

Business/Individual – Delegate Business Authority for MPG

This guide will assist you in delegating your business to other users with the option of full or limited access. See below for the definitions of each.

Full Access – Allows users with delegated authority to perform the same update functions as the main profile account.

Limited Access – Allows users read only access to the business profile information (address info, delgate info). As well as the ability to pay for transactions in the shopping cart.

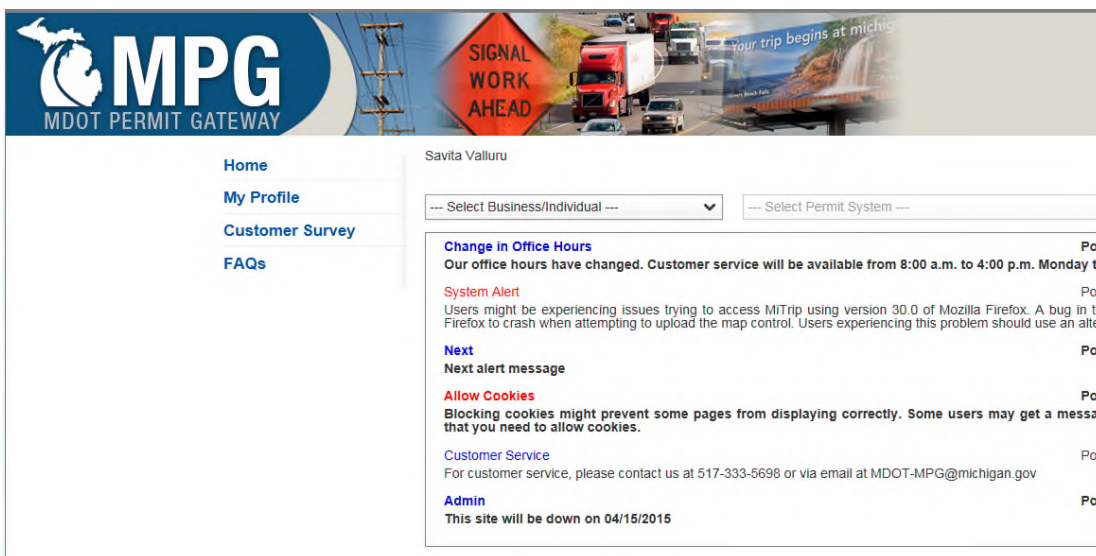
Special Notes:

- MPG – MDOT Permit Gateway
- SSO – Single Sign-On System
- The main profile user must provide a valid email address for the delegate user. MPG will provide a suggested email in the drop down if the delegate user has an existing SSO account.
- If the delgate user has an existing SSO login, MPG will auto-populate the first name and last name fields.
- There is no limit to the number of delegates a user can assign to their MPG account.
- **At least 1 user with full access must remain within the delegate authority** – The user is not allowed to change the only user with full access to limited access.
- ***Attention Permit Services:** Please do not add customer businesses to your MPG Profile. You only need one MPG Profile account to access the permit system (MiTRIP). Then, you can do a “Hauler Look-up” to locate your customer’s information in MiTRIP and order permits on their behalf. (The hauler does need to have an existing profile in MiTRIP and/or MPG)

To add a delegate user to your existing business profile:

Login to your MPG account at the website <http://www.michigan.gov/mdotmpg>.

Click on “My Profile”



The screenshot shows the MPG MDOT Permit Gateway website. The header includes the MPG logo and a navigation menu with links for Home, My Profile, Customer Survey, and FAQs. The user Savita Valluru is logged in. There are two dropdown menus: one for selecting a Business/Individual and another for selecting a Permit System. The main content area displays several alerts: "Change in Office Hours" (Our office hours have changed. Customer service will be available from 8:00 a.m. to 4:00 p.m. Monday through Friday), "System Alert" (Users might be experiencing issues trying to access MiTRIP using version 30.0 of Mozilla Firefox. A bug in this Firefox version causes a crash when attempting to upload the map control. Users experiencing this problem should use an alternate browser), "Next alert message", "Allow Cookies" (Blocking cookies might prevent some pages from displaying correctly. Some users may get a message that you need to allow cookies.), "Customer Service" (For customer service, please contact us at 517-333-5698 or via email at MDOT-MPG@michigan.gov), and "Admin" (This site will be down on 04/15/2015).

Select the business you would like to delegate authority to:

Savita Valluru

List of Business/Individual Create/Add Profile

Click on Business/Individual Name to Edit Profile.

Business/Individual Name	Address	Phone Number	Email
SaviKanth Valluru	3900 APPLGROVE LN, LANSING, MI, USA 48911-6180	(517) 335-1235	mboosbusnesmail@gmail.com
SaviKal Valluru	3125 PINETREE RD, LANSING, MI, USA 48911-4244	(517) 335-1235	mdotmbosdev@gmail.com
SaviKal Valluru	3890 WILLOUGHBY RD, HOLT, MI, USA 48842-9420	(517) 222-3333	mdotpermit@gmail.com
Canadian Address	330 Sparks Street, Tower C, 19th Floor, Ottawa, ON, CAN K2E 7M9	(214) 896-5487	mdotpermit@gmail.com

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Click on the tab for “Delegate Authority”, then click “Create/Add Delegate”:

Savita Valluru Receipts Shopping

SaviKal Valluru (#94995)

Profile Details **Delegate Authority**

Delegate Authority List Create/Add Delegate

Click on a Record to Edit Delegate.

First Name	Last Name	Access	Status
Savita	Valluru	Full	Active

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List of Business/Individual

Click on Business/Individual Name to Edit Profile.

Business/Individual Name	Address	Phone Number
SaviKanth Valluru	3900 APPLGROVE LN, LANSING, MI, USA 48911-6180	(517) 335-1235
SaviKal Valluru	3125 PINETREE RD, LANSING, MI, USA 48911-4244	(517) 335-1235
SaviKal Valluru	3890 WILLOUGHBY RD, HOLT, MI, USA 48842-9420	(517) 222-3333
Canadian Address	330 Sparks Street, Tower C, 19th Floor, Ottawa, ON, CAN K2E 7M9	(214) 896-5487

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Enter in the delegate’s information as required and select the “Delegate Access Level” based on the information on page one.

Savita Valluru Receipts Shopping

SaviKal Valluru (#94995)

Profile Details **Delegate Authority**

* = Required Fields

Add Delegate

*Email *Verify Email

*First Name *Last Name *Delegate Access Level

Delegate Authority List

Click on a Record to Edit Delegate.

First Name	Last Name	Access	Status
Savita	Valluru	Full	Active

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Click "Save":

The screenshot shows the MPG user interface. At the top left is the MPG logo with the text "MDOT PERMIT GATEWAY". To the right is a navigation menu with links for Home, My Profile, Customer Survey, and FAQs. The user's name, Savita Valluru, is displayed at the top right. Below the navigation menu, there is a confirmation message: "A Business/Individual Delegate request is submitted successfully." Below this message, there is a "Delegate Authority List" table with columns for First Name, Last Name, email, Access, Status, and Delete. The table contains two entries: Savita Valluru (Full, Active) and Jessica Stevens (Full, Pending). A "Create/Add Delegate" button is located to the right of the table. The table also includes pagination information: "Page 1 of 1" and "View 1 - 2 of 2".

NOTE: The user you have added will receive a confirmation email. They will have to sign into or create their own MiLogIn account before accessing MPG.

When they log into MPG with their own User ID, they will see the business that was delegated to them in the drop-down on their "Home" screen:

The screenshot shows the MPG user interface. At the top left is the MPG logo with the text "MDOT PERMIT GATEWAY". To the right is a navigation menu with links for Home, My Profile, Customer Survey, and FAQs. The user's name, Savita Valluru, is displayed at the top right. Below the navigation menu, there is a dropdown menu for "Select Business/Individual" and another dropdown menu for "Select Permit System". Below these dropdowns, there is a "Change in Office Hours" message, a "System Alert" message, a "Next alert message" message, an "Allow Cookies" message, a "Customer Service" message, and an "Admin" message. The status of the delegate request is now "Active".

The status on the delegate page will also change from "Pending" to "Active".

Once the delegated party is in their MPG page they will select the Business/Individual drop down menu and select the business that has been delegated to you. Select the Permit System drop down and select the type of permit you are applying for. You will now be in the delegated account. When prompted select "Property owner/ Facility Owner".

The screenshot shows the MDOT Department of Transportation Construction Permit System (CPS) home page. The URL is "milogintp.michigan.gov/mdot-waps6/cps/home.htm". The page features the MDOT logo and the text "Department of Transportation". Below the logo, there is a navigation menu with links for Michigan.gov Home, CPS Home, and Contact CPS. The user's name, John Urban, is displayed at the top right. The page contains a "Welcome" message and a "Select if you are an applicant or a Contractor/Consultant managing permits for others?" question. The options are "Property Owner or Facility Owner" and "Contractor/Consultant". The "Property Owner or Facility Owner" option is selected. The page also includes a "Required Fields" section and a "Copyright 2023 5" notice.