Instructions for Accessing the MDOT SS/SP System using MILogin

Overview   MDOT Supplemental Specification and Special Provision (SS/SP) System is available free of charge to registered users (geared towards Consultants and MDOT Design Staff) for compiling Design proposal documentation required for all projects let by the Michigan Department of Transportation (MDOT).

This document includes creating a Third Party MILOGIN account, requesting access to MDOT's SS/SP system, and accessing the system.
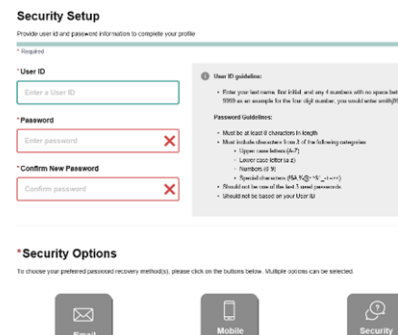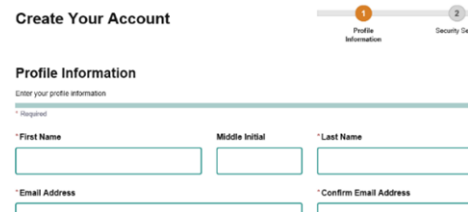
If you have any questions on the SS/SP application, please feel free to contact: MDOT-DesignIRS@Michigan.gov.
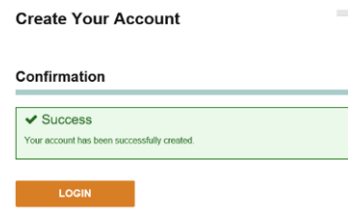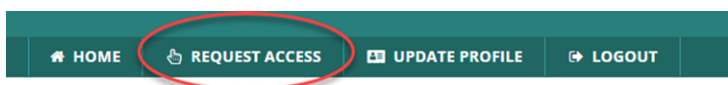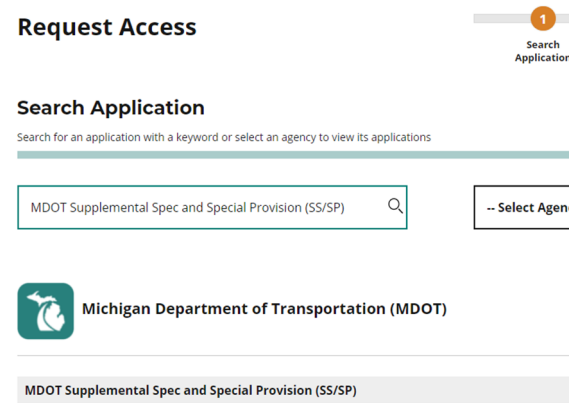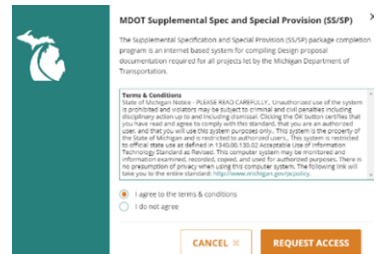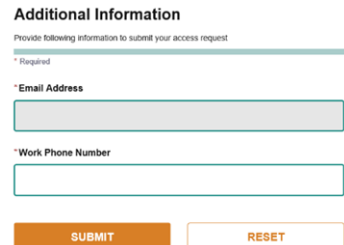
Create MILogin account   Use the following procedure to create a MILogin account:
*If you already have a MILogin account, please proceed to step 6.
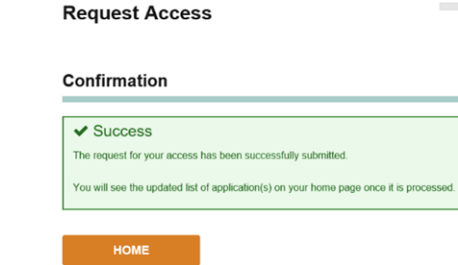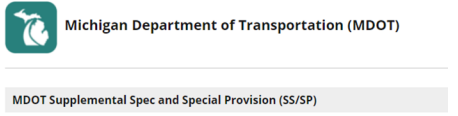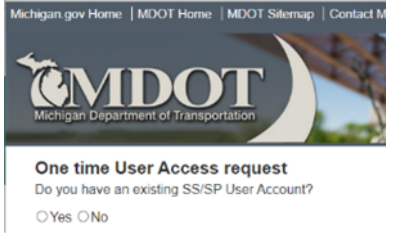
Step	Action
1	Go to the State of Michigan's MILogin website: **Third Party users**: MILogin for Third Party **State of Michigan employees**: https://miloginworker.michigan.gov
2	Create a MiLogin Third Party account. *Proceed to step 6 if you have an account. This include MDOT employees. Click the **Sign Up** button.
3	A Create Your Account window page will open. 1. Fill out all the required fields as well as read and agree to the terms and conditions. 2. Click Next once all required fields have been entered.
4	Security Setup window page will open. 1. Create a User ID and Password (note the User ID and Password Guidelines) 2. Select a Security Option. 3. Click **Create Account** was complete.

Step	Action	
5	Upon account creation, you should receive a success confirmation message.	**Create Your Account** **Confirmation** ✔ Success Your account has been successfully created. **LOGIN**
6	Click the Login button and proceed to login using the User ID and Password created in step 4.	
7	MILogin Home Page 1. Your home page should open. 2. Click on the Request Access link.	⌂ HOME 👆 REQUEST ACCESS 📖 UPDATE PROFILE ↷ LOGOUT
8	In the Request Access's Window: 1. Search Application enter: MDOT Supplemental Specs and Special Provisions (SS/SP) 2. Click on Magnifying Glass 3. MDOT Supplemental Specs and Special Provisions (SS/SP) will appear near the bottom of the window. 4. Click on MDOT Supplemental Specs and Special Provisions (SS/SP)	**Request Access** Search Application **Search Application** Search for an application with a keyword or select an agency to view its applications MDOT Supplemental Spec and Special Provision (SS/SP) 🔍 -- Select Agen 🟢 **Michigan Department of Transportation (MDOT)** **MDOT Supplemental Spec and Special Provision (SS/SP)**
9	On the MDOT Supplemental Specs and Special Provisions (SS/SP) window, review the terms and conditions. If you agree, click "I agree to terms & conditions". Then click 'REQUEST ACCESS'.	MDOT Supplemental Spec and Special Provision (SS/SP) Terms & Conditions ○ I agree to the terms & conditions ○ I do not agree CANCEL ✕ REQUEST ACCESS
10	On the Additional Information window: 1. Review email address and work phone number 2. Click SUBMIT	**Additional Information** Provide following information to submit your access request * Required *Email Address [ ] *Work Phone Number [ ] SUBMIT RESET

Step	Action	
11	Upon clicking SUBMIT: 1. You should receive a success confirmation message. 2. Click the HOME button.	**Request Access** **Confirmation** ✔ Success The request for your access has been successfully submitted. You will see the updated list of application(s) on your home page once it is processed. HOME
12	You will be directed back to your home page and MDOT Supplemental Specs and Special Provisions (SS/SP) should be listed.	Michigan Department of Transportation (MDOT) MDOT Supplemental Spec and Special Provision (SS/SP)
13	Click on MDOT Supplemental Specs and Special Provisions (SS/SP)	
14	On the MDOT Supplemental Specs and Special Provisions (SS/SP) window, review the terms and conditions. If you agree, click "Acknowledge/Agree".	
15	Upon initial log in, users will be asked a one-time user access question of "Do you have an existing SS/SP User Account". *Note*: This question assists MDOT support to ensure that users are placed in the correct security group as well as link them to packages they had access to in the old system.	Michigan.gov Home | MDOT Home | MDOT Sitemap | Contact M **MDOT** Michigan Department of Transportation **One time User Access request** Do you have an existing SS/SP User Account? ○Yes ○No
15a	Click Yes if you ever logged into the old SS/SP system. This is whether logging in with an individual account (MDOT users) or a company/agency account (Consultants and Local Agencies). • Enter your existing SS/SP Username and Password. Click Submit Access Request. ***Username is case sensitive enter in ALL CAPS.** • You will receive a confirmation that this was done successfully. Please close the window and reopen the application.	**One time User Access request** Do you have an existing SS/SP User Account? ◉Yes ○No Please enter your existing SS/SP User Name and Password below to access the application. * = Required Fields *User Name [ ] *Password [ ] Submit Access Request
15b	Click No if you have never logged into the old SS/SP system. • Enter your company name	**One time User Access request** Do you have an existing SS/SP User Account? ○Yes ◉No Company Name [ ] Submit Access Request
16	Functionality and Navigation are very similar to the previous version.	

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