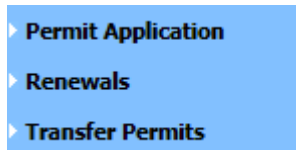


Permit Transfer Instructions

Transferor

1. Log into MILogin <https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/> using your existing Login ID and password (this is the user id and password used for State of Michigan Single Sign On (SSO)).
2. If you need to change your email address, click on Updated Profile. After updating, click on Submit and then click on Return to Home Page.
3. Click on MDOT Permit Gateway link.
4. Review “My Profile” to ensure that all contact information is correct. If/when any changes are made and saved, click on the “Home” link located on the left hand side of the page.
5. Select “Internet Highway Advertising Program (IHAP)” from the program drop down menu and click on “Continue”
6. Click on Transfer Permits (located on the left hand side of your screen)





7. Click New

Initiate a New Permit Transfer:


Search Existing Permit Transfers to View/Accept/Cancel:

Transfer Status: ▼

Transfer ID:

Transfer Initiation Date:  to 

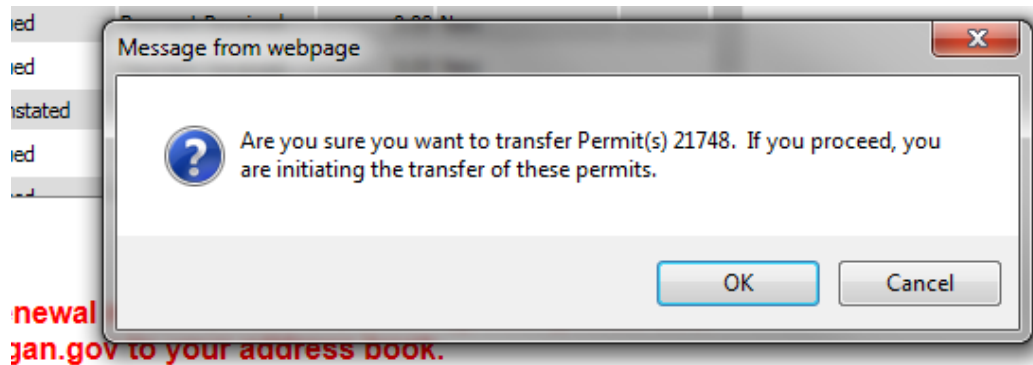
8. Enter Account number you will be transferring to and select permit(s) to be transferred

* Transferee Account #: 

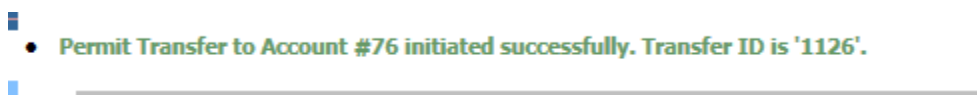
List of Permits available for transfer:

<input type="checkbox"/>	Permit # ▲	Expiration Date	Permit Status	Renewal Status	Renewal + Penalty Amt	Permit Transfer Status	Second Permit #
<input type="checkbox"/>	21748	06/30/1999	Issued	Payment Received	0.00	New	
<input type="checkbox"/>	21873	06/30/2002	Issued	Payment Received	0.00	New	
<input type="checkbox"/>	21876	06/30/2002	Issued	Payment Received	0.00	New	
<input type="checkbox"/>	94670	09/30/2010	Issued	Payment Received	0.00	New	
<input type="checkbox"/>	96274	10/13/2004	Reinstated	Payment Received	0.00	New	
<input type="checkbox"/>	96510	09/30/2008	Issued	Payment Received	0.00	New	
<input type="checkbox"/>	87743	06/30/2012	Issued	Payment Received	0.00	New	

9. Click on initiate Transfer and click “ok” to proceed



10. You will receive a message stating that the transfer has been initiated successfully. This message will also include a Transfer ID. Please make a note of this Transfer ID.



Both the Transferor and the Transferee will receive an email requesting that the Transferee log into IHAP to accept the transfer.

Transferee

1. Log into MIlogin <https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/> using your existing Login ID and password (this is the user id and password used for State of Michigan Single Sign On (SSO)).

2. If you need to change your email address, click on Updated Profile. After updating, click on Submit and then click on Return to Home Page.
3. Click on MDOT Permit Gateway link.
4. Review “My Profile” to ensure that all contact information is correct. If/when any changes are made and saved, click on the “Home” link located on the left hand side of the page.
5. Select “Internet Highway Advertising Program (IHAP)” from the program drop down menu and click on “Continue”
6. Click on Transfer Permits (located on the left hand side of your screen)



7. Enter the Transfer ID number provided to you in the email received and click on search

Transfer Status:

Transfer ID:

8. Click on the Transfer ID link to accept the transfer

<input type="checkbox"/>	Transfer ID	Transfer Initiation Date	Transferor Account#	Transferee Account #	Transfer Status	Transfer Approval Date
<input type="checkbox"/>	1126	09/03/2015	6238	76	Pending Acceptance/Rejection	

9. Click on Accept & Add to Cart. Click on the link **Click Here** to close IHAP and return to the MDOT Permit Gateway home page where the shopping cart is located.

You will pay the required transfer fees (\$100 per permit up to \$500 for five or more permits). Once paid, an email will be sent to the Michigan Department of Transportation Billboard Unit. MDOT personnel will approve the transfer. At the time of approval, the Transferor and Transferee will receive an email stating that the transfer is complete.

Contact Melissa Staffeld at (517) 335-2209 or by email at staffeldm@michigan.gov with any questions.