

Lienholder:

CARS account instructions (New account manager)



1. Navigate to Michigan.gov/SOSonline.

SOS Home | MI.gov | FAQs | Contact Us

Michigan Department of State

Schedule A Visit | Manage A Visit | Individual Login

Search our online services

Driver's License and ID
Complete Driver's License and ID Transactions.
> Renew Michigan Driver's License or ID
> Change my Address
> Submit Medical Certification for CDL Drivers
> Renew/Replace Disability Placard
> Become an Organ Donor
> Register to Vote
> More Online Driver Services

Vehicle Transactions
Perform a variety of vehicle transactions.
> Renew Vehicle - Watercraft - Snowmobile
> Request a Duplicate Registration
> Order a New Plate
> Request a Duplicate Title
> Replace my Tab
> Renew/Replace Disability Placard
> Individual Login to Manage Vehicles
> Business Login to Manage Vehicles
> More Online Vehicle Services

Vehicle Searches
Find information about a specific vehicle.
> Abandoned Vehicle Search
> Check Personalized Plate Availability
> Search for Liens and Brands
> Mobile Home Affixture and Detachment Search

2. Select **Lienholder and Provider Services** hyperlink.

Business Services
Apply for a variety of business services or manage your existing business accounts online.
> BAIID Manufacturers
> Dealer Services
> Driver Education and Testing Businesses
> **Lienholder and Provider Services**
> Repair Facility Services

Additional Services
Apply for select professional licenses and manage account and payment information for business accounts.
> Custodian Services
> EFT Management & Miscellaneous
> Fleet Services
> Record Sales Services
> Mechanic Services
> Salvage Vehicle Inspector

Law Enforcement
Request vehicle related documents.
> Replace a Bill of Sale (TR-52L)
> Request Certificate of Scrapping (TR-208)

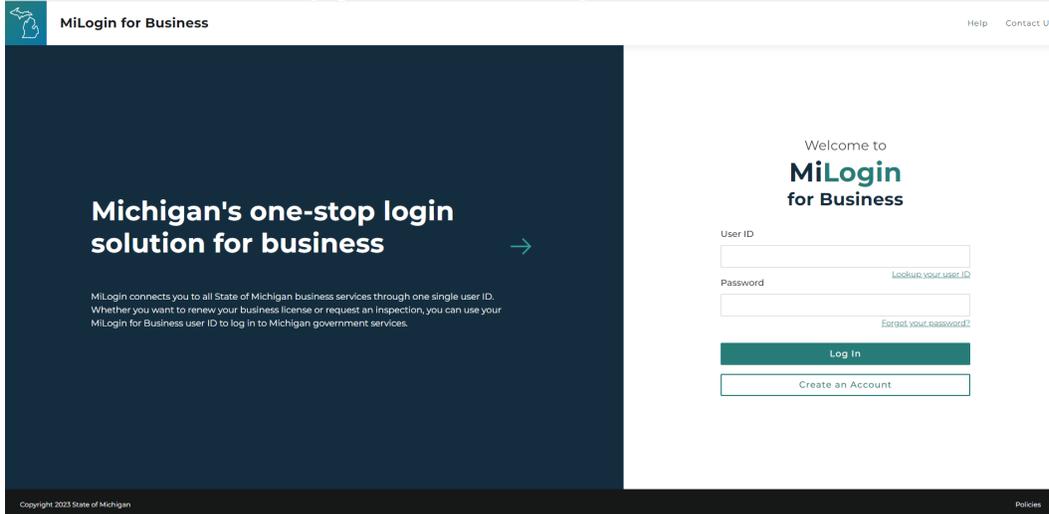
3. Select the **Lienholder Login** hyperlink.

< Home

Lienholders
> **Lienholder Login**
> Electronic Lienholder Application

Service Providers
> Service Provider Login

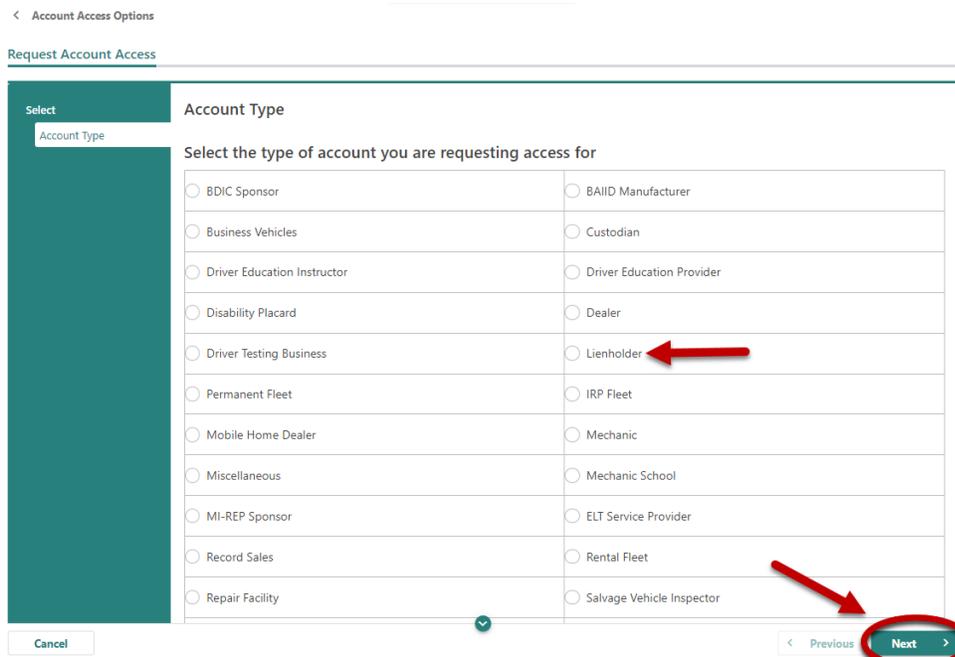
4. You must have an account with the State of Michigan MiLogin system. Select the **Create an Account** button if you **DO NOT HAVE** a MiLogin for Business account. Enter your **User ID** and **Password** if you already have a MiLogin for Business account (proceed to step #5).
 - a. There are 10 steps 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. Select the **Request Code** hyperlink if you do not have an authorization code. The authorization code allows you to access your CARS e-Services account.
 - a. If you already have your authorization code, skip to *step #11*.



6. Select **Lienholder** and then select the **Next** button.



7. Enter your **Lienholder ID** and the business **ZIP Code**.

Request Account Access

Select

- Account Type
- Account Info
- Account Details

Account Details

Logon Information

User ID: Lienholder

Enter your account information

An account authorization code will be mailed or emailed upon submitting this request

Enter your lienholder ID *
Required

Enter the account address zip code *
Required

Cancel Previous Next

8. Select the **Submit** button.

Add Account Access

Access

- Authorization Code
- Account Info
- Account Info
- Email
- Summary

Username : Lienholder

Action : Adding Account Access

Account Type : Lienholder

E-Mail Address : testemail@testemail.com

Cancel Previous **Submit**

9. Select the **OK** button.

Account Access Options

Confirmation

Your request has been submitted and your confirmation number is 0-038-981-200.

Print This Page

OK

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

Request Access

[Request Code](#) Request an Authorization Code

[Add Account Access](#) Use an Authorization Code to Add Account Access

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

Account Access Options

Add Account Access

Access

- Authorization Code

Authorization Code

Enter your account authorization code

User ID:

Account Authorization Code

Cancel Previous Next

12. Enter your **Lienholder ID** and the business **ZIP Code**.

Add Account Access

Access

Authorization Code

Account Info

Account Info

Email

Account Info

Logon Information

User ID: Lienholder

Enter your account information

Enter your lienholder ID * *Required*

Enter the account address zip code * *Required*

Cancel
Previous
Next

13. 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

Account Info

Email

Email

Email for Notifications

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

Email Address: testemail@testemail.com

Confirm Email Address: testemail@testemail.com

Access Terms Agreement

I Agree to the Access Terms & Conditions

Cancel
Previous
Next

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

Add Account Access

Access

Authorization Code

Account Info

Account Info

Email

Summary

Username : Lienholder

Action : Adding Account Access

Account Type : Lienholder

E-Mail Address : testemail@testemail.com

Cancel
Previous
Submit

15. **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.

DIRECT ACCESS LOGIN

000104618-18
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, Direct Access

[Manage My Profile](#)

Summary 1 Settings More...

Record Sales

DIRECT ACCESS LOGIN
7064 CROWNER DR
DIMONDALE MI 48821-5003 EATON COUNTY

Direct Access

[Inquiries](#)
[Report of Service](#)