Michigan Business One Stop – Delegation Authority

Once a business profile has been created in One Stop, delegate authority can be given to selected individuals, such as a business partner, authorized representative or payroll service provider.

Log in to One Stop:

Login to Michigan Business One Stop with your User ID and Password. New users will need to register by clicking GO under Start & Register.
My Workspace:

Once you are on the One Stop home page, click on the ‘My Workspace’ link next to the business name authority is being delegated for.

My Business Profile:

Next, click on the ‘My Business Profile’ tab.
Delegated Authority:

Under the ‘My Business Profile’ tab, click on the ‘Delegated Authority’ tab. To add a delegate, click on the 'Add Record' button.
Delgated Authority:

Next fill out all required fields and select the delegation categories granted to the delgate.

To grant authority to all delegation categories, click ‘Full control’.
To grant authority to ALL delegation categories EXCLUDING Treasury, click ‘All categories’.
To grant authority to specific delegation categories, click ‘Select specific categories’. (Multiple categories can be specified)
Delgated Authority continued:

To grant access to Michigan Treasury Online Business Tax Services, fill out the ‘Treasury’ and/or ‘Tax Specific Access’ sections of this page.

Under the Treasury section select either ‘Full Access’, ‘Registration Access’ or ‘Full Tax Access’. ‘Full Access’ will grant authority to view or edit Michigan Department of Treasury related actions in Michigan Business One Stop including e-Registration and Michigan Treasury Online Business Tax Services. Registration access and tax specific access can also be granted with this. ‘Registration Access’ will grant authority to view or edit business registration information in Michigan Treasury Online Business Tax Services. Full access and tax specific access can also be granted with this. ‘Full Tax Access’ will allow the delegate to have full access to view Sales, Use and Withholding tax returns and payment history, or to file and pay Sales, Use and Withholding tax returns (edit). Clicking this will auto select all taxes under ‘Tax Specific Access’.

If full delegated authority to all tax types is not desired, choose the specific tax types in which you are granting authority. Multiple tax types can be selected. Under ‘Access Type’ choose either ‘View’ or ‘Edit’. Choosing ‘View’ will allow the delegate to view the specified tax information in Michigan Treasury Online Business Tax Services. Choosing ‘Edit’ will allow the delegate to edit the specified tax information in Michigan Treasury Online Business Tax Services.

When you are finished completing these sections, click .

Start and End Dates will be auto populated with today’s date and a default infinity end date, unless otherwise specified.

Click the specific tax type that is being granted authority. Multiple tax types can be selected.

Under ‘Access Type’, click on view or edit for each tax type selected.
Delegated Authority:

After the delegated authority has been granted, the delegate will receive an email with specific login instructions. The delegate will need to use the PIN NUMBER provided and follow the directions in the email.

Subject: Delegated authority for Michigan Business One Step Access

Hello,

You have been "delegated" access to the business account for Dogwood Grey within the Michigan Business One Step web site by Jane L. Smith

In order to access the business account, please use the PIN number provided below and follow these directions.

1) Visit [www.michigan.gov/business](http://www.michigan.gov/business) and select Log in Here.
2) You will be taken to the Single sign-on web page to sign into One Step. If you do not yet have access to One Step, you will need to create a Login ID and password on the Single Sign-on page, then register for access to One Step. You will receive email notification when your registration is complete. For more information about this process, click on Single Sign-on or use the following link: [http://www.michigan.gov/business/](http://www.michigan.gov/business/)
3) If this is your first time signing into the Michigan Business One Step choose "Add a Business that has been delegated to me (requires PIN)" and click on Next. Otherwise click on Add/Start a Business on the left side of the screen and choose "Add a Business that has been delegated to me (requires PIN)" and click on Next.
4) Enter the PIN below and click on Submit.

PIN NUMBER: 637060e216c5f9

You should now have access to the privileges granted to you for that business. For additional help, please contact the Customer Assistance Center at 877.766.1779.

Please do not respond to this email.

Thank you.