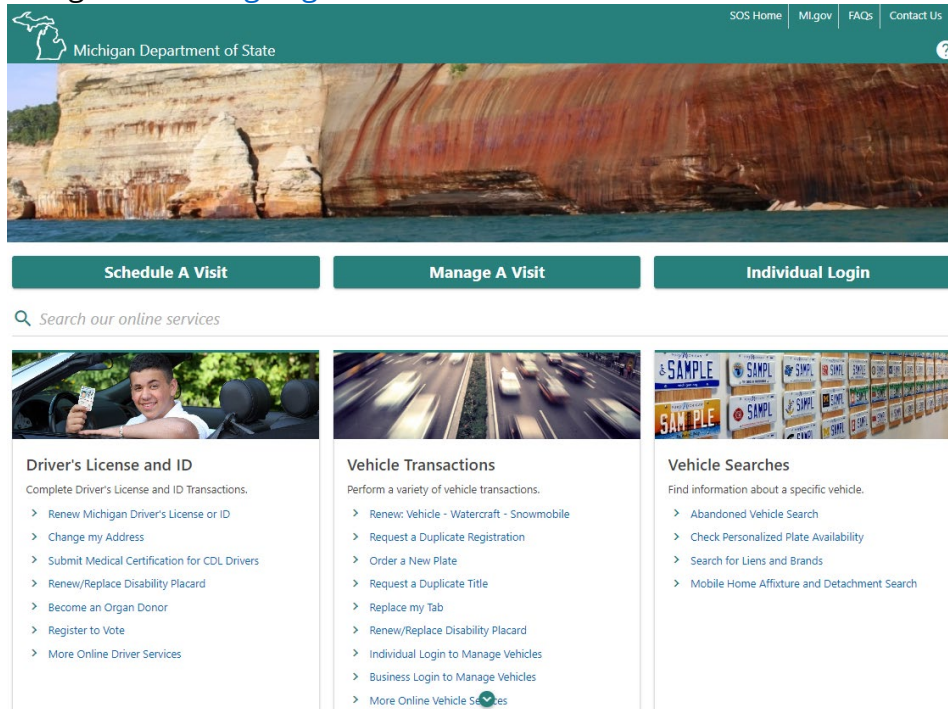


Dealer:

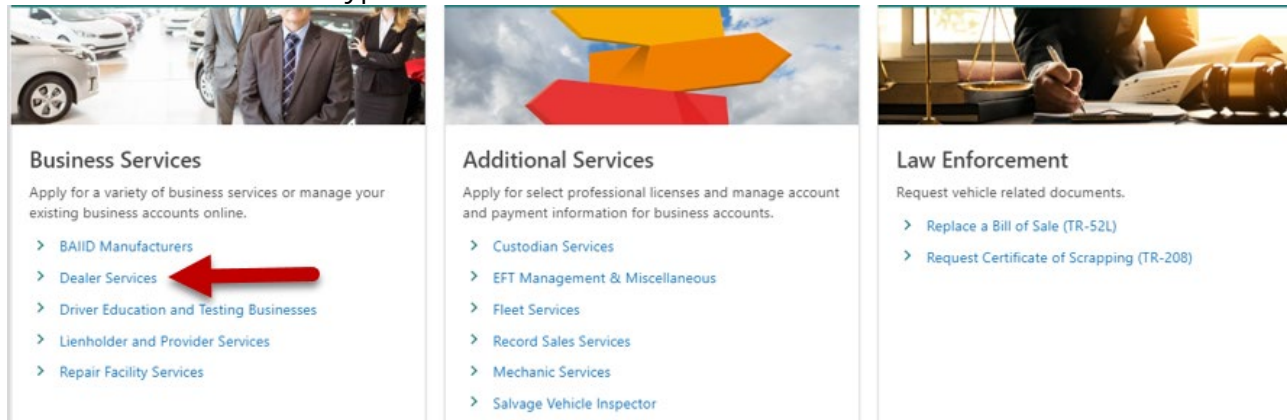
CARS account instructions (New user)



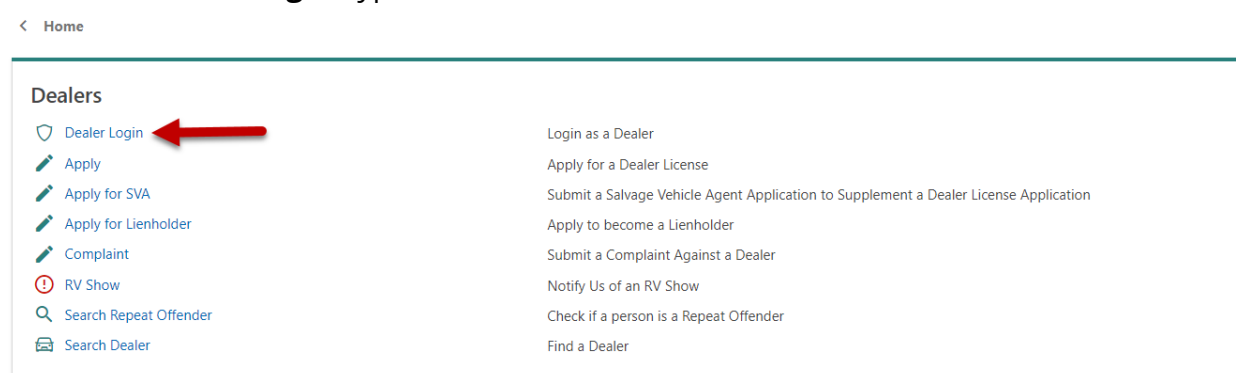
1. Navigate to Michigan.gov/SOSonline.



2. Select **Dealer Services** hyperlink.



3. Select the **Dealer Login** hyperlink.



4. You must have an account with the State of Michigan MiLogin system. Select the **Create an Account** button if you **DO NOT HAVE** a MiLogin for Business account. Enter your **User ID** and **Password** if you already have a MiLogin for Business account (proceed to step #5).
 - a. There are 10 steps to creating a new MiLogin for Business account.
 - i. Email verification, profile information, work phone verification, mobile phone verification (optional), user ID, and password
 - b. Enter your security setup information and follow the screen prompts. Make sure to follow all of the security guidelines carefully.

5. To continue, you must have your authorization code. Select the **Add Account Access** hyperlink.

6. Enter your authorization code that you received by email or mail and then select the **Next** button.

7. Enter your **Dealer Number** and the business **ZIP Code**.

Add Account Access

Access

Authorization Code
Account Info

Account Info

Ligon Information

User ID: Dealer

Enter your account information

Enter your Dealer Number *

Required

Enter the account address zip code *

Required

Alpha-numeric then 6 digits. Example: Z123456

Cancel

Previous
Next

8. Make sure to agree to the **Terms & Conditions** by selecting the checkbox or you won't be able to continue.

< Account Access Options

Add Account Access

Access

Authorization Code
Account Info
Email

Email

Email for Notifications

You will be notified via email when new messages are posted to your account(s).

Email Address
Confirm Email Address

Access Terms Agreement

☐ I Agree to the Access Terms & Conditions

Cancel

Previous
Next

9. If all of the information is correct, select the **Submit** button.

Add Account Access

Access

Authorization Code
Account Info
Account Info
Email
Summary

Username : Dealer
Action : Adding Account Access
Account Type : Dealer
E-Mail Address : testemail@testemail.com

Cancel

Previous
Submit

10. **Congratulations!** You have reached your CARS e-Services account “springboard.” This is where you will view and manage your business accounts associated with the Michigan Department of State. Always remember to log off when you are finished.

DEALER

_*g999

7064 CROWNER DR
DIMONDALE MI 48821-5003 EATON COUNTY

Request Access

[Request Code](#)

Request an Authorization Code

[Add Account Access](#)

Use an Authorization Code to Add Account Access

Welcome, dealer

[Manage My Profile](#)

[Summary](#)

[Action Center](#)

[Settings](#)

[More...](#)

Dealer

DEALER

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Account

A010038

Balance

\$0.00

> [Sign up for training](#)

> [Electronic Lien and Title Actions](#)

> [Manage Bank Accounts](#)

> [More...](#)