

CARS e-Services | A new era begins

Michigan Secretary of State – Here to serve you



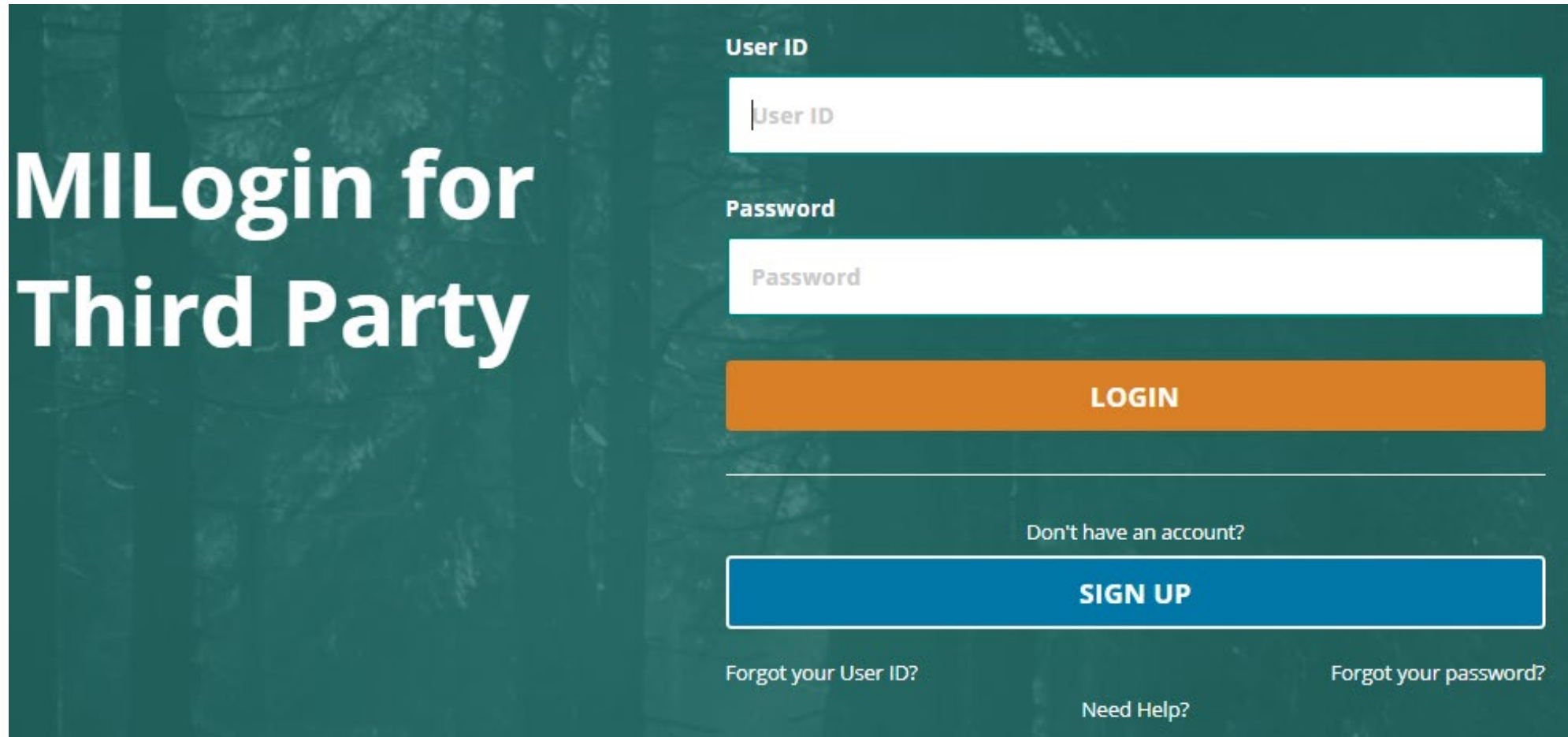
Business Vehicles Account Authentication and Management

Navigate to the CARS e-Services application and select the hyperlink titled “**Business Login to Manage Vehicles.**”

The screenshot shows the Michigan Department of State e-Services website. The header includes the Michigan Department of State logo and name, along with navigation links for SOS Home, MI.gov, FAQs, and Contact Us. A dark green bar contains the 'e-Services' menu and a 'Home' link. The main content area is organized into a grid of service categories:

- Vehicle Transactions**: Renew: Vehicle - Watercraft - Snowmobile, Request a Duplicate Title, More Online Vehicle Services, Individual Login to Manage Vehicles, **Business Login to Manage Vehicles** (highlighted), IRP Services, Trip Permits.
- Vehicle Searches**: Abandoned Vehicle Search, Check Personalized Plate Availability, Search for Liens and Brands.
- Calculate Fees**: Registration Fee Calculator, Renewal Fee Calculator, Plate Transfer Fee Calculator.
- Business Services**: Dealer Services, Direct Access and List Sales Services, Drivers Education Services, Repair Facility Services, BAID Manufacturers, Lienholder Services.
- Additional Services**: Custodian Services, EFT Management & Miscellaneous, Fleet Services, Mechanic Services, Salvage Vehicle Inspector.
- Law Enforcement**: Bill of Sale, Certificate of Scrapping.
- Visit a Secretary of State Branch**: Find a Secretary of State Branch, Make an Appointment.
- Contact Us**: Check the Status of an Application, Submit a Dealer Complaint, Submit a Repair Facility Complaint, FAQs.

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.



The image shows a login and sign-up interface for MI Login for Third Party. On the left, the text "MI Login for Third Party" is displayed in large white font against a dark teal background. On the right, there is a form with two input fields: "User ID" and "Password". Below the "Password" field is an orange "LOGIN" button. A horizontal line separates the login section from the sign-up section. Below the line, the text "Don't have an account?" is centered, followed by a blue "SIGN UP" button. At the bottom, there are three links: "Forgot your User ID?", "Need Help?", and "Forgot your password?".

MI Login for Third Party

User ID

Password

LOGIN

Don't have an account?

SIGN UP

[Forgot your User ID?](#) [Need Help?](#) [Forgot your password?](#)

Enter your profile information as prompted.

Create Your Account



Profile Information

Enter your profile information

* Required

*First Name

Middle Initial

*Last Name

Suffix

*Email Address

*Confirm Email Address

By providing an e-mail address, a new PIN can be sent to you to help with resetting a forgotten password.

*Work Phone Number

Mobile Number

By providing a mobile number, a text message can be sent to you to help with resetting a forgotten password.

*Verification Question: Which word from list "carload, exact, assail, portfolio" contains the letter "p"?

I agree to the terms & conditions.

NEXT

RESET

Security Setup

Provide user id and password information to complete your profile


* Required

* User ID

* Password

* Confirm New Password

User ID Guidelines:

- Enter your last name, first initial, and any 4 numbers with no space between them. For Example: John Smith and using 9999 as an example for the four digit number, you would enter smithj9999.
- User ID cannot contain space.

Password Guidelines:

- Must be at least 8 characters in length
- Must include characters from 3 of the following categories:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Special characters (!\$#,%@~^&* _-+=><)
- Should not be one of the last 3 used passwords
- Should not be based on your User ID

* Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

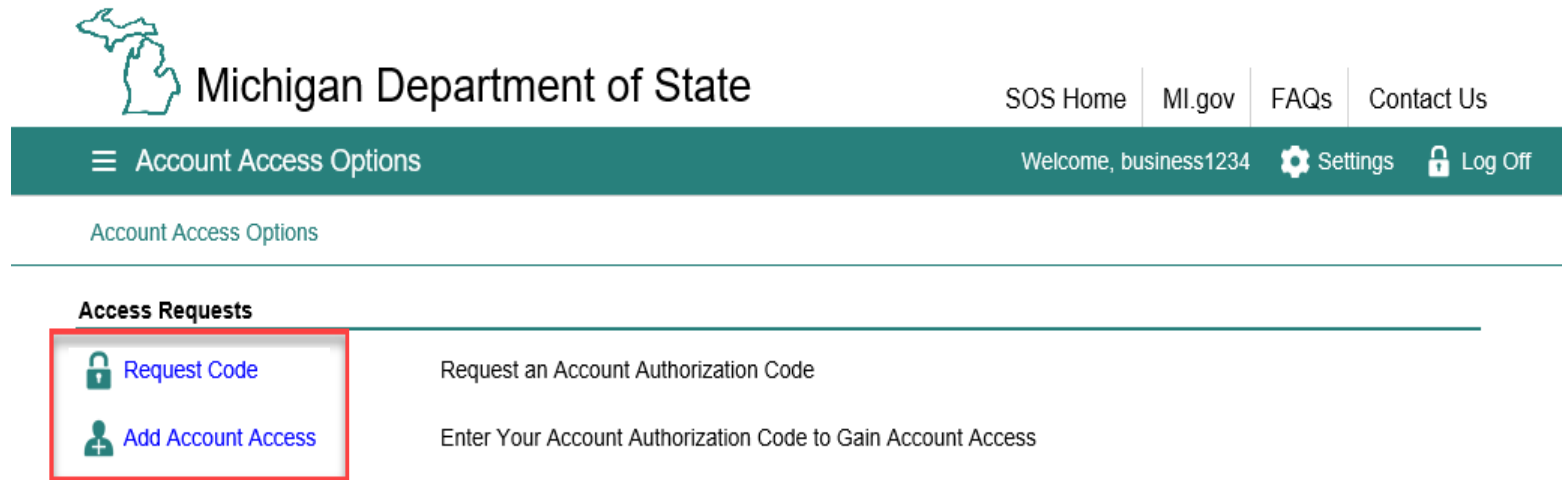


CREATE ACCOUNT

BACK

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.”



The screenshot shows the Michigan Department of State website. At the top left is the Michigan state logo and the text "Michigan Department of State". To the right are links for "SOS Home", "MI.gov", "FAQs", and "Contact Us". Below this is a dark green navigation bar with "Account Access Options" on the left and "Welcome, business1234", "Settings", and "Log Off" on the right. Underneath is a section titled "Account Access Options" with a sub-section "Access Requests". This section contains two items: "Request Code" with a lock icon and the description "Request an Account Authorization Code", and "Add Account Access" with a person icon and the description "Enter Your Account Authorization Code to Gain Account Access". The "Request Code" option is highlighted with a red rectangular border.

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.



Add Account Access

ACCESS

Authorization Code

ACCESS

Authorization Code

✓ User Information

User ID: business1234

🔒 Enter your account authorization code

Account Authorization Code

Cancel

< Previous

Next >

After selecting “Add Account Access,” enter the authorization code that you received via mail.



Add Account Access

ACCESS

Authorization Code

Account Info

ACCESS

Account Info

✓ Logon Information

User ID: business1234

☑ Enter your account information

Enter your FEIN

* Required

Enter the account address zip code

* Required

Cancel

< Previous

Next >

Enter your FEIN
and zip code.

Agree to the Access Terms & Conditions to proceed.



Michigan Department of State

SOS Home

MI.gov

FAQs

Contact Us

☰ Add Account Access

Welcome, business1234

⚙ Settings

🔒 Log Off

Account Access Options > Add Account Access

Add Account Access

ACCESS

Authorization Code

Account Info

ACCOUNT INFO

Email

ACCOUNT INFO

Email

✉ Email for Notifications

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

Email Address

testemail@gmail.com

Confirm Email Address

testemail@gmail.com

✓ Access Terms Agreement

* I Agree to the Access Terms & Conditions



Add Account Access

ACCESS

Authorization Code

Account Info

ACCOUNT INFO

Email

Summary

SUMMARY

Username	: business1234
Action	: Adding Account Access
Account Type	: Business Vehicles
E-Mail Address	: testemail@gmail.com

Cancel

< Previous

Submit

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.

The screenshot shows the Michigan Department of State e-Services interface. At the top left is the Michigan state logo and the text "Michigan Department of State". To the right are links for "SOS Home", "MI.gov", "FAQs", and "Contact Us". Below this is a dark green navigation bar with "e-Services" on the left and "Welcome, business1234", "Settings", and "Log Off" on the right. Underneath is a "Home" link with a house icon. The main content area is divided into three sections: "Logon" (showing "Last logged on" and "Balance: \$0.00"), "Alerts" (showing "There are no alerts"), and "I Want To" (with links for "Request Authorization Code" and "Add Account Access"). Below these is a tabbed interface with "Accounts", "Submissions", and "Correspondence" tabs. The "Accounts" tab is active, showing a list of accounts. A "View Accounts" button is in the top right of this section. The first account listed is "Business Vehicles" with a balance of "\$0.00" and address: "000195421-15 BUSINESS CUSTOMER 123 W MALCOLM X ST LANSING MI 48933-2314".

Michigan Department of State

SOS Home | MI.gov | FAQs | Contact Us

e-Services | Welcome, business1234 | Settings | Log Off

Home

Logon
Last logged on
Balance: \$0.00

Alerts
✓ There are no alerts

I Want To
[Request Authorization Code](#)
[Add Account Access](#)

Accounts | Submissions | Correspondence

Accounts [View Accounts](#)

<input checked="" type="checkbox"/> Business Vehicles \$0.00
000195421-15 BUSINESS CUSTOMER 123 W MALCOLM X ST LANSING MI 48933-2314



Account

BUSINESS CUSTOMER
_*5555

> Business Vehicles
000195421-15

Balance: \$0.00

Account Alerts

✓ There are no alerts

I Want To

[Manage Account Access](#)

Vehicle Actions | Vehicles | Submissions | Correspondence

I Want To

- [View Transaction History](#) View Transaction History
- [Renew Multiple Vehicles](#) Renew Multiple Vehicles
- [Renew Single Vehicle](#) Renew Single Vehicle
- [Add Insurance](#) Add Insurance
- [Add HVUT](#) Add HVUT
- [Replace a Plate](#) Replace a Plate
- [Replace a Tab](#) Replace a Tab
- [Add Recreation Passport](#) Add Recreation Passport
- [Request a Duplicate Title](#) Request a Duplicate Title
- [Request a Duplicate Registration](#) Request a Duplicate Registration
- [Change a Vehicle's Address](#) Change a Vehicle's Address
- [Renew a Vehicle Not In My List](#) Renew a Vehicle Not In My List

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.

Action Descriptions



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.

Adding Insurance

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.

The screenshot displays the Michigan Department of State website interface for Business Vehicles. At the top, there is a navigation bar with links for SOS Home, MI.gov, FAQs, and Contact Us. Below this is a dark green header with the Michigan Department of State logo and the text 'Business Vehicles'. A secondary navigation bar shows 'Home > Business Vehicles' and a user welcome message 'Welcome, business1234' with links for Settings and Log Off.

The main content area is divided into three sections: Account, Account Alerts, and I Want To. The Account section shows 'BUSINESS CUSTOMER **-*5555' and 'Business Vehicles 000195421-15' with a 'Balance: \$0.00'. The Account Alerts section shows 'There are no alerts'. The I Want To section has a link for 'Manage Account Access'.

Below these sections is a 'Vehicle Actions' menu with tabs for Vehicles, Submissions, and Correspondence. Under the 'I Want To' heading, a list of actions is provided:

Icon	Action Name	Description
	View Transaction History	View Transaction History
	Renew Multiple Vehicles	Renew Multiple Vehicles
	Renew Single Vehicle	Renew Single Vehicle
	Add Insurance	Add Insurance
	Add HVUT	Add HVUT
	Replace a Plate	Replace a Plate
	Replace a Tab	Replace a Tab
	Add Recreation Passport	Add Recreation Passport
	Request a Duplicate Title	Request a Duplicate Title
	Request a Duplicate Registration	Request a Duplicate Registration
	Change a Vehicle's Address	Change a Vehicle's Address
	Renew a Vehicle Not In My List	Renew a Vehicle Not In My List

The 'Add Insurance' link is highlighted with a red rectangular box.

Adding Insurance



Business Insurance Upload

INSURANCE

Getting Started

INSURANCE

Getting Started

Purpose

- Upload vehicle insurance documentation. This may be full business insurance, coverage for a group of vehicles owned by the business, or a single vehicle policy.

Eligibility

- N/A

Required Materials

- Insurance documentation

Estimated Time to Complete: 10 min

Cancel

Previous

Next

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.

Business Insurance Upload



INSURANCE

Getting Started

Insurance Details

INSURANCE

Insurance Details

Effective Date  Expiration Date  Policy Number

Does the insurance certificate cover all vehicles?

Yes No

Cancel < Previous Next >

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.

Business Insurance Upload

INSURANCE

Getting Started

Insurance Details

Vehicles

INSURANCE

Vehicles

Please indicate all vehicles covered by the uploaded insurance policy form(s). If the VIN you are looking for is not listed, please email MDOS-Business-Customers@michigan.gov with your FEIN and missing VIN for assistance.

You must select at least one vehicle

Business Vehicles

Filter

Select	VIN	Plate	Description	Registration Expires
<input type="checkbox"/>	[REDACTED]	[REDACTED]	2014 FORD FLEX STATION WAGON	28-Feb-2021
<input type="checkbox"/>	[REDACTED]	[REDACTED]	2014 CHEVROLET EQUINOX STATION WAGON	28-Feb-2021
<input type="checkbox"/>	[REDACTED]	[REDACTED]	1998 MAZDA 626 4 DOOR	28-Feb-2021

3 Rows

Cancel

< Previous

Next >

Adding Insurance

The next screen allows you to upload your insurance documents. Select the “**Select File**” hyperlink to upload your documents.

Business Insurance Upload

INSURANCE

Getting Started

Insurance Details

Attachments

INSURANCE

Attachments

Please upload insurance documentation. For expedited processing, PDF format is strongly recommended.

Attachments

Business Vehicle Insurance	* Required	Select File
----------------------------	------------	-----------------------------

The following file types are accepted: .pdf, .bmp, .tiff, .png, .jng, .jpg, .jpeg

Cancel

< Previous

Next >

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

Adding Insurance

On the next screen, select “Submit” to submit your documents for review.

Business Insurance Upload

INSURANCE

Getting Started

Insurance Details

Attachments

Summary

SUMMARY

Submitted Document : Business Vehicle Insurance

Expiration Date : 10/30/2020

← Previous

Adding HVUT

Select the “**Add HVUT**” hyperlink to add IRS form 2290 Heavy Vehicle Use Tax Return for one or more vehicles.

The screenshot shows the Michigan Department of State Business Vehicles portal. At the top, there is a navigation bar with the Michigan Department of State logo, a hamburger menu, and links for SOS Home, MI.gov, FAQs, and Contact Us. Below this is a dark green header with 'Business Vehicles' and a user welcome message 'Welcome, business1234' along with 'Settings' and 'Log Off' options. A breadcrumb trail shows 'Home > Business Vehicles'. The main content area is divided into three sections: 'Account' (showing BUSINESS CUSTOMER, Business Vehicles, and Balance: \$0.00), 'Account Alerts' (showing 'There are no alerts'), and 'I Want To' (with a 'Manage Account Access' link). Below these is a 'Vehicle Actions' section with tabs for 'Vehicles', 'Submissions', and 'Correspondence'. Under the 'I Want To' sub-section, a list of actions is provided, with 'Add HVUT' highlighted by a red rectangular box. Other actions include View Transaction History, Renew Multiple Vehicles, Renew Single Vehicle, Add Insurance, Replace a Plate, Replace a Tab, Add Recreation Passport, Request a Duplicate Title, Request a Duplicate Registration, Change a Vehicle's Address, and Renew a Vehicle Not In My List.

Vehicle Actions	Vehicles	Submissions	Correspondence
I Want To			
View Transaction History	View Transaction History		
Renew Multiple Vehicles	Renew Multiple Vehicles		
Renew Single Vehicle	Renew Single Vehicle		
Add Insurance	Add Insurance		
Add HVUT	Add HVUT		
Replace a Plate	Replace a Plate		
Replace a Tab	Replace a Tab		
Add Recreation Passport	Add Recreation Passport		
Request a Duplicate Title	Request a Duplicate Title		
Request a Duplicate Registration	Request a Duplicate Registration		
Change a Vehicle's Address	Change a Vehicle's Address		
Renew a Vehicle Not In My List	Renew a Vehicle Not In My List		

Adding HVUT

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.

The screenshot shows the Michigan Department of State website interface for adding Heavy Vehicle Use Tax (HVUT). The header includes the Michigan Department of State logo and navigation links for SOS Home, MI.gov, FAQs, and Contact Us. The user is logged in as 'business1234' and has access to Settings and Log Off options. The breadcrumb trail is Home > Business Vehicles > Business HVUT.

The main content area is titled 'Business HVUT Upload' and features a progress indicator for 'Getting Started'. The 'HVUT' section is active, showing the following details:

- Purpose:** Upload Heavy Vehicle Use Tax Form 2290
- Eligibility:** N/A
- Required Materials:** HVUT documentation
- Estimated Time to Complete:** 10 min

At the bottom of the interface, there are three buttons: 'Cancel', '< Previous', and 'Next >'.

Adding HVUT

“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.

Business HVUT Upload

HVUT

Getting Started

Form Details

HVUT

Form Details

Heavy Vehicle Use Tax Form Submission Details

What type of Heavy Vehicle Use Tax form are you submitting?

2290 - Tax Paid

What is the expiration date of this form?

* Required

Cancel

< Previous

Next >

Adding HVUT

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

Select “Next” once you have
uploaded your file.

Business HVUT Upload

HVUT

Getting Started

Form Details

Attachments

HVUT

Attachments

Please upload a Heavy Vehicle Use Tax Form 2290 for all vehicles exceeding 55k pounds. For expedited processing, PDF format is strongly recommended.

Attachments

Heavy Vehicle Use Tax Form 2290	* Required	Select File
---------------------------------	------------	-------------

The following file types are accepted: .pdf, .bmp, .tiff, .png, .jng, .jpg, .jpeg

Cancel

Previous Next

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

Adding HVUT

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

Business HVUT Upload

HVUT

- Getting Started
- Form Details
- Attachments
- Summary**

SUMMARY

Submitted Document	: 2290 - Tax Paid
Expiration Date	: 1/1/2021

[Cancel](#) [← Previous](#) [Submit](#)