

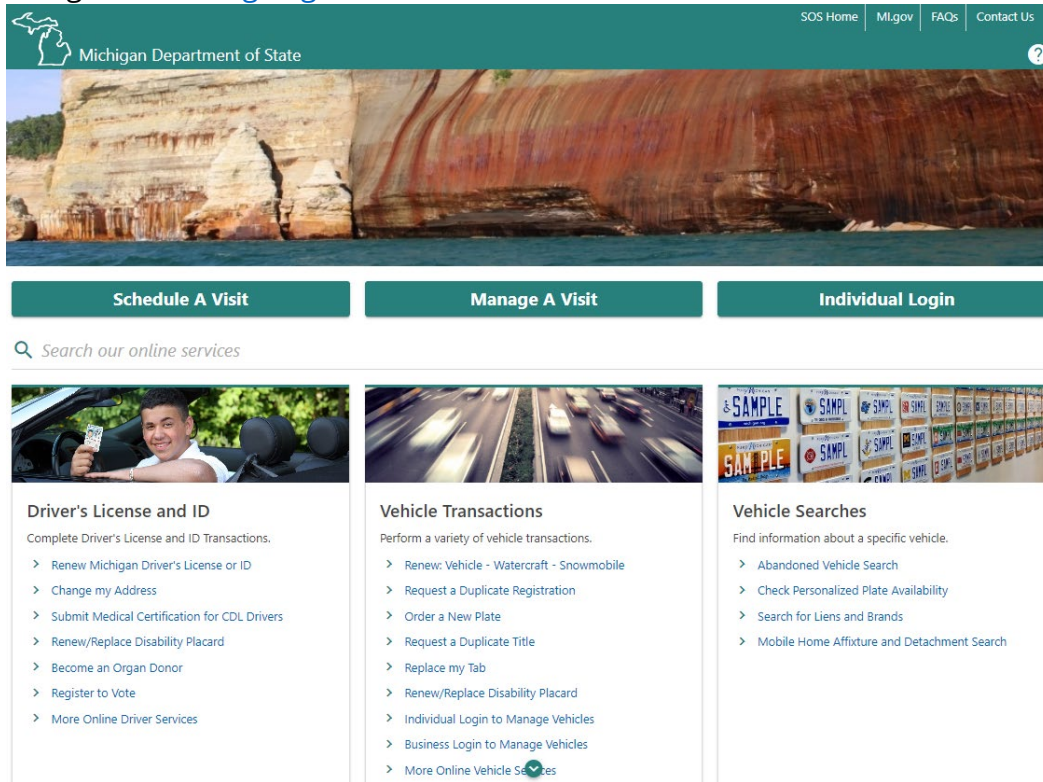
# Salvage Vehicle Inspector:

CARS account instructions

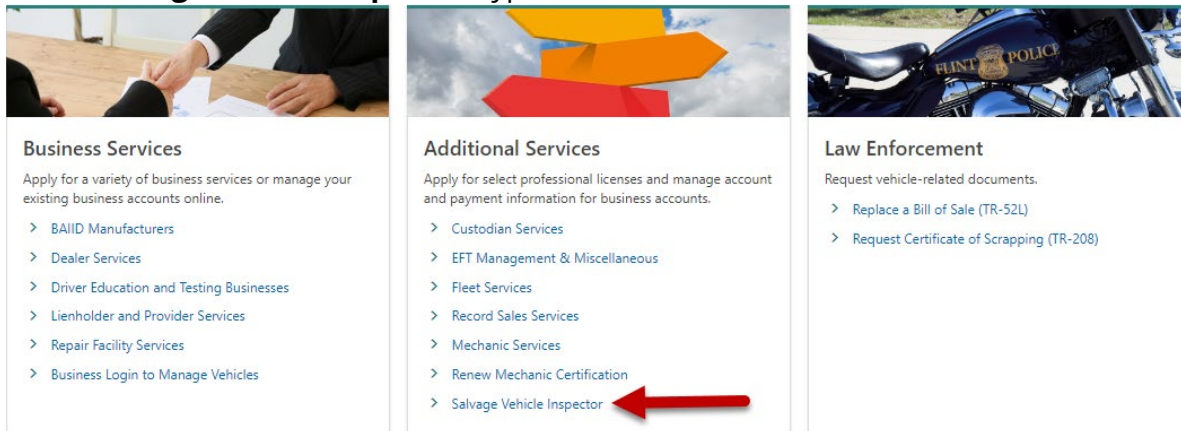
(New account manager)



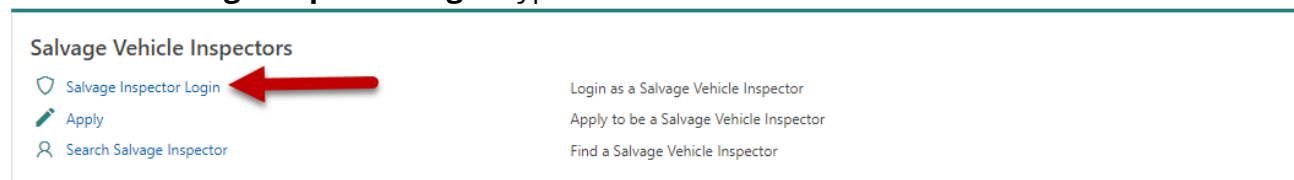
1. Navigate to [Michigan.gov/SOSonline](https://Michigan.gov/SOSonline).



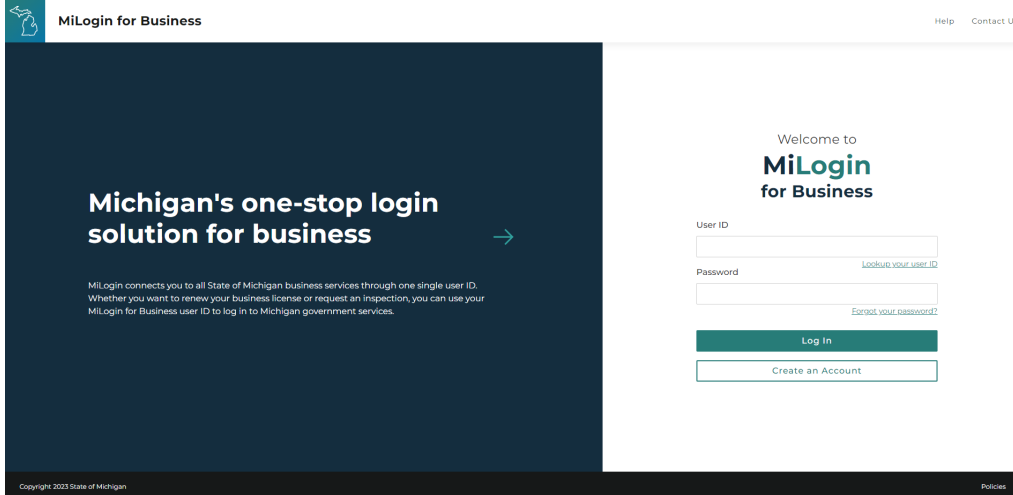
2. Select **Salvage Vehicle Inspector** hyperlink.



3. Select the **Salvage Inspector Login** hyperlink.



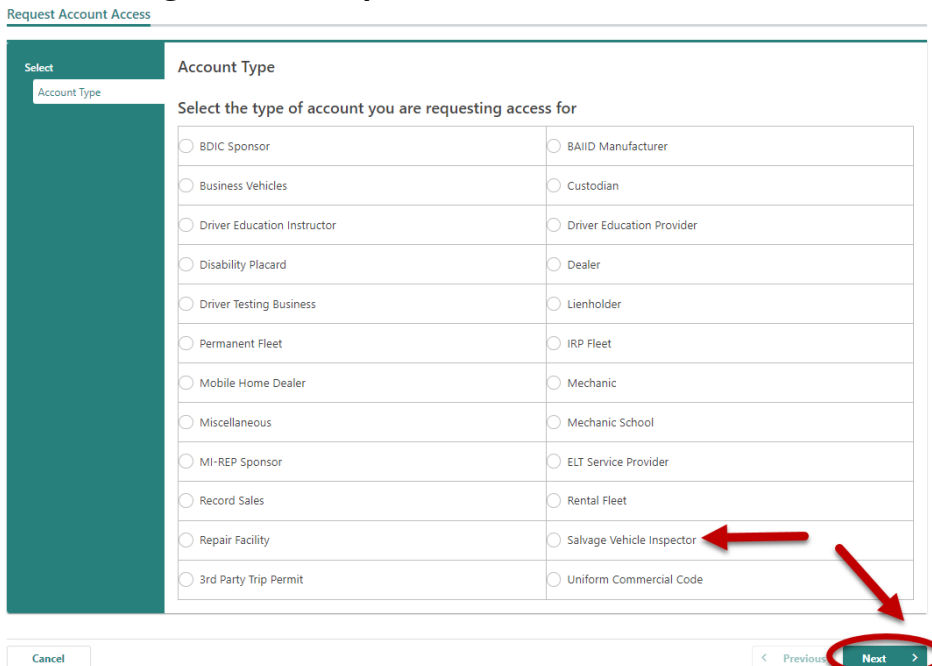
4. You must have an account with the State of Michigan MiLogin system. Select the **Create an Account** button if you **DO NOT HAVE** a MiLogin for Business account. Enter your **User ID** and **Password** if you already have a MiLogin for Business account (proceed to step #5).
  - a. There are 10 steps 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. 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 **Salvage Vehicle Inspector** and then select the **Next** button.



7. Enter your **Salvage Vehicle Inspector Number** and the business **ZIP Code**.

Request Account Access

Select

- Account Type
- Account Info
- Account Details

### Account Details

Logon Information

User ID: SalvageVehicleInspector

Enter your account information

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

Enter your Salvage Vehicle Inspector Number \*  
*Required*

Enter the account address zip code \*  
*Required*

The letters SV followed by 6 digits. Example: SV123456

Cancel Previous Next

8. Indicate if you would like to receive your authorization code by email or mail and then select the **Next** button.

Account Access Options

Request Account Access

Select

- Account Type
- Account Info
- Account Details
- Email Option

### Email Option

Confirmation

The email address on record is T\*\*\*\*\*L@EMAIL.COM

Would you like to receive your authorization code by email only?

Yes No

Mailing Details

The authorization code will be mailed to the address on record

Cancel Previous Next

Account Access Options

Request Account Access

Select

- Account Type
- Account Info
- Account Details
- Email Option

### Email Option

Confirmation

The email address on record is T\*\*\*\*\*L@EMAIL.COM

Would you like to receive your authorization code by email only?

Yes No

Cancel Previous Next

9. Select the **Submit** button.

Request Account Access

Select

- Account Type
- Account Info
- Account Details
- Email Option
- Summary

Username : SalvageVehicleInspector

Action : Requesting an Account Authorization Code

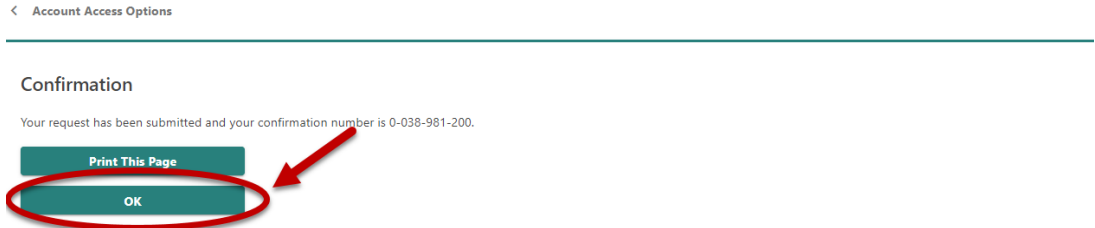
Account Type : Salvage Vehicle Inspector

Account Number :

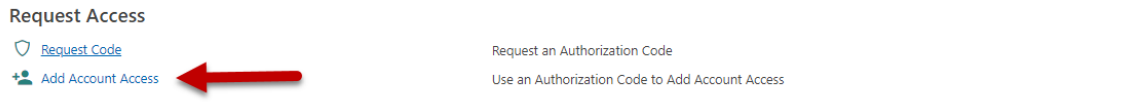
**Notice : The account authorization code necessary for granting you online access will be mailed to your address on file.**

Cancel Previous **Submit**

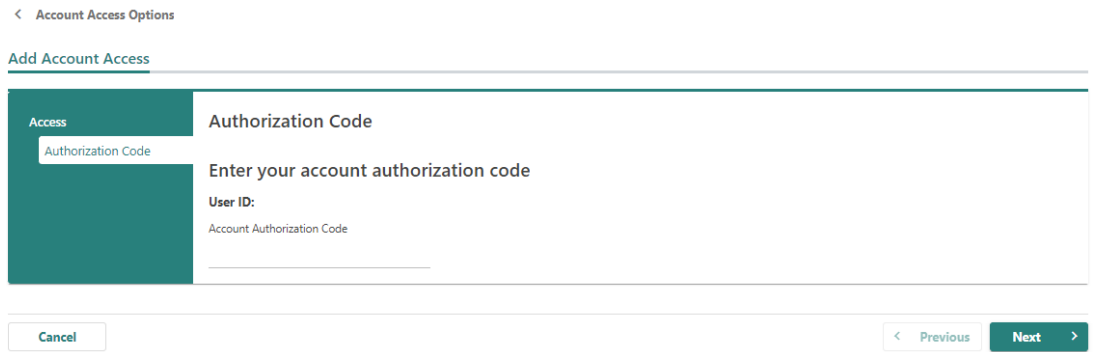
10. Select the **OK** button.



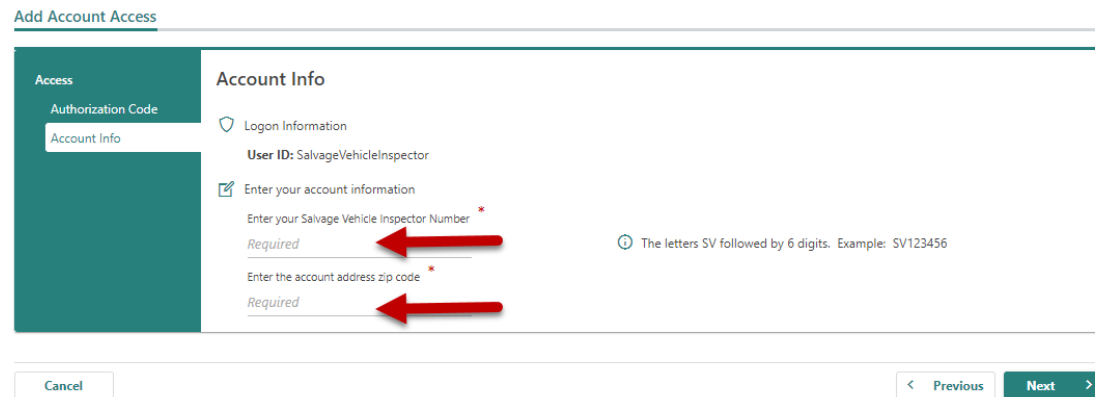
11. To continue, you must have your authorization code. Select the **Add Account Access** hyperlink.



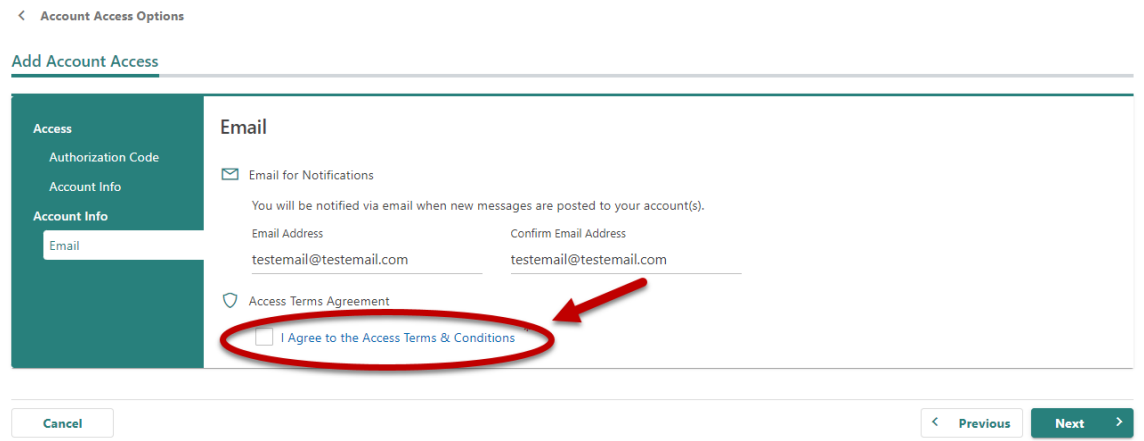
12. Enter your authorization code that you received by email or mail and then select the **Next** button.



13. Enter your **Salvage Vehicle Inspector Number** and the business **ZIP Code**.




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



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

Add Account Access

<b>Access</b>	Username : SalvageVehicleInspector
Authorization Code	Action : Adding Account Access
Account Info	Account Type : Salvage Vehicle Inspector
<b>Account Info</b>	E-Mail Address : testemail@testemail.com
Email	
Summary	



16. **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.

**JOHN DOE**  
D 000 000 000 000  
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, John Doe  
[Manage My Profile](#)

Summary Action Center Settings More...

<b>Salvage Vehicle Inspector</b> JOHN DOE 7064 CROWNER DR DIMONDALE MI 48821-5003 EATON COUNTY	<b>Account</b> SV002010 Balance <b>\$0.00</b>	<a href="#">Order TR-13B Form</a> <a href="#">Submit TR-13B Form</a> <a href="#">Search TR-13B Form</a>
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