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).

<u>Users who only need to view or print</u> (geared more towards Contractors and users who only need to reference the files) these files can do so by navigating to <u>Supplemental Specifications & Special Provisions</u> web site.

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: <u>MDOT-DesignIRS@Michigan.gov.</u>

Create MILogin	Use the following procedure to create a MILogin account:
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: <u>MILogin for Third Party</u> State of Michigan employees: https://miloginworker.michigan.gov		
2	Create a Mil ogin Third Party account		Login to your account
	*Proceed to step 6 if you have an account. This include MDOT employees. Click the Sign Up button.	MILogin for Third Party	Unit Die State und der State u
3	A Create Your Account window page will open.	eate Your Account	Polite Security Set
	 Fill out all the required fields as well as read and agree to the terms and conditions. Click Next once all required fields have been entered. 	ofile Information your profite information print It Name all Address	Middle Initial 'Last Name Confirm Email Address

Step	Actio	n
4	 Security Setup window page will open. Create a User ID and Password (note the User ID Password Guidelines) Select a Security Option. Click Create Account was complete. 	A pand A pan
		*Security Options It stream preferencipations (inclusive verticals), preservation in the Julium series. Addres options, can be tracked
5	Upon account creation, you should receive a success message.	Create Your Account Confirmation Confirmation Vour account has been successfully created LOCIN
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. 	REQUEST ACCESS I UPDATE PROFILE (+ LOGOUT
8	 In the Request Access's Window: Search Application enter: MDOT Supplemental Specs and Special Provisions (SS/SP) Click on Magnifying Glass MDOT Supplemental Specs and Special Provisions (SS/SP) will appear near the bottom of the window. Click on MDOT Supplemental Specs and Special Provisions (SS/SP) 	Request Access Search 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) Q - Select Agen MDOT Supplemental Spec and Special Provision (SS/SP) Q - Select Agen MDOT Supplemental Spec and Special Provision (SS/SP) MDOT Supplemental Special Provision (SS/SP) Select Agen MDOT Supplemental Spec and Special Provision (SS/SP) Select Agen Select Agen
9	On the MDOT Supplemental Specs and Special Prov window, review the terms and conditions. If you agre to terms & conditions". Then click 'REQUEST ACCE	<text><text><text><text><text><text><text></text></text></text></text></text></text></text>

Step	Action		
10	On the Additional Information window: Review email address and work phone number Click SUBMIT Work Phone Number UBMIT 		
11	Upon clicking SUBMIT:1. You should receive a success confirmation message2. Click the HOME button.	C. 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.	
12	You will be directed back to your home page and MDOT Supplemental Specs and Special Provisions (SS/SP) should be listed.		
13	Click on MDOT Supplemental Specs and Special Pro	ovisions (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.		
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. 	One time User Access request Do you have an existing SS/SP User Account? # Yes ONO Please enter your existing SS/SP User Name and Plassword below to access the application. * Required Fields "User Name * User Name Submit Access Request	
	 You will receive a confirmation that this was done sureopen the application. 	ccessfully. Please close the window and	

Step	Action	
15b	Click No if you have never logged into the old SS/SP system.	One time User Access request Do you have an existing SS/SP User Account?
	Enter your company name	O Yes ® No Company Name
		Submit Access Request
16	Functionality and Navigation are very similar to the previous version.	

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