

**Manual for:
New Online Account and Linking to a Previous Record (Legacy Carriers)**

9/1/16

Michigan State Police

Announcements Register for an Account Login

Search...

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Welcome to the Michigan State Police, Commercial Vehicle Enforcement Division Citizen Portal

In partnership with [Accela, Inc.](#), we are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

Register for an Account today:
To use our online services you must register for a free account.

Registered access will allow you to search our Motor Carrier System database for intrastate carriers, view authority and contact information, as well as file a complaint related to an intrastate motor carrier.
If you are a motor carrier, once registered, you will be able to apply for new intrastate authority, apply to amend your existing authority, apply for vehicle credentials, complete your annual renewal of authority, and pay all associated fees.

Unregistered users:
Unregistered users can access our Motor Carrier System database, using the advanced search tab, to identify authorized intrastate carriers, and view authority and contact information.

Login

User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer
[I've forgotten my password](#)

New Users: Register for an Account

Main Page

- Go to <https://aca3.accela.com/msp>
- If this is your first visit, click **“New Users: Register for an Account”**
 - If you are a legacy carrier, after establishing an account, please follow instructions to link your new account to your existing record per the letter you received in the mail. (Examples/instructions of “linking” follow later in this manual after Page 9)
- If this is a repeat visit, log in.



Home MSP-CVED

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Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information

Please review and accept the terms below to proceed.

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Registration »](#)

- If this is your first visit, you'll need to set up an account, starting with a login and password.
- First step is to read the disclaimer and check the box accepting the terms.
- Then click the blue "**Continue Registration**" button.

Account Registration Step 2: Enter Your Account Information

* Indicates a required field.

Login Information

* User Name: ?

* E-mail Address:

* Phone: Receive SMS Messages

* Password: ?

[Password Strength](#) [Requirements](#)

* Type Password Again:

* Enter Security Question: ?

* Answer: ?

User Contact Information *

Choose how to fill in your contact information.

Add New

Enter the words below

"CAPTCHA"

Continue Registration »

- Enter requested information into the fields.
- The blue **"Add New"** button will take you to a pop-up where you can enter either an individual or corporate contact. When you finish and click the blue **"Continue"** button, it will first return you to a grayed out page. You may need to scroll to the top of that page to find this new **"Continue"** button. Click that, and it will return you back to the page shown above.
- Enter the "captcha" validation words/numbers displayed in the gray box and click the blue **"Continue Registration"** button. **NOTE:** You can request a new phrase by clicking the top blue box, or hear the phrase by clicking the second blue button next to the captcha box. (*Trivia:* captcha = Completely Automatic Public Turing test to tell Computers and Humans Apart)



Home MSP-CVED

[Advanced Search](#)



Your account has been successfully created.

Congratulations. You have successfully created a user account. An e-mail has been sent to you with instructions for verifying your information.

Account Information

User Name:	Firsttimetrucker
E-mail:	firsttimetrucker@gmail.com
Password:	*****
Security Question:	Am I a new trucker
Phone:	555-222-1212
Receive SMS Message:	NO

User Contact Information

Sam D Cat	Phone: 555-222-1212
first Time Trucker	
firsttimetrucker@gmail.com	



- Acknowledgement page. If there is any incorrect information, it can be edited later on a different page.
- Click the blue **“Login Now”** button.



Advanced Search ▾

Please Login

If you are an existing user, please enter your user name and password in the box on the right.

New Users

A new user may [register](#) for a free account. It only takes a few simple steps. Click on the Register Now button, then complete the requested information.

[Register Now »](#)

Login

User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

- Use your newly created login name and password to access your account.

- Home
- MSP-CVED**

- Dashboard**
- My Records
- My Account
- Advanced Search ▾

Hello, Buddy Auto

Saved in Cart (0) [View Cart](#)

There are no items in your shopping cart right now.

My Collection (0) [View Collections](#)

You do not have any collections right now.

Work in progress ⓘ [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				

- Click on the “MSP-CVED” tab, next to the “Home” tab.



[Home](#) **MSP-CVED**

[View and update existing Authority](#) [Submit a Complaint or Apply for New Intrastate Authority](#)

Online Processing

Welcome to the Michigan State Police, Commercial Vehicle Enforcement Division (MSP-CVED) Motor Carrier System. Using this system you can submit and update information, pay any associated fees, file a Motor Carrier Complaint, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

If you are a current user and you would like to view your authority information, view a previously submitted application, open a partially completed application or amend your current authority (ie. name change, address change, equipment list, etc.), click on "View and update existing Authority" above.

If you are going to file for a new authority or file a complaint, complete the Disclaimer below and Continue.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer to continue.

General Disclaimer

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I have read and accepted the above terms.

[Continue >](#)

- You will see this Introductory page explaining some available services.
- Click the box signifying agreement with the terms of use, and then click the blue "Continue" button.



Home **MSP-CVED**

[View and update existing Authority](#) [Submit a Complaint or Apply for New Intrastate Authority](#)

Select a Record Type

Choose one of the following options.

Intrastate Motor Carrier Complaint:

To file a complaint against a motor carrier, select [Intrastate Motor Carrier Complaint](#) below and click Continue.

Application for Authority:

To apply for Intrastate Authority, select [Application for Authority](#) below and click Continue. If your operations only fall under the Interstate Authority description you do not need Intrastate Authority within the state of Michigan. If you are an Interstate Carrier that conducts ANY Intrastate moves within the state of Michigan you must apply for Intrastate Authority. If you are unsure, see descriptions below.

Intrastate Authority:

Transporting products between two points within the same state. Point of origin and point of destination are the same state.

Interstate Authority:

Transporting products across state lines. Point of origin and point of destination are in different states.

Link Account to Record by PIN

To register your account with a Certificate of Authority, select [Link Account to Record by PIN](#) below and click Continue. Once completed, your account will be linked with your Certificate of Authority record.

If you have any questions or are not sure if you need to apply for Intrastate Authority within the state of Michigan, please contact us by phone at: 517-284-3250.

- Application for Authority
- Intrastate Motor Carrier Complaint
- Link Account to Record by PIN**

- If your company already has an MPSC/CVED number, then you should have received a letter with a PIN number and instructions how to “link” your existing account information to the new account you just created. (The next page has an example of this letter and instructions.)
- Click the **“Link Account to Record by PIN”** radio button, then click the blue **“Continue”** button and follow the instructions on **YOUR** letter.

8/19/2016

CVED

Carrier email address on file:

PIN: 00HIS0006Z

Dear Sir or Madam:

The Michigan State Police, Commercial Vehicle Enforcement Division, Regulatory and Credentialing Section has implemented an online intrastate motor carrier credentialing system.

Effective October 1, 2016, all applications that affect or amend your authority must be submitted utilizing the online credentialing system. This includes the 2017 renewal of your intrastate certificate of authority.

Access to the online credentialing system is effective immediately and we encourage you to register for a user account as soon as possible. Once registered, as a motor carrier with existing intrastate operating authority, you will be able to apply to modify your existing authority information, apply for vehicle credentials, complete your annual renewal of authority, and pay all associated fees by credit card.

To register for a free account please follow the instructions, below:

- Go to: <https://aca3.accela.com/msp>
- As a first time user, click on the Register for an Account link under the login section of the Web page and complete your registration.

After you have logged in the first time, you must link your user identification to your Certificate of Authority record. Use your User ID PIN 00HIS0006Z to connect your User ID to your Certificate of Authority record. Also, see the attached instruction sheet.

If you have any questions, please feel free to contact the Commercial Vehicle Enforcement Division at 517-284-3250, press zero, and ask to be transferred to the Intrastate Authority Unit. You may also send questions by email to: msp-cved-mcs-credentialing@michigan.gov.

Sincerely,



Ikechukwu Nwabueze Ph.D., Section Manager
Regulatory and Credentialing Section
Commercial Vehicle Enforcement Division



If your company already has an MPSC/ CVED number, you will have received this letter with a PIN number and instructions how to link your existing record to the new record you will create on-line.

Once linked, you will have access to a number of other on-line services, such as 72 Hour Permits, Annual Reports, name & address change, adding/transferring decals, temporary/permanent discontinuance of authority, reinstatement of authority and transfer of authority.

INSTRUCTIONS FOR LINKING A USER ACCOUNT TO YOUR Certificate of Authority Record by PIN:

1. Go to: <https://aca3.accela.com/msp>
2. As a first time user, click on the Register for an Account link under the login section of the web page.
3. Read Disclaimer, accept and hit Continue.
4. Complete requirements for user name, email, password, security question, and security question answer. Write down username and password on paper.
5. Click on Add New contact.
6. Pick type of contact and Continue.
7. Complete requirements for the contact and Continue.
8. Scroll up and complete entry of contact by selecting Continue.
9. Complete the account registration by inputting the numbers or letters shown in the pictures displayed, then Continue.
10. Click on Login Now
11. Login with user id and password created.
12. Next, click on MSP-CVED tab.
13. Read and accept the General Disclaimer, then Continue.
14. Choose Link Your Account to Your Record by PIN, then Continue.
15. Enter the provided PIN into the PIN field (up to two attempts). Use Tab Key to Confirm.
16. Upon entering the valid PIN, review the information on the screen.
17. Validate the information by checking the checkbox and complete your registration.
18. Click Continue on the Review Page.
19. On the Receipt page, click on View and Update Existing Authority to find your Certificate of Authority Record.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

COL. KRISTE KIBBEY ETUE
DIRECTOR

August 24, 2016

Carrier email address on file:

PIN: 00HISXXXXX

Dear Sir or Madam:

The Michigan State Police, Commercial Vehicle Enforcement Division, Regulatory and Credentialing Section has implemented an online intrastate motor carrier credentialing system.

Effective October 1, 2016, all applications that affect or amend your authority must be submitted utilizing the online credentialing system. This includes the 2017 renewal of your intrastate certificate of authority.

Access to the online credentialing system is effective immediately and we encourage you to register for a user account as soon as possible. Once registered, as a motor carrier with existing intrastate operating authority, you will be able to apply to modify your existing authority information, apply for vehicle credentials, complete your annual renewal of authority, and pay all associated fees by credit card.

To register for a free account please follow the instructions, below:

- Go to: <https://aca3.accela.com/msp>
- As a first time user, click on the Register for an Account link under the login section of the web page and complete your registration.

After you have logged in the first time, you must link your user identification to your Certificate of Authority record. Use your User ID PIN 00HISXXXXX to connect your User ID to your Certificate of Authority record. Also, see the attached instruction sheet.

If you have any questions, please feel free to contact the Commercial Vehicle Enforcement Division at 517-284-3250, press zero, and ask to be transferred to the Intrastate Authority Unit. You may also send questions by email to: msp-cved-mcs-credentialing@michigan.gov.

Sincerely,

Ikechukwu Nwabueze Ph.D., Section Manager
Regulatory and Credentialing Section
Commercial Vehicle Enforcement Division

Instructions for linking a user account to your Certificate of Authority Record by PIN:

1. Go to: <https://aca3.accela.com/msp>
2. As a first time user, click on the Register for an Account link under the login section of the web page.
3. Read Disclaimer, accept and hit Continue.
4. Complete requirements for user name, email, password, security question, and security question answer. Write down username and password on paper.
5. Click on Add New contact.
6. Pick type of contact and Continue.
7. Complete requirements for the contact and Continue.
8. Scroll up and complete entry of contact by selecting Continue.
9. Complete the account registration by inputting the numbers or letters shown in the pictures displayed, then Continue.
10. Click on Login Now
11. Login with user id and password created.
12. Next, click on MSP-CVED tab.
13. Read and accept the General Disclaimer, then Continue.
14. Choose Link Your Account to Your Record by PIN, then Continue.
15. Enter the provided PIN into the PIN field (up to two attempts). Use Tab Key to Confirm.
16. Upon entering the valid PIN, review the information on the screen.
17. Validate the information by checking the checkbox and complete your registration.
18. Click Continue on the Review Page.
19. On the Receipt page, click on View and Update Existing Authority to find your Certificate of Authority Record.

Search... 

Home **MSP-CVED**

View and update existing Authority Submit a Complaint or Apply for New Intrastate Authority

Link Account to Record by PIN

1 Register

2 Review

3 Record Issuance

Step 1: Register > Search by PIN

* indicates a required field.

Enter PIN Number

PIN

PIN Code from Mailer:

Enter your PIN below to lookup your license.

Confirm Registration Information

VALIDATION

CVED:

Carrier Name:

Address:

I agree that this is my CVED number and carrier information. If this is not your CVED number and carrier information, please contact the Commercial Vehicle Enforcement Division at 517-284-3250 at your convenience.:

Continue »

Save and resume later

- This is where the carrier enters the PIN contained in the RE: part of the letter that was mailed to them. (**NOTE:** PIN is NOT case sensitive.)
- Click the blue **“Continue”** box, or you may click the blue **“Save and resume later”** box if you wish to leave this process until later.

Search...

Home **MSP-CVED**

View and update existing Authority Submit a Complaint or Apply for New Intrastate Authority

Link Account to Record by PIN

1 Register	2 Review	3 Record Issuance
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Step 1: Register > Search by PIN

* indicates a required field.

Enter PIN Number

PIN

PIN Code from Mailer:

Pin Validated. Please confirm the below information is correct and check the confirmation box.

10his004tv

Confirm Registration Information

VALIDATION

CVED:
34333

Carrier Name:
1-800-PACK-RAT, LLC

Address:
6400 GOLDSBORO RD, STE 300, BETHESDA, MD 20817

I agree that this is my CVED number and carrier information. If this is not your CVED number and carrier information, please contact the Commercial Vehicle Enforcement Division at 517-284-3250 at your convenience.:

Check the Confirmation box below to validate the above information is correct.

Continue »

Save and resume later

- Make sure information under the “**Confirm Registration Information**” section is correct. (Any changes can be made on the next page.)
- Check the box (highlighted above) under the blue-shaded section and then click the blue “**Continue**” box.

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Link Account to Record by PIN

1 Register	2 Review	3 Record Issuance
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Step 2: Review

[Continue »](#)
[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to the section or "Continue" to move on.

Record Type

Link Account to Record by PIN

Enter PIN Number

PIN

PIN Code from Mailer: 10his004tv

[Edit](#)

Confirm Registration Information

<p>VALIDATION</p> <p>CVED: 34333</p> <p>Address: 6400 GOLDSBORO RD, STE 300, BETHESDA, MD 20817</p>	<p>Carrier Name: 1-800-PACK-RAT, LLC</p> <p>I agree that this is my CVED number and carrier information. If this is not your CVED number and carrier information, please contact the Commercial Vehicle Enforcement Division at 517-284-3250 at your convenience.: Yes</p>	Edit
---	--	----------------------

[Continue »](#)
[Save and resume later](#)

- If any edits need to be made, make them on this page by clicking the blue **“Edit”** buttons.
- If no changes/edits are needed, click either **“Continue”** button to advance.

- 1 Select item to pay
- 2 Payment information
- 3 Receipt/Record Submittal**

Step 3: Receipt/Record Submittal

Receipt/Record Submittal



Your application has been submitted.

If you are linking your account to your Certificate of Authority, click on this link to view your records:

[View and update existing Authority](#)

If you have applied for a 72 Hour Permit, your permit will be active on the dates specified and can be printed by following these steps.

To print your permit immediately, click on the permit number below and select "Print 72 Hour Special ID" from the "Reports ()" link at the top of the page.

You can print this permit at any time before it expires by logging in to your account and clicking on the "View and update existing Authority" link at the top of the page under "MSP-CVED". Clicking on the permit number will display the permit information. To view and print the 72 Hour Permit, select "Print 72 Hour Special ID" from the "Reports ()" link at the top of the page.

Click Blue record ID below to view

[REG-2016070](#)

- Click on blue link **“View and update existing Authority”**.



Home **MSP-CVED**

[View and update existing Authority](#)
[Submit a Complaint or Apply for New Intrastate Authority](#)

Records

To update your information or to submit an application (ie, to change name, ownership, 72 hr permits etc.) click on Amendment in the action column.

Showing 1-2 of 2 | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Status	Expiration Date	Action	Short N
<input type="checkbox"/>	08/24/2016	REG-2016053	Link Account to Record by PIN	Complete			
<input type="checkbox"/>	06/19/2000	20567	Certificate of Authority	Active	12/31/2016	Amendment	

Search for Records

Enter information below to search for records.

- Carrier Information
- Record Information
- Contact Information

Select the search type from the drop-down list.

General Search

General Search ▼

Search my records only

Record Number:

Record Type: --Select-- ▼

Start Date: ? 📅

End Date: ? 📅

License Type:

MPSC Number:

USDOT Number:

- After successfully linking, the carrier will be directed to this page.
- By clicking on “**Amendments**”, the carrier will be taken to the next page, which lists various changes and updates that may be made to their record on-line.



[Home](#) **MSP-CVED**

[View and update existing Authority](#) [Submit a Complaint or Apply for New Intrastate Authority](#)

Select an Amendment Type

Choose a Certificate of Authority amendment form. For assistance contact us by phone at: 517-284-3250

- 72 Hour Permit
- Annual Report
- Change of Address
- Discontinuance of Authority
- Equipment List
- Name Change
- Reinstatement of Authority
- Transfer of Authority

- And these options are beyond the “linking” portion of the presentation.