

BDIC:

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 **Driver Education and Testing Businesses** 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 **BDIC Sponsor Login** hyperlink.

Driver Education Instructors

-  [Instructor Login](#)
-  [Apply](#)
-  [Search Instructor](#)



- [Login as a Drivers Education Instructor](#)
- [Apply to be a Drivers Education Instructor](#)
- [Find a Drivers Education Instructor](#)

Driver Education Providers

-  [Provider Login](#)
-  [Apply](#)
-  [Search Classroom](#)
-  [Search Provider](#)

- [Login as a Drivers Education Provider](#)
- [Apply to be a Drivers Education Provider](#)
- [Find a Driver Education Classroom](#)
- [Find a Drivers Education Provider](#)

Driver Testing Business

-  [Driver Testing Business Login](#)
-  [Search Driver Testing Business Locations](#)

- [Login for Driver Testing Businesses](#)
- [Find a Driver Testing Business location](#)

BDIC Services

-  [BDIC Sponsor Login](#) 
-  [Online BDIC Sponsors](#)
-  [BDIC Classrooms](#)

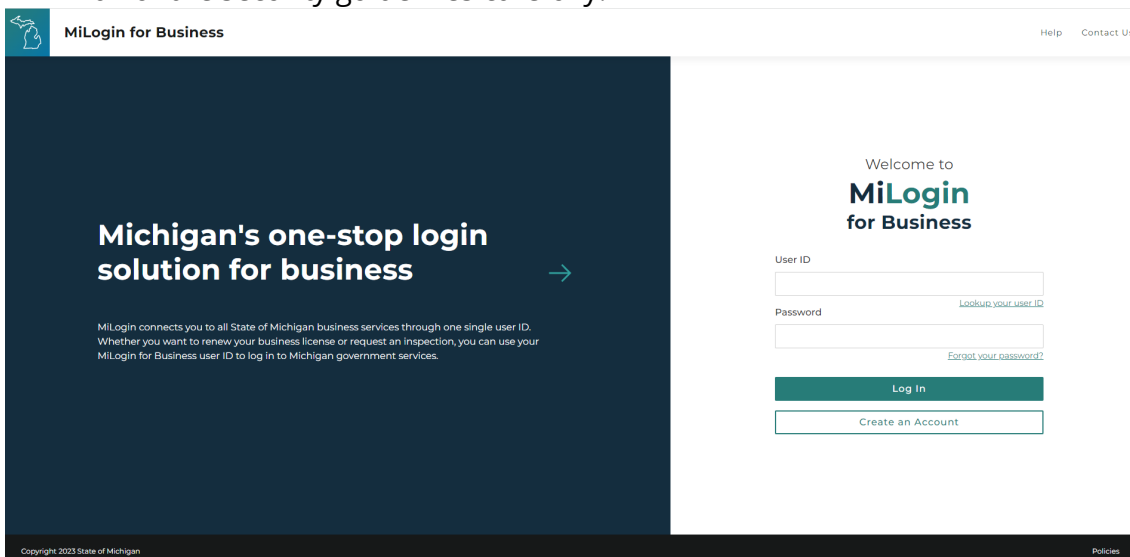
- [Login for Basic Driver Improvement Course Sponsors](#)
- [View a list of Online BDIC Sponsors](#)
- [View a list of BDIC Classrooms](#)

MI-REP Sponsors

-  [MI-REP Sponsor Login](#)

- [Login for Motorcycle Rider Education Providers](#)

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 #10*.

Request Access

[Request Code](#) 

[Add Account Access](#) 

Request an Authorization Code

Use an Authorization Code to Add Account Access

- 6. Select **BDIC Sponsor** and then select the **Next** button.


< Account Access Options



Request Account Access

Select

Account Type

Select the type of account you are requesting access for

<input type="radio"/> BDIC Sponsor 	<input type="radio"/> BAIID Manufacturer
<input type="radio"/> Business Vehicles	<input type="radio"/> Custodian
<input type="radio"/> Driver Education Instructor	<input type="radio"/> Driver Education Provider
<input type="radio"/> Disability Placard	<input type="radio"/> Dealer
<input type="radio"/> Driver Testing Business	<input type="radio"/> Lienholder
<input type="radio"/> Permanent Fleet	<input type="radio"/> IRP Fleet
<input type="radio"/> Mobile Home Dealer	<input type="radio"/> Mechanic
<input type="radio"/> Miscellaneous	<input type="radio"/> Mechanic School
<input type="radio"/> MI-REP Sponsor	<input type="radio"/> ELT Service Provider
<input type="radio"/> Record Sales	<input type="radio"/> Rental Fleet
<input type="radio"/> Repair Facility	<input type="radio"/> Salvage Vehicle Inspector

Cancel < Previous **Next** >

- 7. Enter your **BDIC ID** and the business **ZIP Code**.

Request Account Access

Select

Account Type

Account Info

Account Details


Account Details


Logon Information

User ID: BDIC

Enter your account information

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

Enter your BDIC ID * 
Required

Enter the account address zip code * 
Required

Cancel < Previous **Next** >

8. Select the **Submit** button.

Request Account Access

Select	Username : BDIC
Account Type	Action : Requesting an Account Authorization Code
Account Info	Account Type : BDIC Sponsor
Account Details	Account Number :
Summary	Notice : The account authorization code necessary for granting you online access will be mailed to your address on file.

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 **BDIC ID** and the business **ZIP Code**.

Add Account Access

Access

- Authorization Code
- Account Info

Account Info

Logon Information

User ID: BDIC

Enter your account information

Enter your BDIC 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 : BDIC

Action : Adding Account Access

Account Type : BDIC Sponsor

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.

BDIC
-*5644
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...](#)

BDIC Sponsor BDIC 7064 CROWNER DR DIMONDALE MI 48821-5003 EATON COUNTY	Account Q8795 <ul style="list-style-type: none">> View EFT Reports> Check Driver Eligibility> Submit Course Results> Manage Bank Account> More...
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