Getting started with Michigan Business One Stop

New users to Michigan Business One Stop will need to register for a log in ID and password.

Registering for a Login ID and Password:

A user that is already registered will login with their One Stop login ID and password. New users will need to register by clicking under Start & Register.
Registering for a Login ID and Password:

Next, complete the One Stop Registration fields and click Submit. All areas with a red asterisk (*) are required.

The number that is presented to you will be entered in this box.
Registering for a Login ID and Password:

Registration with Michigan Business One Stop is now complete.

The registered user will receive an email providing the User Id and temporary Password.
Creating a Business Profile in Michigan Business One Stop

After proceeding through the One Stop Login ID and Password registration, the business profile can be created.

**PLEASE NOTE:** All fields in One Stop with a red asterisk (*) are required.

**Creating a Business Profile:**

After login, select ‘Create a Business Profile’ and select go.
Creating a Business Profile continued:

Select ‘Create a Business Profile’ and click Next.
Creating a Business Profile continued:

To create a business profile, select the options that best describe the business and click Next. Options selected will determine the path of additional questions to be answered.

<table>
<thead>
<tr>
<th>Description</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>I represent one of the following Corporation entity types</td>
<td></td>
</tr>
</tbody>
</table>
- Domestic Profit Corporation
- Domestic Professional Service Corporation
- Domestic Non Profit Corporation
- Domestic Ecclesiastical Corporation
- Foreign Corporation transacting business within Michigan |
| I represent one of the following Limited Liability Company (LLC) entity types | 
- Domestic Limited Liability Company
- Domestic Professional Service Limited Liability Company
- Foreign LLC transacting business within Michigan
- Foreign Professional Service LLC transacting business within Michigan |
| I represent a Domestic Limited Partnership |
| I represent a General Partnership which has registered with one or more counties in Michigan |
| I represent a Sole Proprietorship |
| I represent a foreign or out of state business which is not qualified; a government agency; an educational institution; a municipality; a Native American nation; or any other entity type not represented above that requires licensing or registration with the State of Michigan |

Check All That Apply:

- I have registered with the Michigan Department of Treasury (Have FEIN from the IRS or TR Number from Michigan Treasury)
- I have registered for unemployment withholdings with the Michigan LAFA Unemployment Insurance Agency (have UIA account number)
- I have obtained an FEIN from the IRS, but have not registered with the Michigan Department of Treasury (have FEIN)
Creating a Business Profile continued:

Agree to the Legal Agreement Text by clicking **Accept**. Clicking **Decline** routes you back to the home page.

LEGAL AGREEMENT TEXT

You are about to navigate to the Michigan Business One Stop's "attach an existing business" process. In this process, you'll be asked to provide information to help identify your business to the State of Michigan. By selecting the "Accept" button, you are confirming that you are either (1) a business owner, or (2) a representative authorized by business owner(s) to establish this business account within the Michigan Business One Stop and to conduct transactions on that business' behalf. Entering information for a business of which you are not either an owner or authorized representative is fraud and may result in termination of your account or prosecution or both.

If you do not agree, select the "Decline" button to exit this screen and return to the previous page.
Creating a Business Profile continued:

After all questions have been answered, complete the ‘Identify Your Business’ section and click Submit. PLEASE NOTE: The look of this screen will vary, depending on the business type and previous options that have been selected.

Identify Your Business

The information you enter below will be used to search for your business on the Corporation database. For best results, enter it exactly as it appears on the documents filed with the Michigan Department of Licensing and Regulatory Affairs, Bureau of Commercial Services, Corporation Division.

* = Required

Business Name: *
County of Registration: * Select County...
Expiration Date: *

If you do not have an FEIN from the IRS and Treasury has assigned you a TR Number enter that number in place of the FEIN.

FEIN: ___________________________  Or  TR Number: ___________________________
Re-enter FEIN: ___________________________  Re-enter TR Number: ___________________________

Please enter an e-mail, phone number and addresses requested below for your business.

Business email and phone number

Email Address: * ___________________________ (eg., abc@xyz.com)
Confirm Email Address: *

Include this contact in e-mail notifications related to this business.

Phone Number: *

Principal Address - Will be used to pre-fill applications

Address Type: Principal
Address: *
City: *
Country: * UNITED STATES
State: * MI
Zip + 4: *
Creating a Business Profile continued:

After submission, an address validation will occur. Choose to select the address suggested or keep the address entered and click [Continue]. **PLEASE NOTE:** Often, the only difference from what was originally entered is the +4 zip code.
Creating a Business Profile continued:

Enter a mailing address for the business. If the address is the same as the principal address, you can simply check the box indicating this and then click **Proceed to Step 2**.
Creating a Business Profile continued:

Complete the ‘Identify Yourself’ section and click Proceed to Step 3.

Identify Yourself

Please enter contacts associated with this business. If you wish this person to be notified via email of any changes or actions required for your Michigan Business One Stop account check the Send Notifications box.

NOTE: In order to add or change the resident agent of a corporation, limited partnership, or limited liability company, a document must be filed with the Bureau of Commercial Services, Corporation Division.

* = Required

Contact Type:  
Name:  Jane L. Smith
Date of Birth:  
Choose an address:  
Home Street Address:  
Apt/Suite:  
City:  
Country:  UNITED STATES
State:  MI
Zip + 4:  
Email Address:  
Confirm Email Address:  

Phone Number:  

Proceed to Step 3
Creating a Business Profile continued:

The ‘Business Contacts’ section is now presented; by clicking you can enter the additional business contact information. Depending on the type of business, additional contacts may be required before clicking Proceed to Step 4.

![Business Contacts Section]

It is highly recommended that a contact record is created for each General Partner associated with your business.

Please enter additional General Partner contact records: Enter Now

You also have the option to enter additional contacts for your business: Enter Additional Contacts

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>Bernie Gray</td>
<td>111 Smith St</td>
<td>Corunna</td>
<td>MI</td>
<td>48017</td>
</tr>
<tr>
<td>General</td>
<td>Jane L Smith</td>
<td>111 Smith St</td>
<td>Corunna</td>
<td>MI</td>
<td>44517</td>
</tr>
</tbody>
</table>

Proceed to Step 4
Creating a Business Profile continued:

The ‘Business Addresses’ section is now presented; by clicking you can enter the physical address and/or click .

PLEASE NOTE:

If you are not able to complete the business profile, clicking will save the changes. You can come back at a later time to complete the profile. A ‘Complete Business Profile’ link will appear on the One Stop home page.
Creating a Business Profile continued:

The final step in creating a One Stop business profile is entering information in the ‘Business DBA/Assumed Names’ section. By clicking , you can enter the DBA/Assumed Name for the business. If the business does not have a DBA name, click .

The business profile is now complete!

PLEASE NOTE: If this is a new business, the user can now proceed to the task for e-Registration to register the business for taxes with the Michigan Department of Treasury.
Adding the Link for Michigan Treasury Online Business Tax Services

Adding the Michigan Treasury Online Business Tax Services Link:

After creating the business profile, you will be routed to the ‘My Workspace’ screen. From this screen, click **Add a Task**.
Adding the Michigan Treasury Online Business Tax Services Link:

Search for the Michigan Treasury Online Business Tax Services link by typing the word Treasury into the ‘Search’ field. The Michigan Treasury Online Business Tax Services link will appear in the list below. Placing a check in the box and clicking Add will add the Michigan Treasury Online Business Tax Services link to the task list.
Adding the Michigan Treasury Online Business Tax Services Link continued:


PLEASE NOTE: There may be other tasks that will also need to be completed in this list before the user can completely register the business with the Michigan Department of Treasury.

PLEASE NOTE: You may now continue with the Michigan Treasury Online Business Tax Services user guide.