

MiTrip Extended Permit Applications Guide


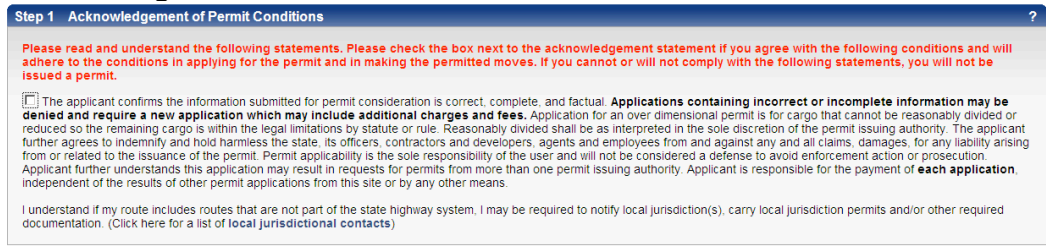
Purpose: Use the Michigan Transport Routing and Internet Permitting System (MiTrip) to enter extended permit applications.

- ! The guide will provide direction for all extended permits, although the screens will vary slightly from what is shown in this document.

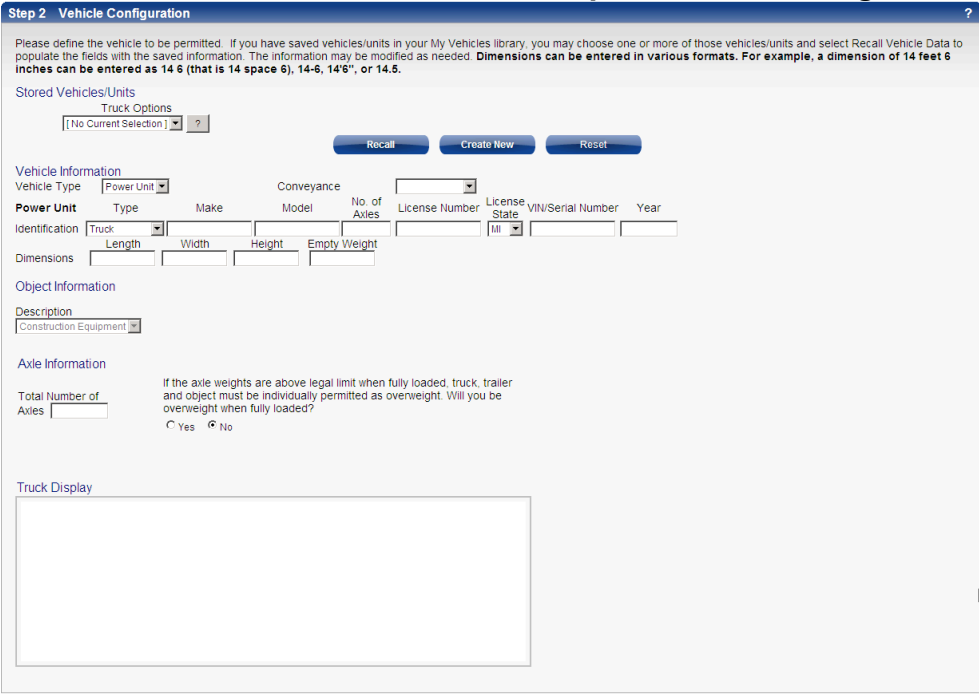
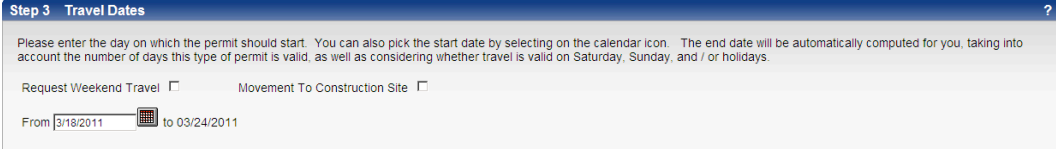


Sign In To MiTrip

Step	Action
1	Login to Michigan Business One stop (MBOS) at www.michigan.gov/business .
!	If this is your first time accessing MBOS, you will need to create a business. See www.michigan.gov/truckers for further instructions.
3	Select My Workspace at the bottom of the screen.
4	Select the Oversize/Overweight Permits (MiTrip) link.


Display the MiTrip Application Screen

Step	Action																					
1	<p>Click the appropriate Extended Permit application link.</p>  <p>Extended Permits</p> <table border="0"> <tr> <td>Agricultural - Truck</td> <td>Miscellaneous - Truck</td> <td>Pipe / Pole - Truck</td> </tr> <tr> <td>Agricultural - Trailer</td> <td>Miscellaneous - Trailer</td> <td>Pipe / Pole - Trailer</td> </tr> <tr> <td>Construction Equipment - Truck</td> <td>Miscellaneous - Object</td> <td>Raw Forest in UP</td> </tr> <tr> <td>Construction Equipment - Trailer</td> <td>Mobile / Modular Home - Truck</td> <td>Rubbish Truck (renewals only)</td> </tr> <tr> <td>Construction Equipment - Object</td> <td>9 Foot Wide Logging Trailer</td> <td>Snow Plow</td> </tr> <tr> <td>Empty Self-Propelled Equipment</td> <td>Pavement Marking Truck</td> <td>Wrecker</td> </tr> <tr> <td>Hydraulic Boat Lift Trailer</td> <td>Milk Truck</td> <td></td> </tr> </table>	Agricultural - Truck	Miscellaneous - Truck	Pipe / Pole - Truck	Agricultural - Trailer	Miscellaneous - Trailer	Pipe / Pole - Trailer	Construction Equipment - Truck	Miscellaneous - Object	Raw Forest in UP	Construction Equipment - Trailer	Mobile / Modular Home - Truck	Rubbish Truck (renewals only)	Construction Equipment - Object	9 Foot Wide Logging Trailer	Snow Plow	Empty Self-Propelled Equipment	Pavement Marking Truck	Wrecker	Hydraulic Boat Lift Trailer	Milk Truck	
Agricultural - Truck	Miscellaneous - Truck	Pipe / Pole - Truck																				
Agricultural - Trailer	Miscellaneous - Trailer	Pipe / Pole - Trailer																				
Construction Equipment - Truck	Miscellaneous - Object	Raw Forest in UP																				
Construction Equipment - Trailer	Mobile / Modular Home - Truck	Rubbish Truck (renewals only)																				
Construction Equipment - Object	9 Foot Wide Logging Trailer	Snow Plow																				
Empty Self-Propelled Equipment	Pavement Marking Truck	Wrecker																				
Hydraulic Boat Lift Trailer	Milk Truck																					
!	If the axle weights are above legal limit when fully loaded each piece (truck, trailer and object) must be permitted as overweight permit.																					
!	If this application is similar to one that you have already entered and you would like to make a copy of that application, click on “Copy Existing Application/Permit” at the bottom of the screen and enter the trip request or permit number of the permit you would like to copy.																					
2	<p>Complete Step 1, Acknowledgement of Permit Conditions by reading the conditions and placing a check in the checkbox next to the acknowledgement statement.</p>  <p>Step 1 Acknowledgement of Permit Conditions</p> <p>Please read and understand the following statements. Please check the box next to the acknowledgement statement if you agree with the following conditions and will adhere to the conditions in applying for the permit and in making the permitted moves. If you cannot or will not comply with the following statements, you will not be issued a permit.</p> <p><input type="checkbox"/> The applicant confirms the information submitted for permit consideration is correct, complete, and factual. Applications containing incorrect or incomplete information may be denied and require a new application which may include additional charges and fees. Application for an over dimensional permit is for cargo that cannot be reasonably divided or reduced so the remaining cargo is within the legal limitations by statute or rule. Reasonably divided shall be as interpreted in the sole discretion of the permit issuing authority. The applicant further agrees to indemnify and hold harmless the state, its officers, contractors and developers, agents and employees from and against any and all claims, damages, for any liability arising from or related to the issuance of the permit. Permit applicability is the sole responsibility of the user and will not be considered a defense to avoid enforcement action or prosecution. Applicant further understands this application may result in requests for permits from more than one permit issuing authority. Applicant is responsible for the payment of each application, independent of the results of other permit applications from this site or by any other means.</p> <p>I understand if my route includes routes that are not part of the state highway system, I may be required to notify local jurisdiction(s), carry local jurisdiction permits and/or other required documentation. (Click here for a list of local jurisdictional contacts)</p>																					




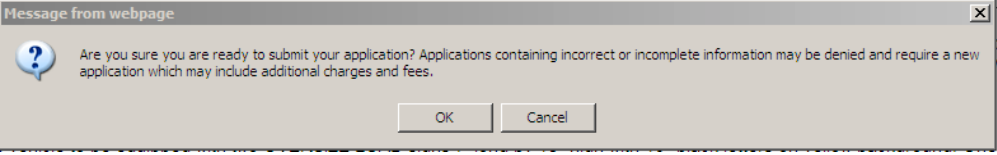
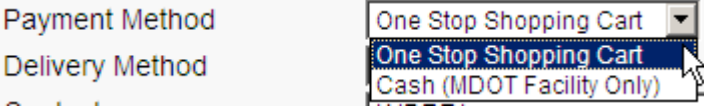




MiTrip Extended Permit Applications Guide

Step	Action
3	<p>Enter the vehicle and load information in Step 2, Vehicle Configuration.</p> 
!	<p>Dimensions can be entered in various formats. For example, a dimension of 14 feet 6 inches can be entered as 14 6 (that is 14 space 6), 14-6, 14'6", or 14.5.</p>
4	<p>Enter the date in which you would like your permit to start in Step 3, Travel Dates.</p> 
5	<p>Select one of the choices shown in the following steps for Step 4, Application Review.</p>
5a	<p>Select the Continue button if you have completed the Application screen and are ready to move on to the Step 5, Application Confirmation Screen</p> 
5b	<p>Select the Cancel button if you would like to cancel this application and return to the Application Type Selection screen.</p> 

MiTrip Extended Permit Applications Guide

Step	Action
5c	Select the Reset button if you would like to clear all of the fields on this screen. 

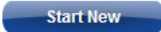





Submitting Application

1	Review the application.
2	Select the Next button and receive pop-up asking if you are sure you are ready to submit your application. 
!	Select the Back button to return to the Step 6, Trip Selection screen  Select the Change Permit button to return to the Application screen. 
3	Select the OK button to continue to the Step 6, Permit Delivery and Payment screen. 
4	Select Payment Method . 
!	The One Stop Shopping Cart allows users to pay by electronic check or credit/debit card.
5	Enter the Contact Name . 
6	Enter the Email Address . 
!	All communication regarding your application to include delivery of an issued permit will occur using the email address provided.
7	Enter the Contact phone number . 
8	Select the Submit button to receive the confirmation screen. 

MiTrip Extended Permit Applications Guide

	<p>If you do not wish to submit the application, select the Cancel button.</p> <div style="text-align: center;">  </div>
---	---

Paying for the Application by One Stop Shopping Cart

1	<p>Receive the Confirmation screen.</p> <p style="text-align: center;">Your application has been added to the One Stop Shopping Cart. Your application will not be processed until payment has been made. To access One Stop Shopping Cart to make a payment, click Logout or minimize the window.</p> <p style="text-align: center;">Your request number is 101375</p> <div style="text-align: center;">   </div>
2	<p>Note the application reference number for future communications regarding this application.</p>
3	<p>Select Logout.</p> <div style="text-align: center;">  </div>
	<p>To complete additional applications before paying, select the Start New button.</p> <div style="text-align: center;">  </div> <p>An application is not submitted for processing until it has been paid for.</p>
4	<p>Select the X in the top right corner to close the screen and return to Michigan Business One Stop to continue with payment.</p> <p style="text-align: center; color: blue; font-size: small;">You have been logged out. Any further actions will not be attributed to your profile.</p> <p style="text-align: center; color: blue; font-size: x-small;">To access the One Stop Shopping Cart through Michigan Business One Stop, close this window by clicking X in the top right hand corner.</p>
5	<p>Select Shopping Cart in the top right corner of the Michigan Business One Stop screen.</p>
	<p>The shopping cart shows all applications that have been submitted and have not been paid for. You can select which applications you would like to pay for by selecting and unselecting the checkboxes next to the item.</p>

MiTrip Extended Permit Applications Guide

Shopping Cart [Tell me more](#)

Delete	Select	License/Permit Description	License/Permit Number	Pay by Date	Cost
	<input checked="" type="checkbox"/>	Single Trip Miscellaneous, Permit Application No.101328	N/A	03/18/2011 16:46:13	\$15.00
	<input checked="" type="checkbox"/>	Single Trip Equipment, Permit Application No.101359	N/A	03/19/2011 13:24:13	\$15.00
	<input checked="" type="checkbox"/>	Single Trip Equipment, Permit Application No.101375	N/A	03/19/2011 15:27:31	\$15.00

Selected Total : \$ 45.00

Payment Method: *

6 Select Payment Method.

Payment Method: *

Select Payment Method

Select Payment Method

Electronic Check

Credit Card

7 Select the **Checkout** button.

8 Complete the appropriate fields based on Payment Method selection.

For Credit Card

Billing Information

* = Indicates a required field

Business or Personal Credit Card *

- Business / Company Credit Card
- Individual / Personal Credit Card

(As appears on credit card)

Name: * *

First Name Middle Initial Last Name

Card Number: *

Card number should be 16 digits only, no spaces and dashes

Card Type: *

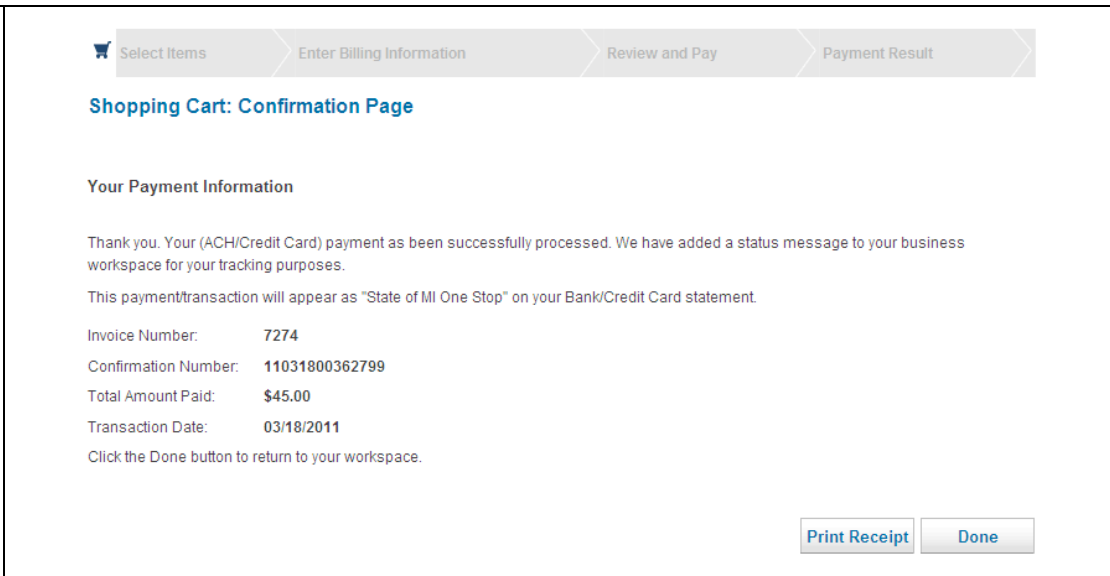

Expiration Date : *

Security Code (CVV): * [click for example](#)


MiTrip Extended Permit Applications Guide

	<p>OR</p> <p>For Electronic Check</p> <p>Bank Account Information</p> <p>* = Indicates a required field</p> <p>(As appears on bank account)</p> <p>Business Name: * <input type="text" value="carrier service 20"/></p> <p>Name: * <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/></p> <p style="text-align: center; font-size: small;">First Name Middle Initial Last Name</p> <p>Routing Number: * <input type="text" value=""/> click for example</p> <p>Verify Routing Number: * <input type="text" value=""/></p> <p>Account Number: * <input type="text" value=""/></p> <p>Verify Account Number: * <input type="text" value=""/></p> <p>Account Type: * <input type="text" value="Select account type"/></p> <p>Account Ownership: * <input type="text" value="Select account owner"/></p>																
9	<p>Select the Continue button to receive the Payment review screen.</p> <p>Review Your Items</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">License/Permit Description</th> <th style="text-align: left;">License/Permit Number</th> <th style="text-align: left;">Pay by Date</th> <th style="text-align: left;">Cost</th> </tr> </thead> <tbody> <tr> <td>Single Trip Equipment, Permit Application No.101359</td> <td>N/A</td> <td>03/19/2011 13:24:13</td> <td>\$15.00</td> </tr> <tr> <td>Single Trip Equipment, Permit Application No.101375</td> <td>N/A</td> <td>03/19/2011 15:27:31</td> <td>\$15.00</td> </tr> <tr> <td>Single Trip Miscellaneous, Permit Application No.101328</td> <td>N/A</td> <td>03/18/2011 16:46:13</td> <td>\$15.00</td> </tr> </tbody> </table> <p style="text-align: right;">Total: \$ 45.00</p> <p>Bank Account Information</p> <p>Business Name: carrier service 20</p> <p>Name: fadff adfadf</p> <p>Routing Number: 121000358</p> <p>Account Number: *1111</p> <p>Account Type: Checking</p> <p>Account Ownership: e-Check</p> <p style="text-align: right;"> <input type="button" value="Back"/> <input type="button" value="Make Payment"/> </p>	License/Permit Description	License/Permit Number	Pay by Date	Cost	Single Trip Equipment, Permit Application No.101359	N/A	03/19/2011 13:24:13	\$15.00	Single Trip Equipment, Permit Application No.101375	N/A	03/19/2011 15:27:31	\$15.00	Single Trip Miscellaneous, Permit Application No.101328	N/A	03/18/2011 16:46:13	\$15.00
License/Permit Description	License/Permit Number	Pay by Date	Cost														
Single Trip Equipment, Permit Application No.101359	N/A	03/19/2011 13:24:13	\$15.00														
Single Trip Equipment, Permit Application No.101375	N/A	03/19/2011 15:27:31	\$15.00														
Single Trip Miscellaneous, Permit Application No.101328	N/A	03/18/2011 16:46:13	\$15.00														
10	Review the items you are paying for and the payment details.																
11	<p>Select the Make Payment button to receive your receipt number.</p> <p style="text-align: center;"><input type="button" value="Make Payment"/></p>																
12	Select the Print Receipt button if you would like to print your receipt.																

MiTrip Extended Permit Applications Guide

	 <p>The screenshot shows a progress bar at the top with four steps: 'Select Items', 'Enter Billing Information', 'Review and Pay', and 'Payment Result'. Below the progress bar, the heading is 'Shopping Cart: Confirmation Page'. Underneath, it says 'Your Payment Information' and provides a thank you message. It lists the following details: Invoice Number: 7274, Confirmation Number: 11031800362799, Total Amount Paid: \$45.00, and Transaction Date: 03/18/2011. At the bottom right, there are two buttons: 'Print Receipt' and 'Done'.</p>
13	<p>Select the Done button to return to your Michigan Business One Stop My Workspace.</p> 

Log Out of MBOS


1	<p>Select Sign Out from the choices in the top center of the screen.</p> 
2	<p>Select the Close button to close the My Workspace screen.</p>

Retrieving Your Issued Permit



Sign In To MiTrip

Step	Action
1	Receive email notifying you of permit issuance.
2	Login to Michigan Business One stop (MBOS) at www.michigan.gov/business .
3	Select My Workspace at the bottom of the screen.
4	Select the Oversize/Overweight Permits (MiTrip) link.



My Permits

1	<p>Select My Permits at the top of the MiTrip screen.</p> 
2	<p>Select the appropriate PermitID for the permit you wish to retrieve.</p>

MiTrip Extended Permit Applications Guide

	
3	Print the permit.
	The permit is required to be carried in the vehicle during transport.

Log Out of MiTrip and MBOS

1	Select Logout .
	
2	Select the X in the top right corner to close the screen and return to Michigan Business One Stop to continue with payment.
	<p>You have been logged out.</p> <p>Any further actions will not be attributed to your profile.</p> <p>To access the One Stop Shopping Cart through Michigan Business One Stop, close this window by clicking X in the top right hand corner.</p>
3	Select Sign Out from the choices in the top center of the screen.
	
4	Select the Close button to close the My Workspace screen.

Conducting a Route Evaluation







Sign In To MiTrip

Step	Action
1	Receive email notifying you of permit issuance.
2	Login to Michigan Business One stop (MBOS) at www.michigan.gov/business .
3	Select My Workspace at the bottom of the screen.
4	Select the Oversize/Overweight Permits (MiTrip) link.



Perform Route Evaluation

Step	Action
1	Select the Route Evaluation link on the Application screen to view the

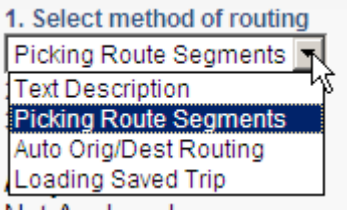

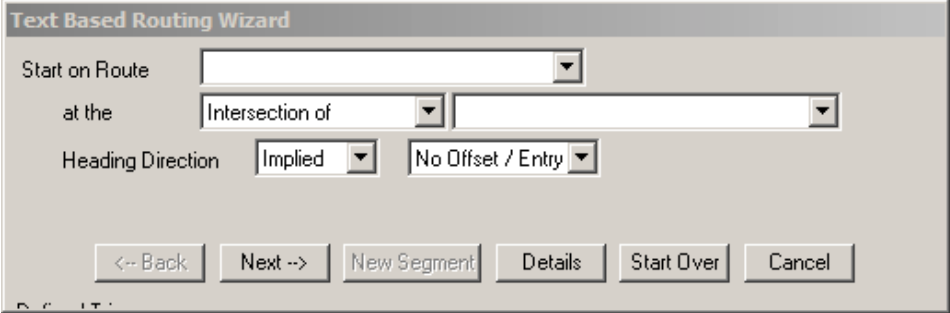
MiTrip Extended Permit Applications Guide

Step	Action
	Route Evaluation Permit Application screen. <div style="text-align: center;"></div>
2	Complete Step 1, Acknowledgement of Permit Conditions by reading the conditions and placing a check in the checkbox next to the acknowledgement statement. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Step 1 Acknowledgement of Permit Conditions</p> <p>Please read and understand the following statements. Please check the box next to the acknowledgement statement.</p> <p><input type="checkbox"/> Any approved route shall not be considered as a guarantee of the sufficiency of a highway, highway width or vertical clearance, or highway structure for transporting on the route.</p> </div>
3	Enter the vehicle and load information in Step 2, Vehicle Configuration . <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Step 2 Vehicle Configuration</p> <p>Please define the vehicle to be permitted. If you have saved vehicles/units in your My Vehicles library, you may choose one or more of those vehicles/units and select Recall Vehicle Data to populate the fields with the saved information. The information may be modified as needed. Dimensions can be entered in various formats. For example, a dimension of 14 feet 6 inches can be entered as 14 6 (that is 14 space 6), 14-6, 14'6", or 14.5.</p> <p>Stored Vehicles/Units</p> <p>Truck/Combined Options: <input type="text" value="[No Current Selection]"/> ?</p> <p>First Trailer: <input type="text" value="[No Current Selection]"/> ?</p> <p style="text-align: center;"><input type="button" value="Recall"/> <input type="button" value="Create New"/> <input type="button" value="Reset"/></p> <p>Overall Vehicle Dimensions</p> <p>Length: <input type="text"/> Width: <input type="text"/> Height: <input type="text"/></p> </div>
	Dimensions can be entered in various formats. For example, a dimension of 14 feet 6 inches can be entered as 14 6 (that is 14 space 6), 14-6, 14'6", or 14.5.
4	Enter the date in which you would like your permit to start in Step 3, Travel Dates . <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Step 3 Travel Dates</p> <p>Please enter the day on which the permit should start. You can also pick the start date by selecting on the calendar icon. The end date will be automatically computed for you, taking into account the number of days this type of permit is valid, as well as considering whether travel is valid on Saturday, Sunday, and / or holidays.</p> <p>From <input type="text" value="3/22/2011"/>  to <input type="text" value="03/28/2011"/> </p> </div>
5	Choose the Origin and Destination of the trip using the drop-downs in Step 4, Route Information. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Step 4 Route Information</p> <p>Please select the origin and destination for your trip from the dropdown. This will populate the origin and destination textboxes. These are intended to be the "general" origin and destination locations (e.g. a state border or town). If the town you choose as your origin or destination is not on the state highway system then in the Trip Selection step, you must choose the nearest town or intersection point for entry and exit of the system.</p> <p>Origin: <input type="text" value="[No Current Selection]"/> <input type="text"/></p> <p>Destination: <input type="text" value="[No Current Selection]"/> <input type="text"/></p> </div>
	When you select the Origin and Destination from the drop-downs it will populate the Origin and Destination fields shown below the drop-downs.
6	Select one of the choices shown in the following steps for Step 5, Application Review .
6a	Select the Continue button if you have completed the Application screen and are ready to move on to the Step 6, Trip Selction Screen <div style="text-align: center; margin-top: 10px;"></div>
6b	Select the Cancel button if you would like to cancel this application and return to the Application Type Selection screen.

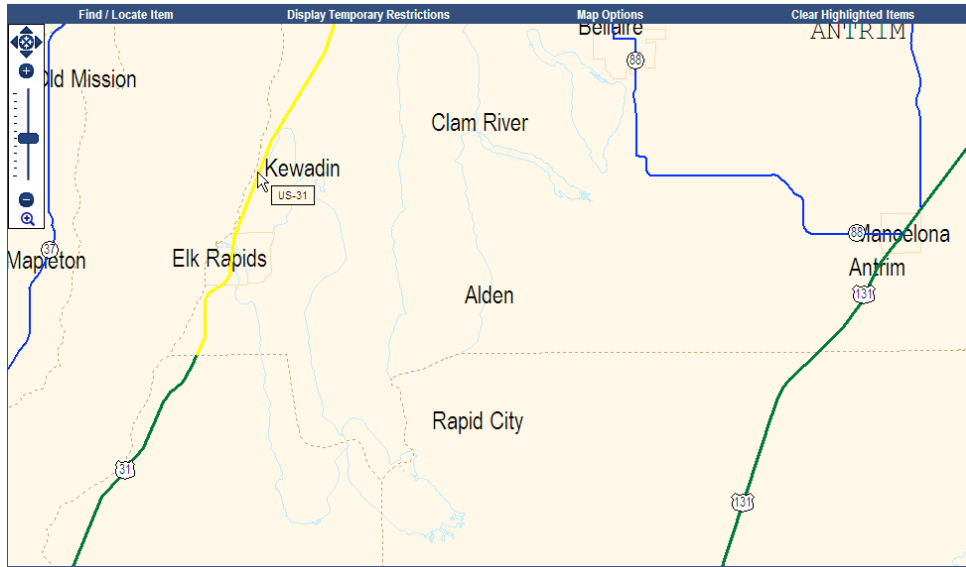
MiTrip Extended Permit Applications Guide

Step	Action
	
6c	Select the Reset button if you would like to clear all of the fields on this screen. <div style="text-align: center; margin-top: 10px;">  </div>

Completing Step 6, Trip Selection

1	Select the routing method in the 1. Select method of routing dropdown. <div style="text-align: center; margin-top: 10px;">  </div>
	<p>Text Description- Provides a pop-up text box where you may select your route using drop-downs and buttons.</p> <div style="text-align: center; margin-top: 10px;">  </div> <p>Picking Route Segments – Allows you to pick your route by clicking on the map.</p>

MiTrip Extended Permit Applications Guide



Auto Orig/Dest Routing – Allows you to enter the Origin by either text or picking on the map and then will find the route for you.

Origin Location Selection

Define the origin by the following description

Start on Route


at the Intersection of

No Offset

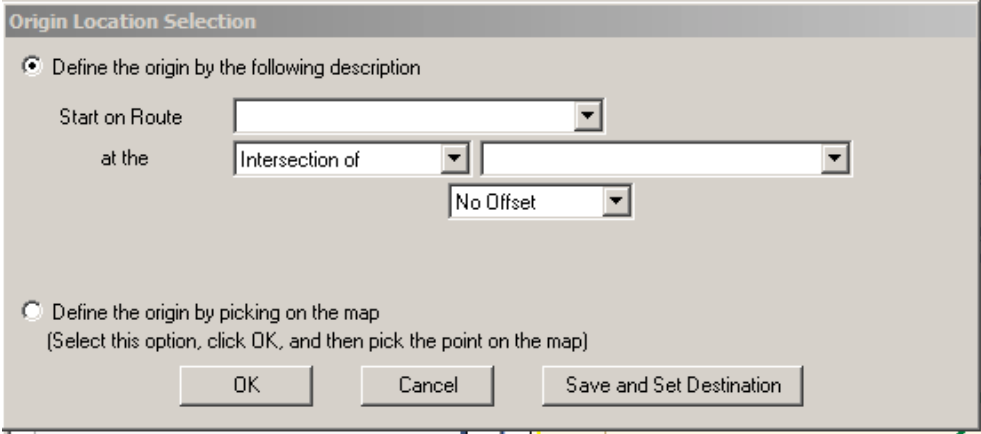

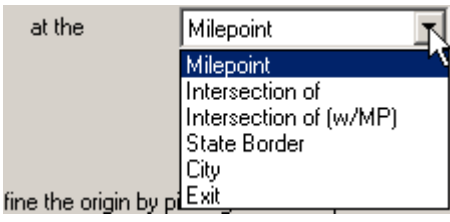

Define the origin by picking on the map
(Select this option, click OK, and then pick the point on the map)

Loading Saved Trip- Allows you to use a trip you have saved on a previous application using the **Save Trip for Future Use** link.

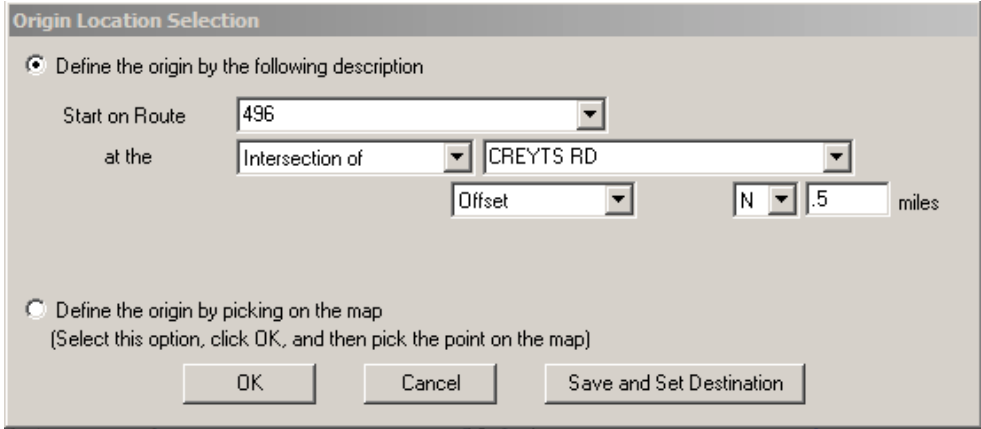
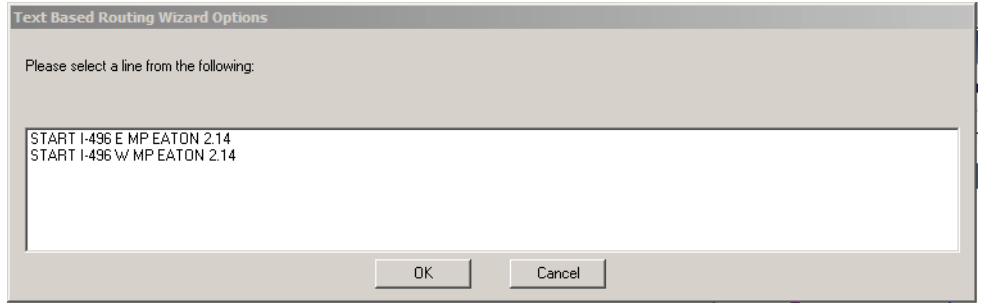

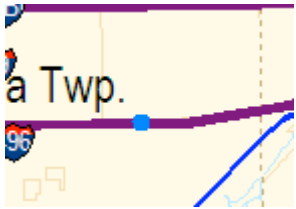
[Optional](#)
[Save trip for future use](#)

2	<p>Select the appropriate step 2 depending on the method of routing you have selected.</p> <p style="text-align: center;"> 2. Enter your trip description OR 2. Select trip on the map OR 2. Select trip origin OR 2. Load a saved trip </p>
	<p>For this guide we will be using the Auto Orig/Dest Routing method. This is only one way to enter the routing. You may use whichever method you would like.</p> <p>Select 2. Select Trip Origin and receive the Origin Location Selection Pop-up.</p>

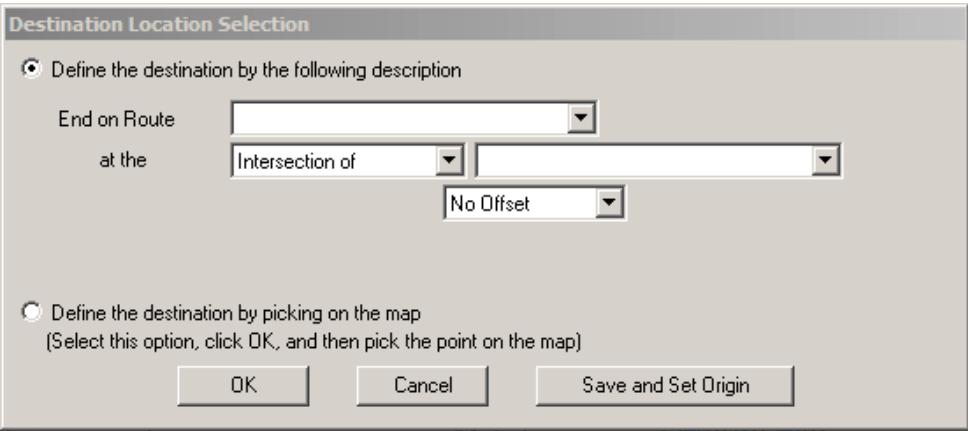

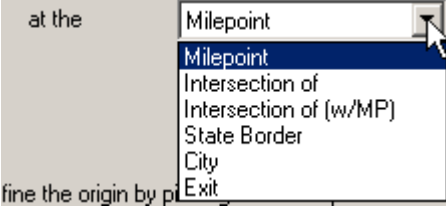

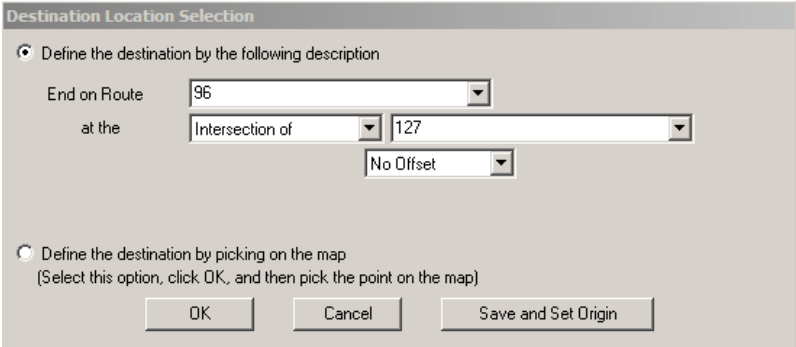
MiTrip Extended Permit Applications Guide

	 <p>The dialog box titled "Origin Location Selection" has two radio buttons. The first is selected and labeled "Define the origin by the following description". Below it are three dropdown menus: "Start on Route", "at the" (with "Intersection of" selected), and "No Offset". The second radio button is labeled "Define the origin by picking on the map" with a sub-note "(Select this option, click OK, and then pick the point on the map)". At the bottom are "OK", "Cancel", and "Save and Set Destination" buttons.</p>
3	<p>Select one of the methods for defining the origin. The example will use Define the origin by the following description.</p>
4	<p>Select the State Route in which you would like to begin your route on the State highway system.</p>  <p>The "Start on Route" dropdown menu is shown with the value "496" selected.</p>
5	<p>Select an option from the drop-down.</p>  <p>The dropdown menu for "at the" is open, showing options: Milepoint (highlighted), Intersection of, Intersection of (w/MP), State Border, City, and Exit.</p>
	<p>The remaining choices will differ based on your selection. Complete them as appropriate.</p>

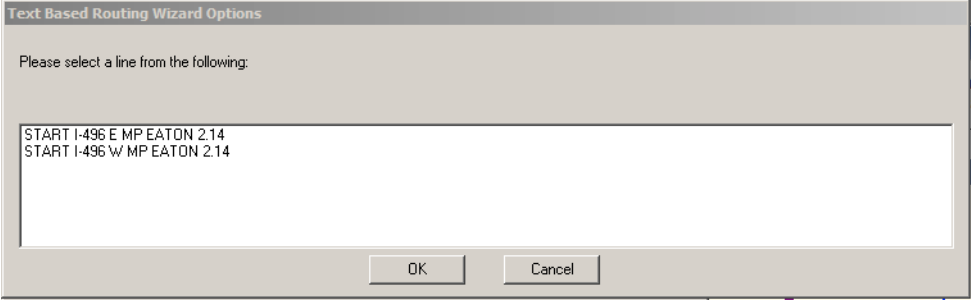

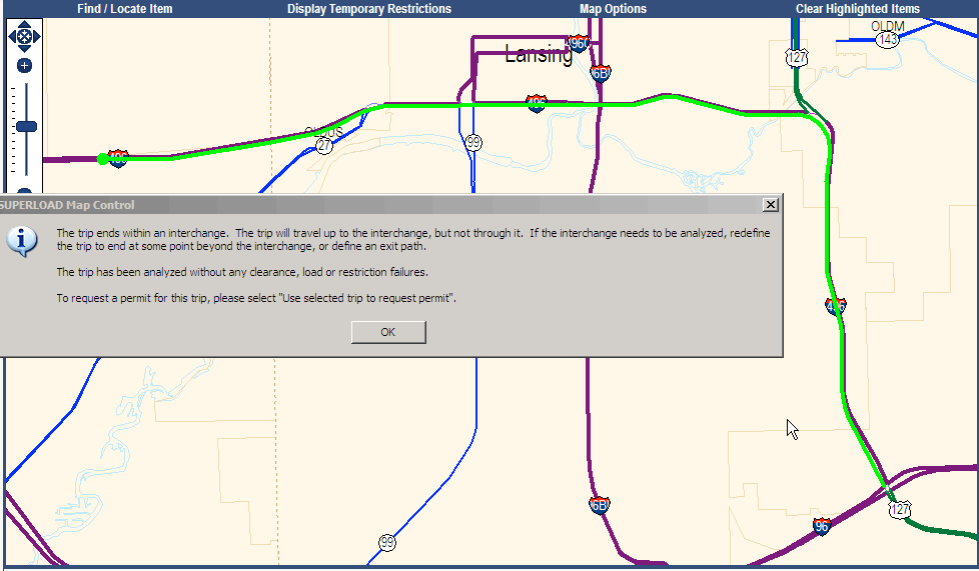

MiTrip Extended Permit Applications Guide

	 <p>The dialog box is titled "Origin Location Selection". It has two radio buttons. The first is selected and labeled "Define the origin by the following description". Below it, there are several input fields: "Start on Route" with a dropdown menu showing "496", "at the" with a dropdown menu showing "Intersection of", another dropdown menu showing "CREYTS RD", a dropdown menu showing "Offset", a dropdown menu showing "N", and a text input field showing ".5" followed by "miles". The second radio button is labeled "Define the origin by picking on the map" and has a sub-instruction "(Select this option, click OK, and then pick the point on the map)". At the bottom are three buttons: "OK", "Cancel", and "Save and Set Destination".</p>
6	<p>Select the Save and Set Destination button and receive the Text Based Routing Wizard Options pop-up.</p>
7	<p>Select the appropriate Mile Point (MP) in the Text Based Routing Wizard Options pop-up.</p>  <p>The dialog box is titled "Text Based Routing Wizard Options". It contains the text "Please select a line from the following:" followed by a list box containing two items: "START I-496 E MP EATON 2.14" and "START I-496 W MP EATON 2.14". At the bottom are "OK" and "Cancel" buttons.</p>
<p> When you highlight an option the point will appear on the map as a highlighted dot.</p>	 <p>The map shows a road network with a purple line representing a route. A blue dot is highlighted on the purple line, indicating the starting point. The map also shows a road labeled "I-96" and a township boundary labeled "a Twp.".</p>
8	<p>Select the OK button when the appropriate starting point is highlighted.</p>
11	<p>Select one of the methods for defining the destination in the Destination Location Selection pop-up. The example will use Define the definition by the following description.</p>



MiTrip Extended Permit Applications Guide

	
9	<p>Select the State Route in which you would like your route on the State highway system to end.</p> 
	<p>Select an option from the drop-down.</p> 
	<p>The remaining choices will differ based on your selection. Complete them as appropriate.</p> 
10	<p>Select the OK button and receive the Text Based Routing Wizard Options pop-up.</p>
11	<p>Select the appropriate Mile Point (MP) in the Text Based Routing Wizard Options pop-up.</p>



MiTrip Extended Permit Applications Guide

	
<p>!</p>	<p>When you highlight an option the point will appear on the map as a highlighted dot.</p> 
<p>12</p>	<p>Select the OK button when the appropriate starting point is highlighted.</p>
<p>13</p>	<p>Select 4. Find the trip and Analyze It to receive pop-up showing route passing or failure and any identified restrictions.</p> 
<p>!</p>	<p>An automatically generated route will appear on the map as well as any areas that contain restrictions.</p>
<p>14</p>	<p>Select the OK button to close the pop-up.</p>
<p>15</p>	<p>Select one of the following buttons on the left side of the screen.</p>
<p>15a</p>	<p>Select the Cancel button if you would like to cancel this application and return to the Application Type Selection screen.</p> 

MiTrip Extended Permit Applications Guide

15b	<p>Select the Back button to return to the Route Evaluation Permit Application screen.</p> 
15c	<p>Select the Help button to receive a pop-up with further guidance on using the routing tools.</p> 

Log Out of MiTrip and MBOS

1	<p>Select Logout at the top of the Application Selection screen.</p> 
2	<p>Select the X in the top right corner to close the screen and return to Michigan Business One Stop to continue with payment.</p> <p style="text-align: center;">You have been logged out. Any further actions will not be attributed to your profile.</p> <p style="text-align: center;"><small>To access the One Stop Shopping Cart through Michigan Business One Stop, close this window by clicking X in the top right hand corner.</small></p>
3	<p>Select Sign Out from the choices in the top center of the screen.</p> 
4	<p>Select the Close button to close the My Workspace screen.</p>