Business Vehicles Account Authentication and Management
Navigate to the CARS e-Services application and select the hyperlink titled “Business Login to Manage Vehicles.”
Select “Sign Up” for an account or login if you already have an existing account. For the purposes of these instructions, the “Sign Up” feature will be demonstrated.
Enter your profile information as prompted.
Enter your security setup information as prompted.
If you already received an authorization code via mail, choose “Add Account Access.” If you do not have a code, choose “Request Code.”

After your initial business account paperwork is processed, an access code will be mailed to you. If you have additional MiLogin accounts that you would like to have access, you will need to request additional codes from those accounts.
After selecting “Add Account Access,” enter the authorization code that you received via mail.
Enter your FEIN and zip code.
Agree to the Access Terms & Conditions to proceed.

Michigan Department of State

Add Account Access

<table>
<thead>
<tr>
<th>ACCESS</th>
<th>ACCOUNT INFO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorization Code</td>
<td>Email</td>
</tr>
<tr>
<td>Account Info</td>
<td>Email for Notifications</td>
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</tbody>
</table>

Email Address

Email: testemail@gmail.com
Confirm Email Address: testemail@gmail.com

Access Terms Agreement

* I Agree to the Access Terms & Conditions
If the information is correct, select “Submit.”
This is your account springboard, where you can view and manage all the accounts that are associated to you. Select “Business Vehicles” to manage that account.
Under the “Vehicle Actions” tab, select an action from the list of hyperlinks to perform that action.
Action Descriptions

**View Transaction History**

View a record of the transactions that have been completed for your business vehicles account.

**Renew Multiple Vehicles**

Renew multiple vehicle registrations at one time. All eligible vehicles will be selected for renewal, but you have the option of de-selecting vehicles you do not wish to renew. You will be able to view renewal fees, add recreation passports, and submit payment via e-check or credit card. The tabs and registrations will be mailed to the address on file for each vehicle.

**Renew Single Vehicle**

Renew a single vehicle registration. You will have the option to add a recreation passport, update an address for the vehicle, and replace the vehicle’s plate. Pay for the renewal via e-check or credit card. The new tab and registration will arrive in the mail.
Action Descriptions

Add Insurance

Add insurance documents for one or more of your vehicles. See slide #17 for a detailed walkthrough of this action.

Add HVUT

Add validated Schedule 1 of Form 2290 as proof of payment for one or more of your vehicles. If the vehicles are exempt from HVUT, documentation must be presented at the branch office. See slide #23 for a detailed walkthrough of this action.

Replace a Plate

Replace a plate if the current one is rusted, stolen, lost, mutilated, or you would like a new type of plate. You will be able to select the type of plate you would like as a replacement and/or update the address. Pay the replacement plate fee via e-check or credit card. The replacement plate will arrive in the mail.
Action Descriptions

Replace a Tab
Replace a tab for a single vehicle. You will be able to update the address for the vehicle. Pay the replacement fee for the new tab via e-check or credit card. The new tab will arrive in the mail.

Add Recreation Passport
Add a recreation passport to a single vehicle that does not already have one. This will replace the tab for the vehicle. You will be able to update the address for the vehicle. Pay the tab replacement and recreation passport fees via e-check or credit card. The new tab will arrive in the mail.

Request a Duplicate Title
Request a duplicate title for a single vehicle if the current title was stolen, lost, or mutilated. Pay the duplicate title fee via e-check or credit card. The title will be mailed to the address on file for the vehicle.
**Request a Duplicate Registration**

Request a duplicate registration for a single vehicle. You will be able to update the address for the vehicle. Once the action is submitted, you will need to print the registration, as it will not be mailed to you.

**Change a Vehicle's Address**

Change a single vehicle’s address.

**Renew a Vehicle Not In My List**

Renew a vehicle registration not listed within the business vehicle account. You will be able to renew a single vehicle registration by providing the plate number and last 4 digits of the Vehicle Identification Number (VIN). Pay for the vehicle renewal via e-check or credit card. The new tab and registration will be mailed to the address on file.
Select the “Add Insurance” hyperlink to add insurance for one or more vehicles.

This action will allow you to upload blanket or individual insurance documents.

Proof of insurance is required for online renewal.
Select “Next” to proceed with the action.
Adding Insurance

1. Enter the effective date and expiration date of the insurance policy you are adding. Type the date in the field or select the calendar icon to choose a date.

2. Enter the policy number.

3. Choose “Yes” if your insurance policy covers all of your business vehicles. Choose “No” if the policy covers a single vehicle or only a portion of the vehicles.

Note: If you have multiple policies with different effective and expiration dates, a separate action must be performed for each policy.
Adding Insurance

If the insurance policy does not cover all vehicles, select the vehicles that are covered by the insurance policy.

If a vehicle is missing from the list, email MDOS-Business-Customers@Michigan.gov with your FEIN and missing VIN for assistance.

If the insurance policy covers all vehicles, you will not see this screen.
The next screen allows you to upload your insurance documents. Select the “Select File” hyperlink to upload your documents.

The file type must be .pdf, .bmp, .tiff, .png, .jpg, or .jpeg.
Adding Insurance

On the next screen, select “Submit” to submit your documents for review.
Select the “Add HVUT” hyperlink to add IRS form 2290 Heavy Vehicle Use Tax Return for one or more vehicles.
This action will allow you to upload the HVUT as proof of tax paid for vehicles with a gross weight of 55,000 pounds or more.

Select “Next” to proceed.
“2290 – Tax Paid” is the only type of Heavy Vehicle Use Tax form that can be uploaded online. If you have exemption documentation, it must be presented at a branch office instead.

Enter the expiration date for the form you are uploading.

Select “Next” to proceed.
Select the “Select File” hyperlink to upload your Heavy Vehicle Use Tax Form 2290.

Select “Next” once you have uploaded your file.

The file type must be .pdf, .bmp, .tiff, .png, .jng, .jpg, or .jpeg.
Adding HVUT

Select “Submit” to submit your uploaded document for review.