

Vehicle Dealer Renewal Instructions

Please read these instructions carefully before submitting your renewal application.

Getting started:

To ensure adequate processing time, renew your dealer license online at least 30 days prior to the expiration date. There is a late renewal period of 30 days past expiration. No renewals will be accepted past the 30-day late renewal period, after which an original license application will be required. Please note that renewal and dealer plate fees are non-refundable.

When completing the online renewal, you will be asked a series of Yes or No questions that must be answered before you can proceed to the next step. Changes to the information in each step cannot be entered unless you first select “YES” to the question. If you are not making changes, select “No” to continue.

Entity change:

If your business type (sole proprietorship, partnership, corporation, limited liability company, etc.) or Corporate ID has changed, **DO NOT RENEW**. You must submit a new application to change entity type. Please contact the Business Licensing Section (BLS) at Licensing@Michigan.gov if you are unsure of your entity type.

Renewing your license:

The account manager must log in to [Online Services](#) to renew. Once logged in, select the “Additional Services...” hyperlink to the right of the account balance and select “Renew Dealer License.”

Account manager setup, reset, change:

➤ Initial account manager access:

If you’ve never setup an account manager online, follow the [Dealer New Account Manager Guide](#) to setup access. **DO NOT** create a new MiLogin for Business account if you already have one.

➤ **Change account manager:**

Submit the [Account Manager Change Request](#) form signed by an owner on record with the BLS to Licensing@Michigan.gov. Include your dealer number in the subject line of all email correspondence.

➤ **Existing account manager password reset:**

Use the "Forgot your password?" link on the [MiLogin for Business website](#). If you are still unable to log in with your existing MiLogin for Business account, please call (877) 932-6424 (option 5) for assistance with password and account resets.

Changes allowed with renewal:

- Surety bond (Only to update bond to the new \$25,000 requirement)
- Business contact information
- Insurance (Fleet or workers' compensation)
- Business hours
- Doing business as (DBA)
- Mailing address
- Associated repair facility

The following complex changes will delay processing, and you are encouraged to submit them separately from your renewal.

- Business address (Business cannot be conducted at a new address until approved)
- Add or remove owners

Changes not allowed with renewal:

- Add or remove dealer class (Contact Licensing@Michigan.gov for assistance)
- Increase number of dealer plates ([AR-0036 - Additional Dealer Plate Application](#))
- Remove supplemental locations ([Supplemental Location Closeout Statement](#))
- Salvage agent information ([Salvage Agent Forms](#))

Stakeholder contact information:

Each owner on the license must provide current contact information that is not the business contact information.

Business contact information:

- If you are not receiving emails from us, have your account manager [log in](#) to your Online Services account and use the “Update Contact Information” activity to update your contact email to a valid address. We regularly email important updates, quarterly newsletters, as well as information regarding your license, so it is important you receive these. It is the licensee's responsibility to keep their contact information up to date.

Surety bond:

- Class A, B and D dealers that have not already done so must increase their surety bond from \$10,000 to \$25,000 with their next dealer renewal. A bond rider or new bond are acceptable to meet the requirement. BLS cannot renew the license of a dealer who fails to submit proof of the increased bond amount. If you decide to obtain a new bond, be sure to use the [Michigan Uniform Vehicle Dealer Surety Bond](#) form. Also, ensure that your business name and address match your dealer license exactly, and that all signatures have been completed. If BLS already has a \$25,000 bond on file, you will not be asked to provide the information again.

Insurance documents accepted:

- **ACORD 25:** (Fleet insurance or workers’ compensation insurance)
Please contact your insurance agent to obtain the ACORD 25 form and submit it with your renewal. We will **not accept** the glovebox copy, declarations page, or the whole policy. [Sample ACORD 25](#)
- **Workers’ compensation insurance exemption:**
Companies that do not have employees required to be covered by workers’ compensation insurance can file a WC-337 Notice of Exclusion with the Department of

Labor and Economic Opportunity (LEO). This exclusion must be properly filed before you submit it to the BLS. See the Additional Information section below for more information.

Sole Proprietorships that do not have employees required to be covered by workers' compensation insurance must notify BLS of their exemption in writing by emailing Licensing@Michigan.gov. Please review the workers' compensation FAQ from LEO if you are unsure if you meet the criteria for this exemption.

Additional Information:

- [Workers' Compensation FAQ](#)
- [WC-337 Notice of Exclusion](#)
- [Workers' Compensation Coverage Lookup](#)

➤ **Self-Insured:** (Fleet insurance or workers' compensation insurance)

Properly filed self-insurers or members of self-insured funds can submit a statement of insurance. Contact the Department of Insurance and Financial Services (DIFS) or LEO if you have questions.

Dealer plates:

Renew the total number of plates you wish to have on hand. Missing plates can be replaced with your dealer renewal but only if they are included in your total plate count. On the screen listing your plates, check the Replace Plate box for any missing plates and be prepared to upload a police report for those plates. Failure to renew the total number of plates you wish to have will require you to go through the additional plate process that starts in January.

Proof of sales:

- **Class A and B dealers** must buy and/or sell at least five vehicles in the 12 months preceding their renewal to renew their license. If BLS does not have record of more than five vehicle sales in the previous 12 months, you will be prompted to upload police book entries for the prior 12 months. The attachment should include dates bought/sold, stock numbers, and vehicle numbers (VIN). Renewals will not be processed for any dealer that fails to meet this requirement.
- **Class W dealers are required to buy or sell at least 24 vehicles in this state, each year, to retain their license.** All wholesale dealers are required to upload police book

entries for the prior 12 months. The attachment should include dates bought/sold, stock numbers, and vehicle numbers (VIN).

Attachments:

When adding necessary attachments to your renewal make sure each item is a separate file with a unique name. Only the following file types are accepted: (.pdf .bmp .tiff .png .jng .jpg .jpeg). PDF files are preferred and usually reduce the size of documents. There is a file size limit of 5 MB per attachment.

Dealer training requirements: (Class B only)

State law mandates that original Class B dealers designate an individual to attend dealer training within 90 days of the issue date of the dealer license. Furthermore, state law requires that Class B dealers must have a designated individual attend continuous education dealer training once every 24 months thereafter. A designated individual can be the owner, officer, partner, general manager, sales manager, or an employee who is responsible for preparing documents for the dealer.

Continuing education training course registration is only available through your Online Services account. Once logged in, you will find a list of training courses available. More information on training can be found at Michigan.gov/dealertraining.

As part of the renewal, you must certify that your dealership has met the training requirements.

Submission confirmation number:

Please be sure to select "Submit" when you get to the end of the renewal to add the transaction to your cart. The cart allows you to add multiple transactions, but we advise that you pay immediately after adding the renewal. Use the "Checkout" button to enter your payment information and complete the renewal. Also be sure to select "Print Receipt" if you wish to have a copy for your records. We are not able to reprint a receipt later.

Payment types:

Visa, Master Card, Discover, American Express, and e-checks are accepted but no other payment arrangements or methods are allowed.

Processing time:

Dealer renewals and other requests require departmental review to be completed. Please allow at least 15 business days for processing but this fluctuates based on the volume of requests we receive.

Multiple submissions:

Do not renew your license multiple times. If your payment has processed, we have received your renewal and will process it in the order it was received. It is advised that you renew early to avoid any backlog or delay.

Salvage vehicle agents:

Class C, H, and R dealers with salvage vehicle agents (SVA) can renew these agents in the dealer renewal. Agents can be removed but no other details may be changed online. Other changes must be made by finding the appropriate [Salvage Agent Form](#) on our website.

Supplemental location renewal:

Supplemental locations are automatically renewed with your dealer renewal. If you need to close or remove a supplemental location, please use the [Dealer Supplemental Location Closeout Statement](#).

Forms and publications:

All applicable forms and help guides related to your license can be found on our website Michigan.gov/SOS/resources/forms.