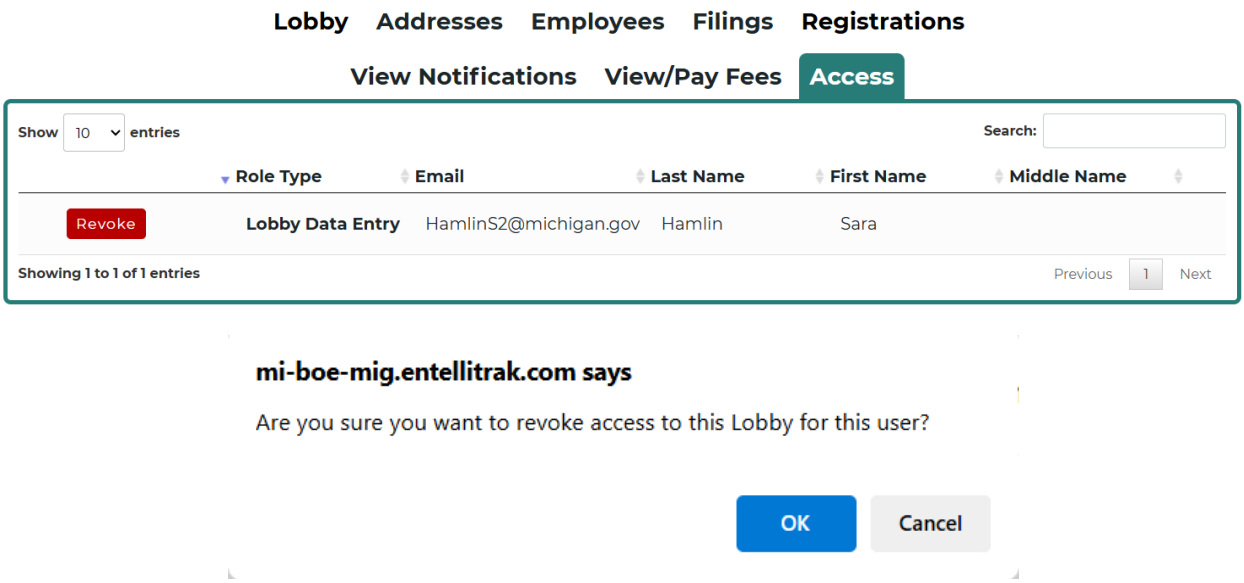
1. Navigate to the registration dashboard and select the **Access tab**.

2. Select Review
3. Select if the request is approved or denied. If denied, you will need to select the reason.
4. Select Save



Access requests can continue to be managed through the **Access tab**, including revoking access.

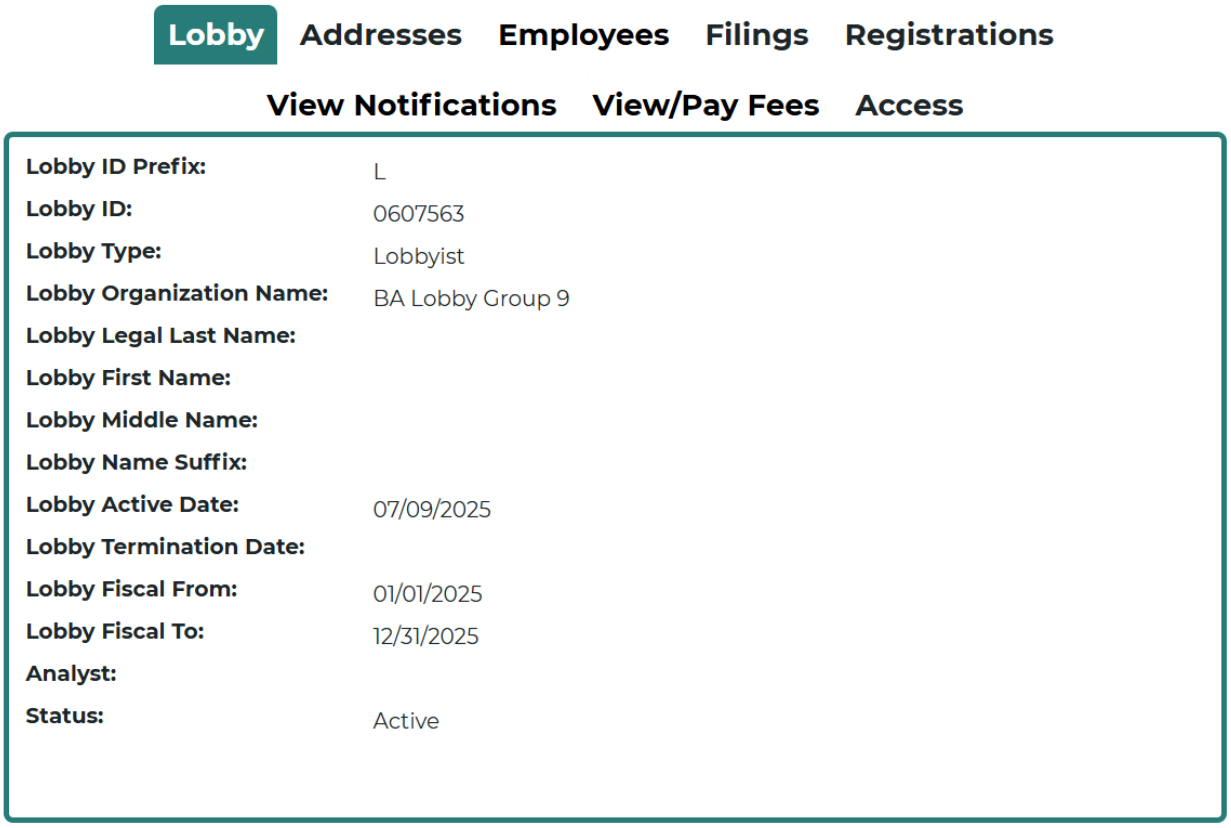
To revoke the access, select **Revoke**, then confirm the action in the banner at the top of the screen.



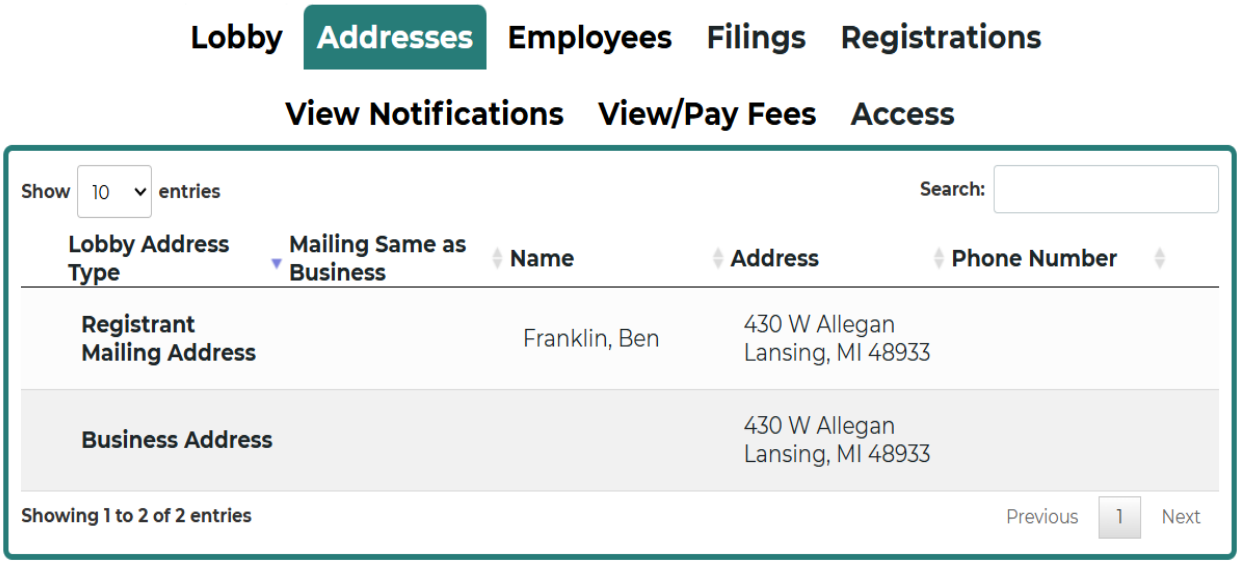
Viewing and managing a registration

Once access has been granted, you will have the ability to view and manage your lobby registration by selecting the lobby record from the **Lobby Dashboard.**

Selecting the **lobby** record will open the lobby record and allow you to access basic information.

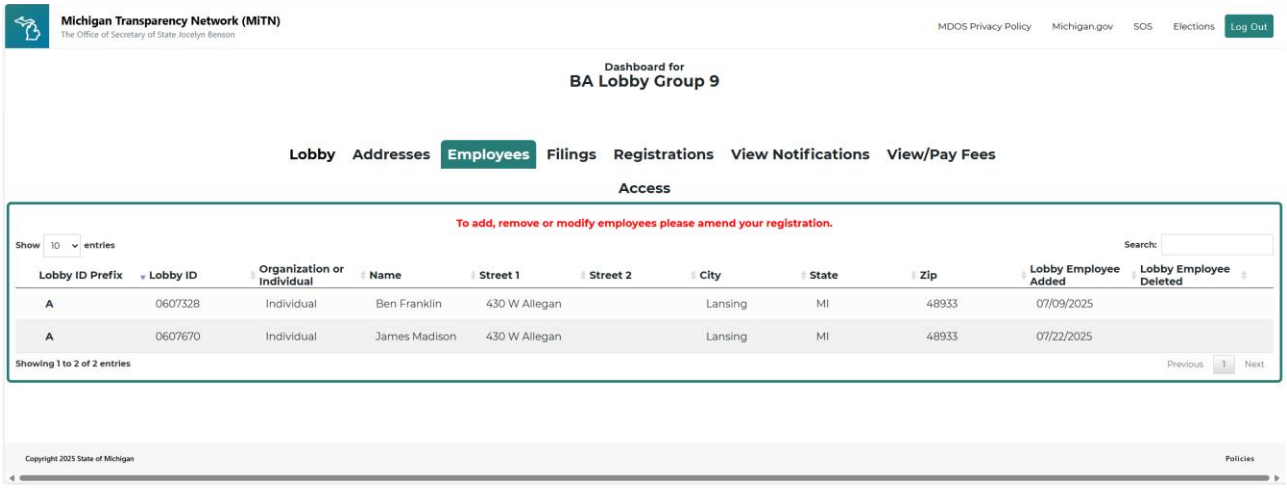


The **Addresses tab** is used to view the addresses on file for the lobby registrant. To change any of this information, you must file an amended registration.



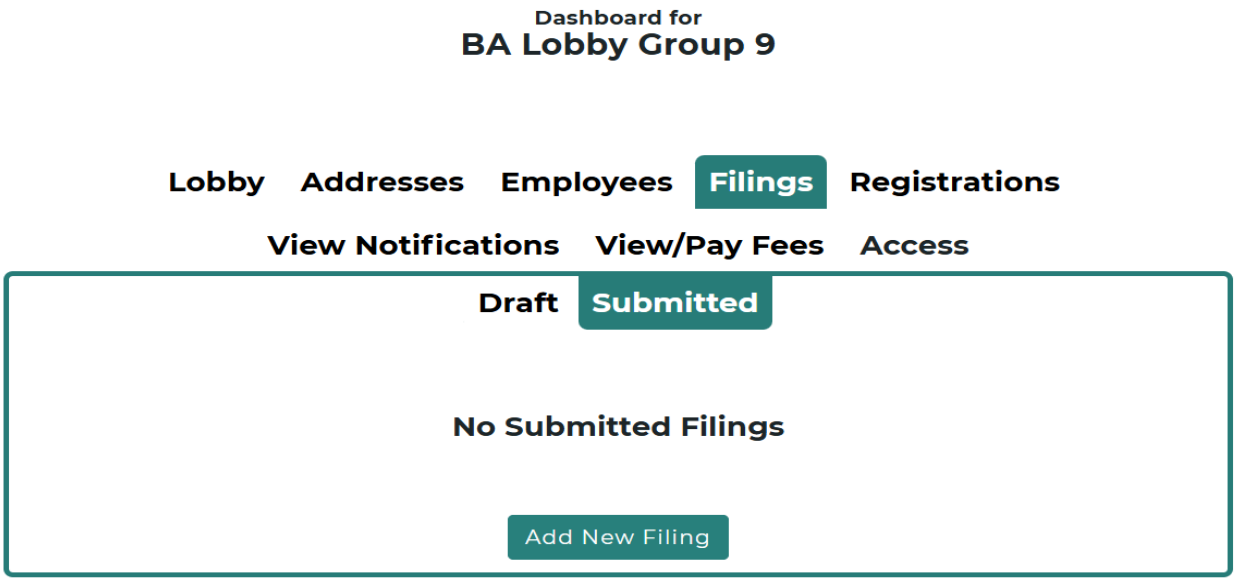
The **Employees tab** allows you to access your list of employees. The list will include current employees and all employee history. If there is a date in the

"Lobby Employee Deleted" then that employee is no longer an active employee for that registration. If you need to add or remove any listed employees, you must file an amended registration.



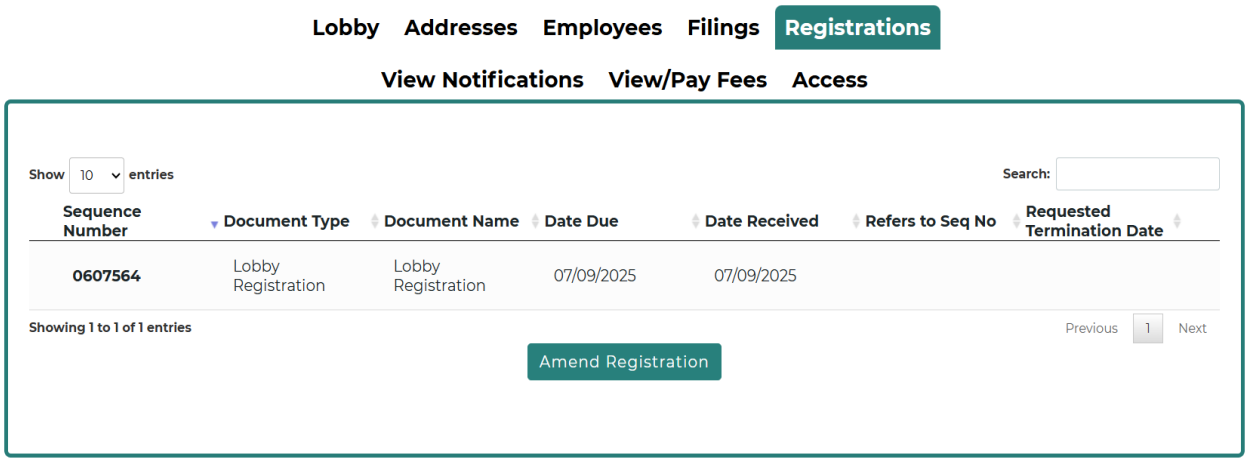
The **Filings tab** is used to create, amend or view any filings which have been submitted by this registrant or are in draft status.

- To start a new filing, select **Add New Filing**.
- To work on a filing which has not been submitted, select the **Draft tab**, and select the listed filing.
- To view or amend a previously submitted filing, select the listed filing within the **Submitted tab.**

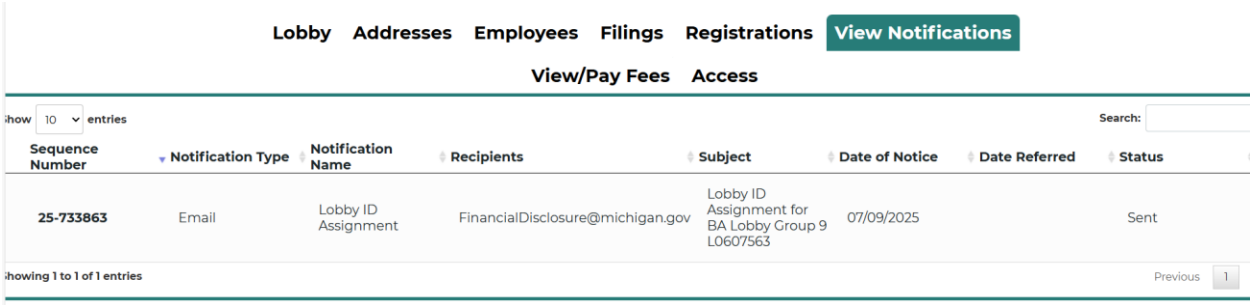


The **Registrations tab** is used to view or amend a registration filing. If you need to change any registrant information such as addresses, contact information, authorized signatory or listed employees, select the **Amend Registration** button to begin an amended registration filing.

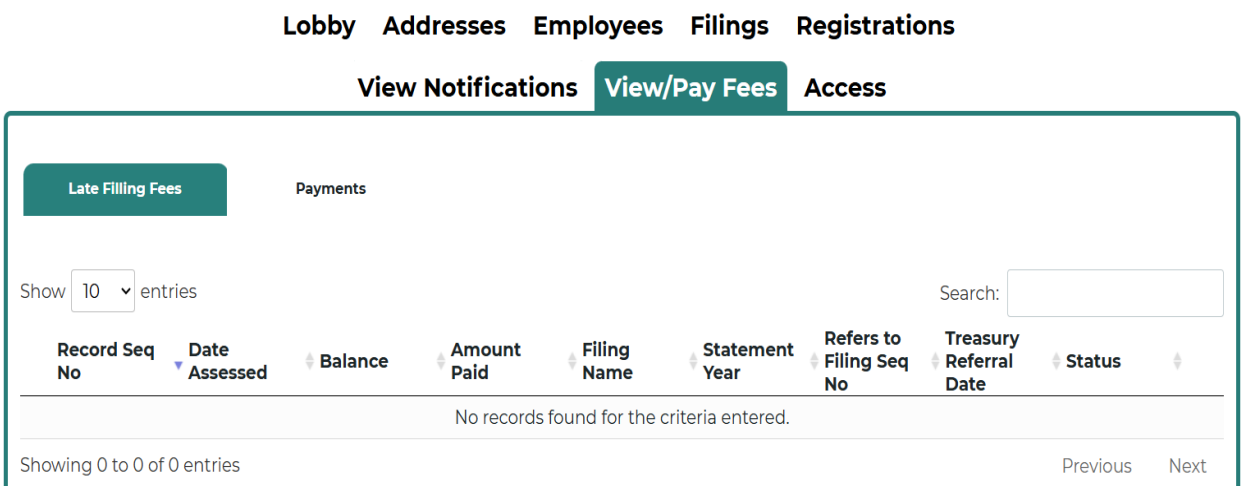
Note: Changes to the name of the registrant and/or signatory will require you to generate the amended lobby registration form, sign the form and upload the form to the record.



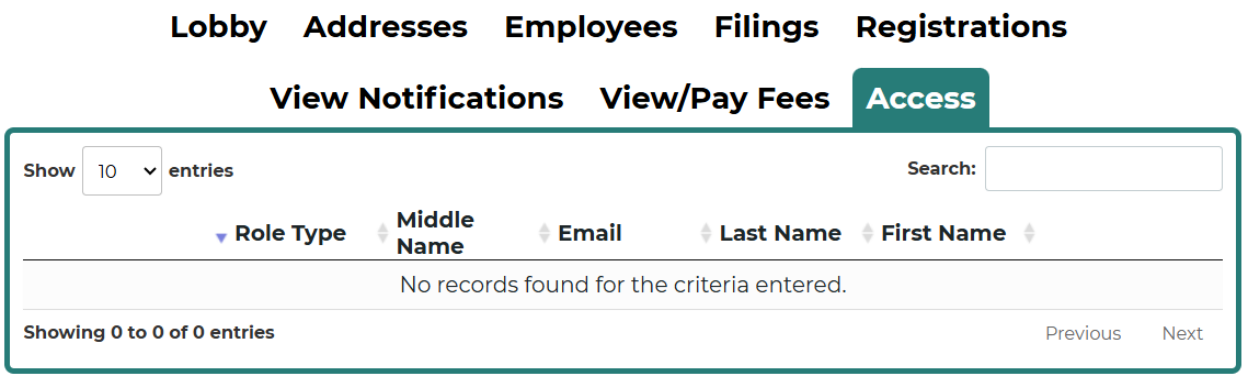
The **View Notifications tab** contains a list of all notifications which have been sent by the Bureau of Elections to the registrant. This will include the initial notification that the registration has been activated and assigned a registration number. It will also include communications such as notice of failure to file and notices of late filing fees.



The **View/Pay Fees tab** lists all filing fees which have been assessed against this registrant by the Bureau of Elections. It also houses a portal with which the registrant can submit payment for those fees.



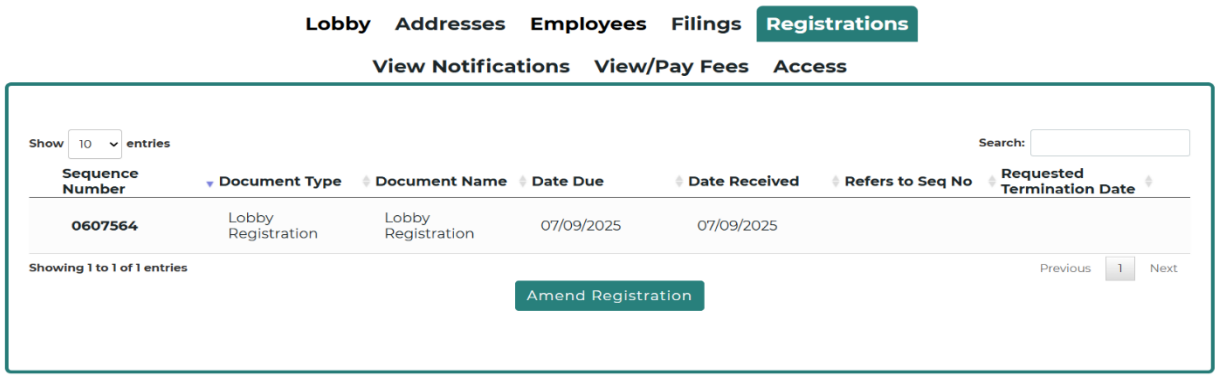
The **Access tab** is used to view a list of anyone who has requested access to this registration, other than the registrant. It will also contain the option to approve or deny a data entry access request.



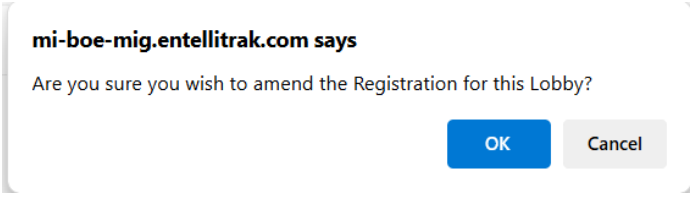
Amending your registration

To make changes to a registration, including addresses, contact information, registrant name, fiscal year begin/end dates, or add or delete a listed employee, you must amend the registration.

1. Navigate to the **Registrations tab**
2. Select **Amend Registration**



3. At the top of the screen, you will see a pop-up asking if you are sure you wish to amend your registration. Select Ok to proceed.



4. Make any necessary changes to the registration.

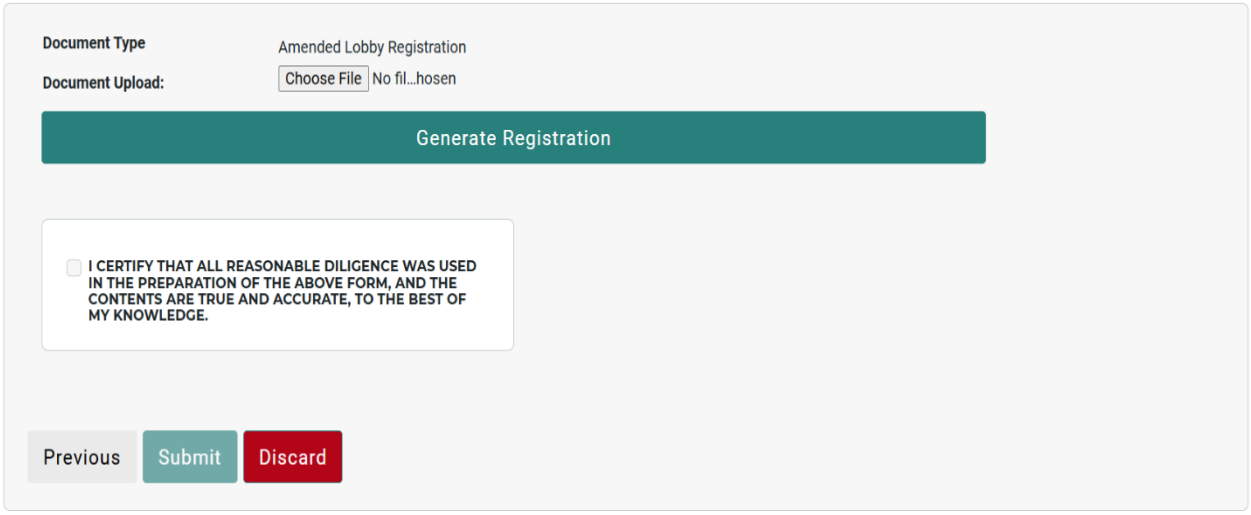
   If you don't have any changes to make in a particular section, select **Save and Next** to proceed to the next section.

5. Select **Save and Next.**

If you have lobby data entry access, you will need to select save and exit to allow the registrant to verify and complete the submission.

If you are the registrant, you will have the ability to submit the amended filing.

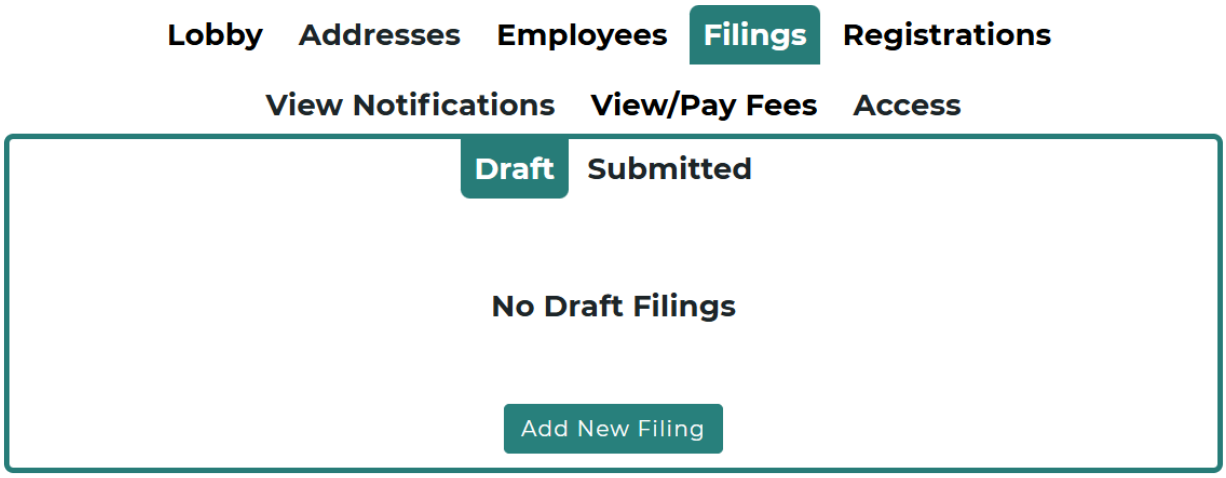
Note: If changes are made to the registrant's name and/or the signatory, you will be required to generate the amended lobby registration form, sign the form and upload it to the amended registration.


Document Type
Amended Lobby Registration
Document Upload:
Choose File
No fil...hosen
Generate Registration
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
Discard

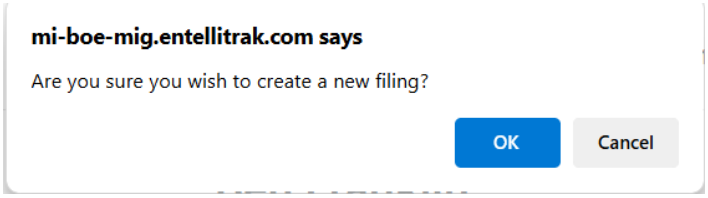
IV Filing a Financial Report

Step 1: Add a new filing

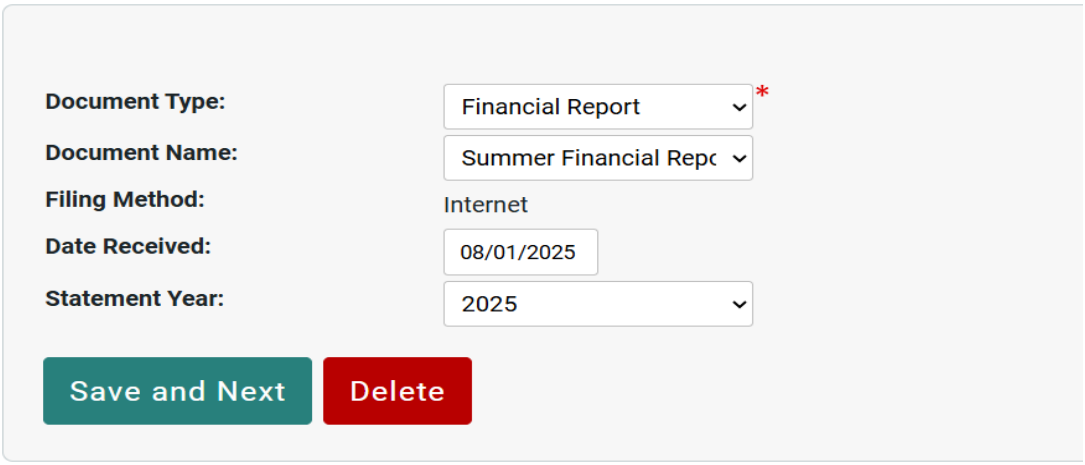
1. Navigate to the **Filings tab** and select **Add New Filing**.



2. At the top of your screen, a banner will be displayed asking if you are sure you wish to create a new filing. Select **OK** to proceed.



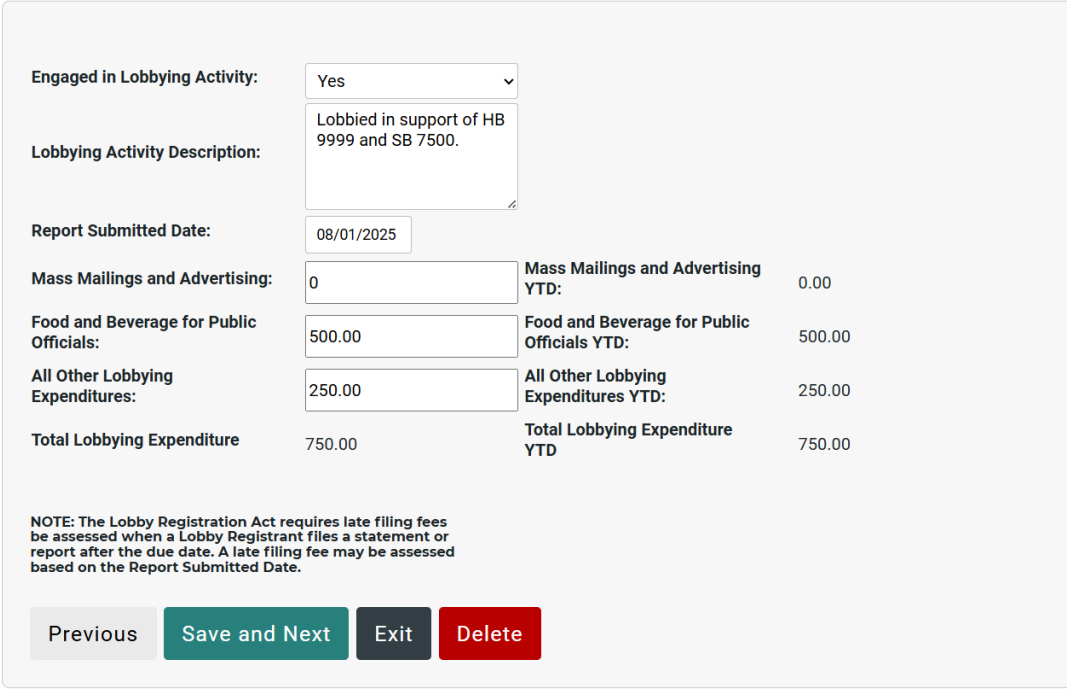
3. Select **Financial Report** as the document type.
4. Choose the appropriate document name (e.g., "Summer Financial Report").
5. Enter the date the report is being submitted and the statement year.
6. Select **Save and Next**



Step 2: Enter expenditures

1. Indicate if lobbying activity occurred during the reporting period:
    - Select **Yes** to enter the lobbying activity description
    - Select **No** if no lobbying activity occurred
2. Enter the date the report was submitted
3. If you engaged in lobbying activity during the reporting period you will need to provide the following expenditure information:
    - Descriptions of lobbying activities
    - Expenditure details, including:
        - Food and beverage for public officials.
        - Mass mailings and advertising.
        - Other lobbying expenditures.

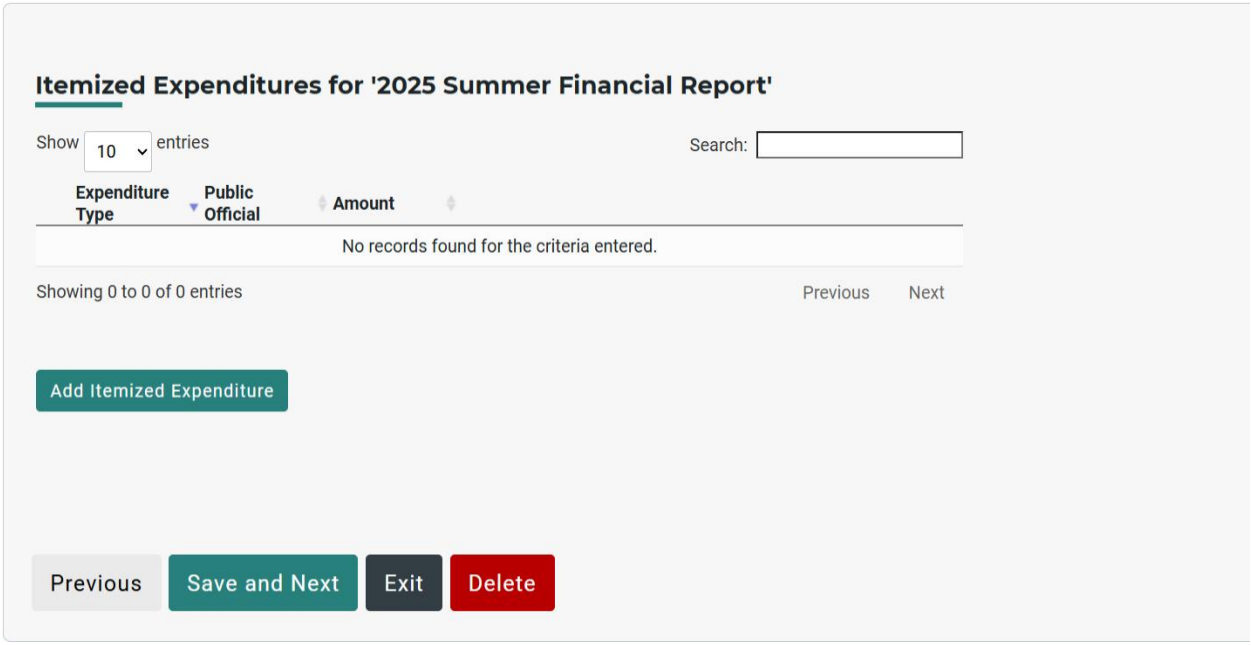
Note: If there were no expenses for any of the above categories, you must enter a zero.



4. Select **Save and Next**

Step 3: Enter itemized expenditures

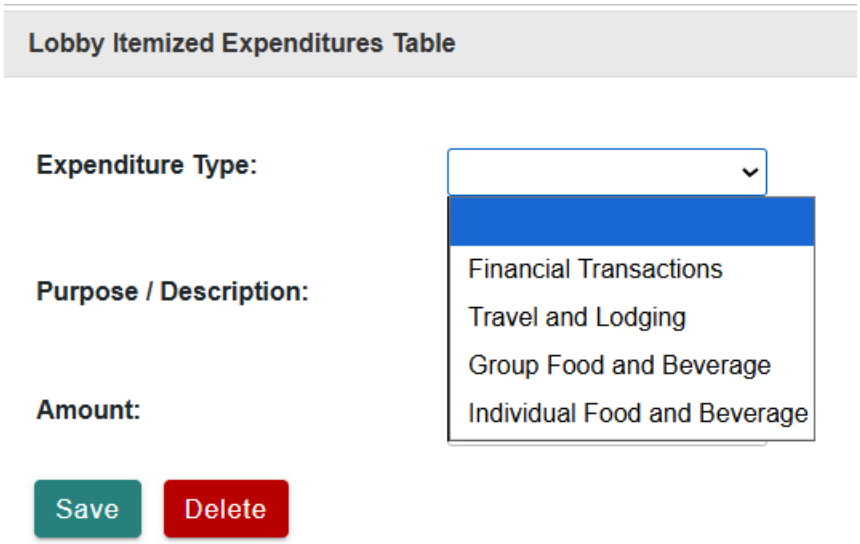
1. If applicable, select **Add Itemized Expenditures**



2. In the popup select:

- **Expenditure type**: Depending on the selected type, different entry options will appear. You must fill in all required information.

3. Select **Save.**
4. Repeat the process until all Itemized Expenditures have been added.
5. Select **Save and Next**

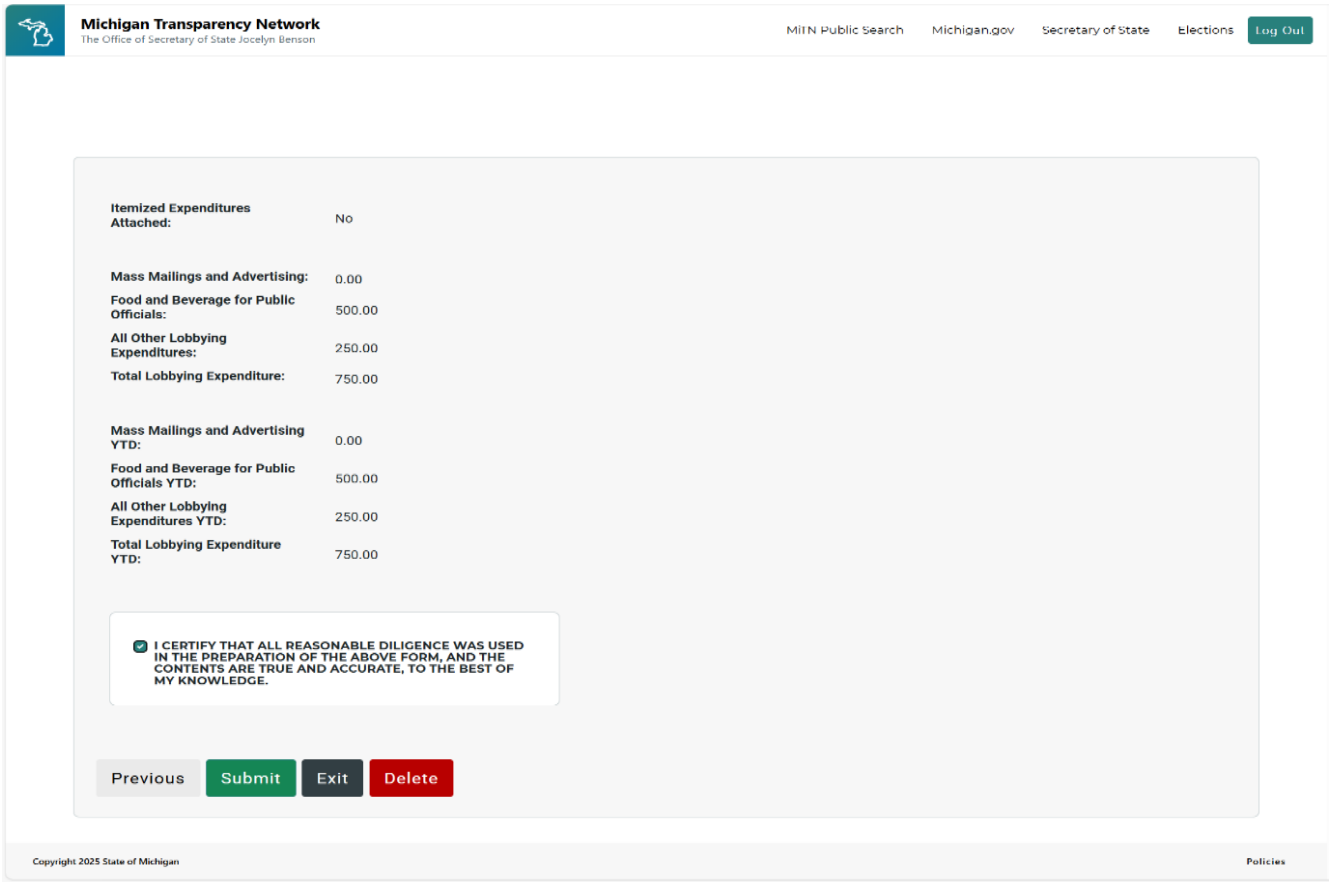


Step 4: Review

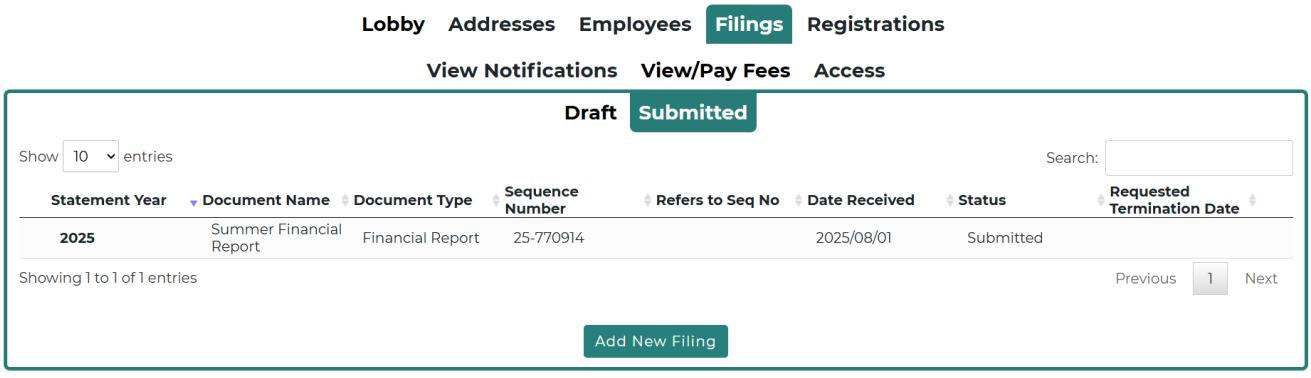
1. Review the information on the review page for accuracy
2. If accurate, select the certification
3. If inaccurate, select the previous button and correct the information
4. If you have lobby data entry access, you will need to select **save and exit** to allow the registrant to verify and complete the submission.

Step 5: Submit

If you are the lobby registrant, you will have the ability to submit the financial report.

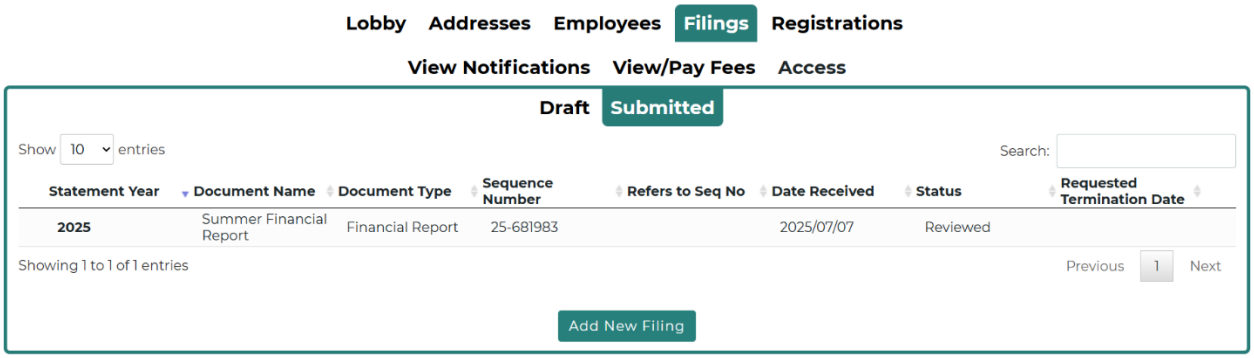


The report will now appear in your Filings tab under "Submitted." If you exited the report without submitting it, or if it was entered by a data entry user (who does not have the ability to submit filings), it will appear under "Draft." You can select the report to view, edit or submit it when it is in draft status.

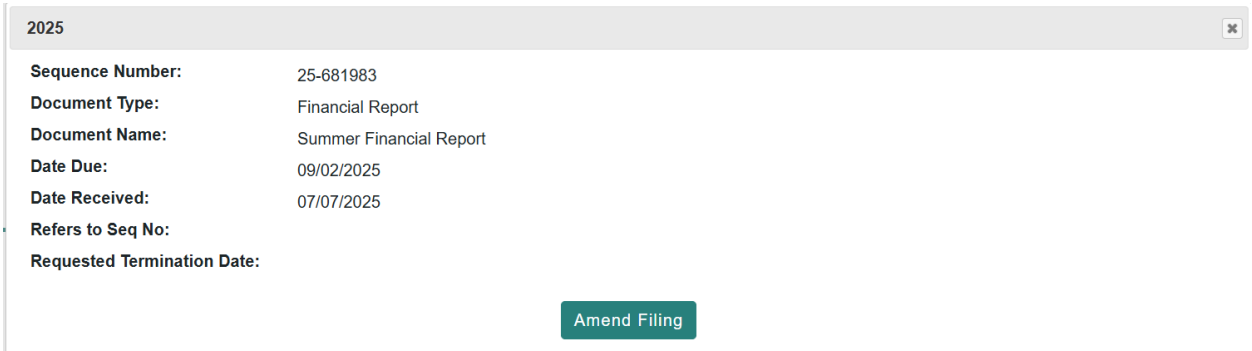


V Amending a Previously Filed Financial Report

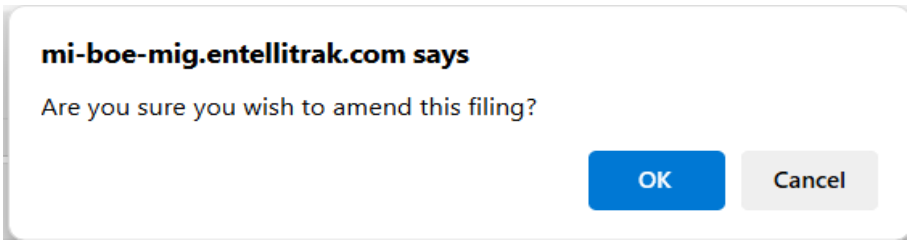
1. Open the submitted financial report from the Filings tab.
2. Select Submitted and click on the filing you need to amend.



3. Select Amend Filing.

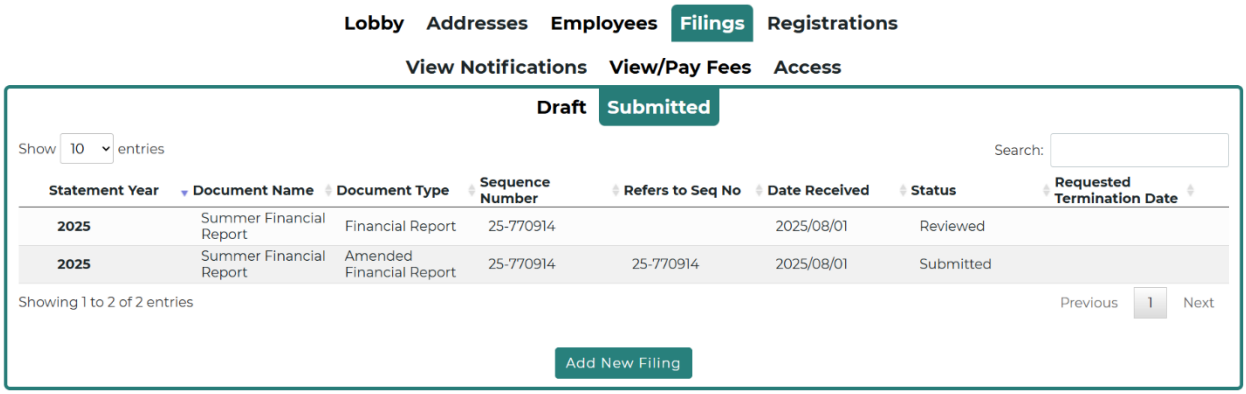


4. At the top of the screen, you will see a banner asking if you are sure you wish to amend this filing. Select OK.



5. Update the required fields (e.g., expenditures or statement year).
6. Save your changes, re-certify the report, and select Submit.

Once submitted, the amended filing will appear under your Filings tab, under Submitted.



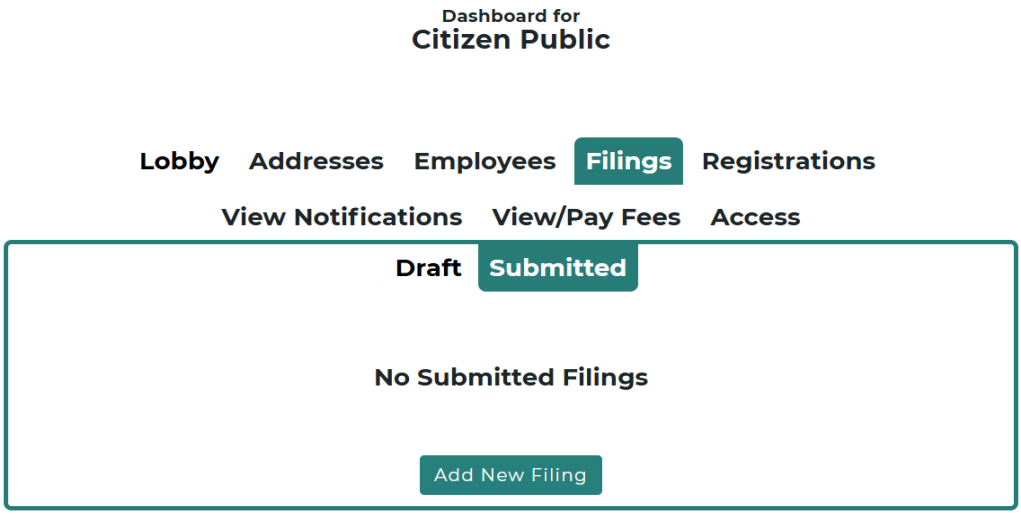
VI Terminating a Registration

When you are no longer engaged in lobbying as defined in the Michigan Lobby Act, you must terminate your registration to no longer be subject to the twice-annual lobby reporting requirements. To do this, complete the following steps:

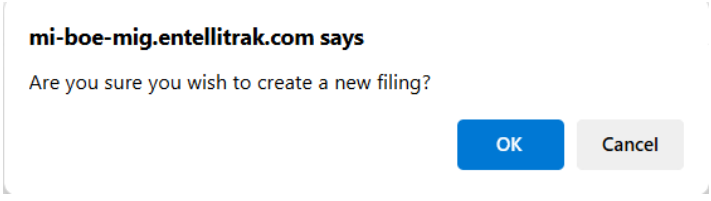
1. File a Termination Financial Report:
    - Include the requested termination date.
    - Submit a completed report covering the period up to the termination date.
2. Until the termination is processed, continue filing reports as required by law.
3. Review any penalties or fees to ensure compliance.

Filing a termination report

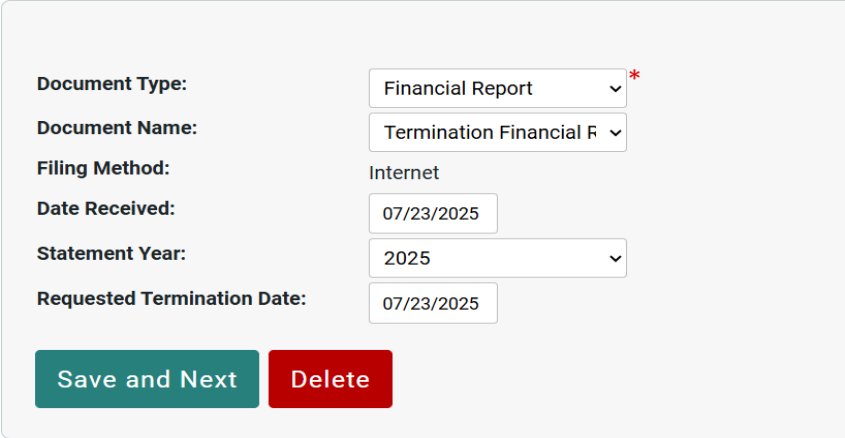
1. Navigate to the **filings tab** on the registration dashboard
2. Select **Add New Filing**



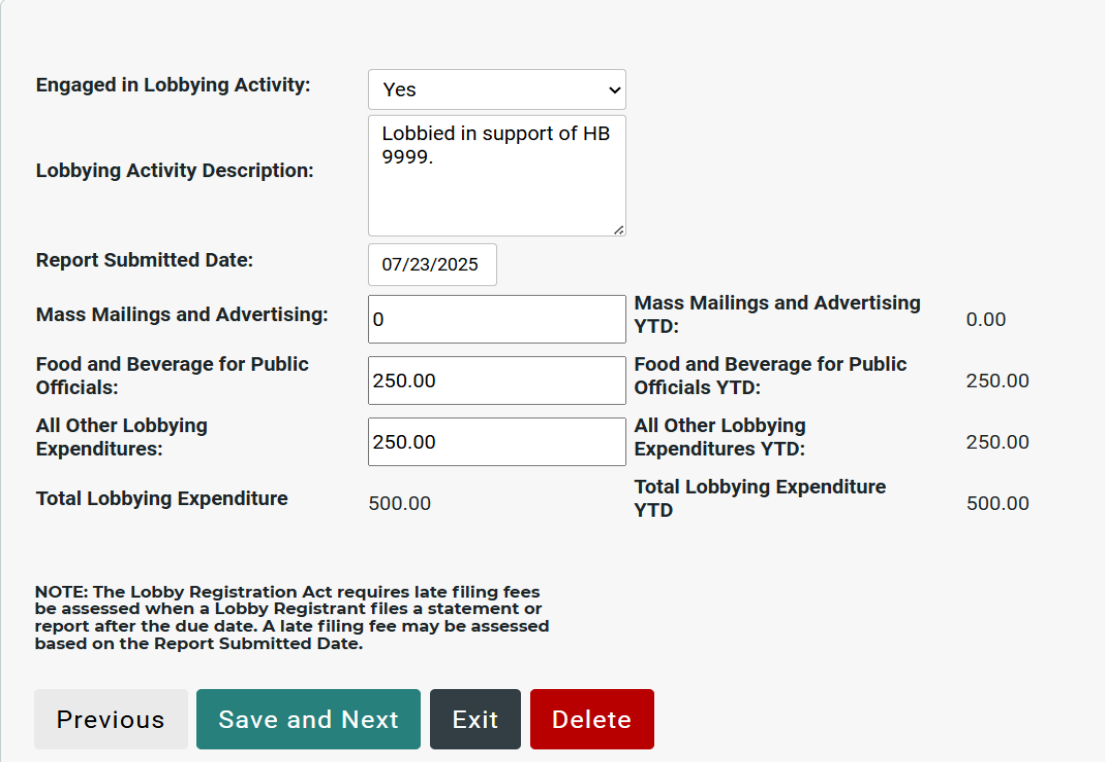
3. Select **Ok** to the pop-up asking if you wish to create a new filing



4. Select **Financial Report** as the document type
5. Select **Termination Financial Report** as the document name
6. Enter the date the report is being submitted
7. Enter the statement year
8. Enter the termination date requested

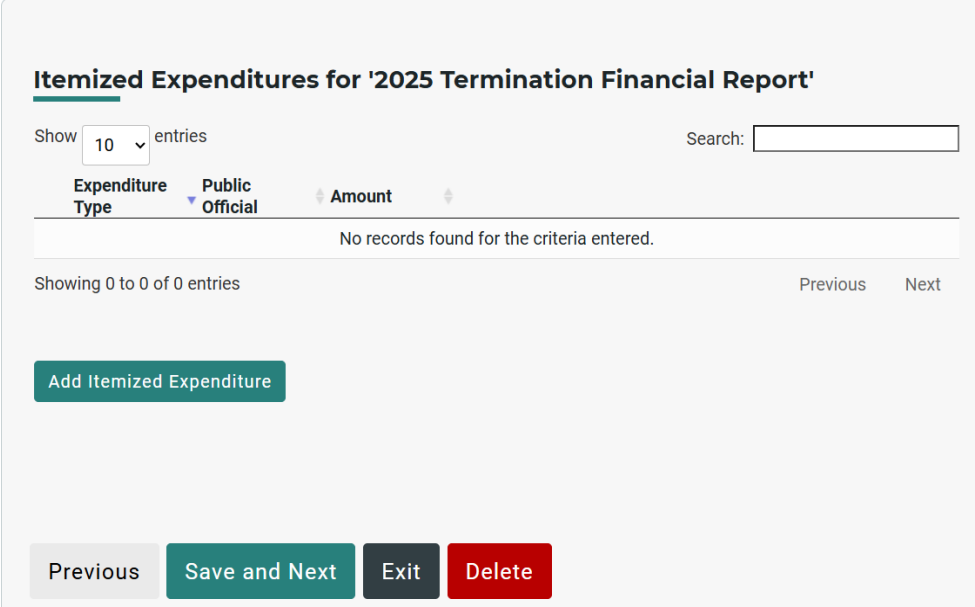


9. Step through the financial report process previously outlined by entering your lobbying activity and expenditures.



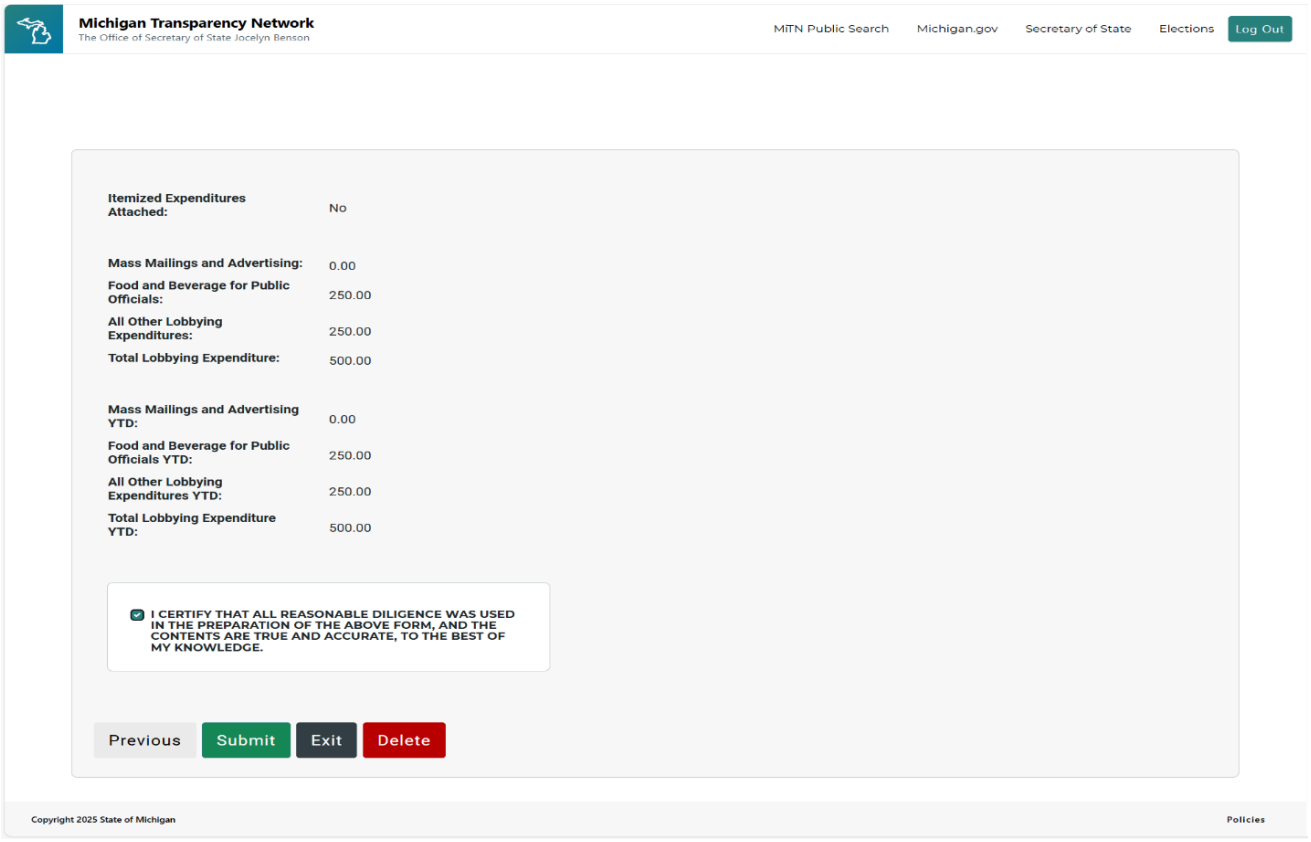
10. Select Save and Next

11. Add any itemized expenditures, if applicable



12. Select Save and Next

13. Review the summary page. If the information appears accurate, you will check the certification and submit. To make changes, click previous.


Michigan Transparency Network
The Office of Secretary of State Jocelyn Benson
MiTN Public Search
Michigan.gov
Secretary of State
Elections
Log Out
Itemized Expenditures Attached: No
Mass Mailings and Advertising: 0.00
Food and Beverage for Public Officials: 250.00
All Other Lobbying Expenditures: 250.00
Total Lobbying Expenditure: 500.00
Mass Mailings and Advertising YTD: 0.00
Food and Beverage for Public Officials YTD: 250.00
All Other Lobbying Expenditures YTD: 250.00
Total Lobbying Expenditure YTD: 500.00
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
Delete
Copyright 2025 State of Michigan
Policies

VII 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.

VIII Support and Contact Information

For assistance with **MiTN:**

- Email: FinancialDisclosure@Michigan.gov
- Phone: (800) 292-5973 and follow the prompts for Lobby Assistance

For help with **MiLogin** troubleshooting, please contact the BOE MiLogin help desk:

- Phone: (800) 292-5973 and follow the prompts for MiLogin assistance
- Website: MiLogin Information Page

Helpful information including trainings, forms and documents can be found on the BOE website at:
https://www.michigan.gov/sos/elections/disclosure/lobby