



Service Driven

e-Services

Dealer

Authentication:

A Guide for Dealer

Account Managers

Guide Contents

- 1) Define the Dealer Account Manager role.
- 2) Information regarding the access levels and their permissions.
- 3) Instructions for how to establish additional users' access.





Who is the Dealer Account Manager

The Dealer Account Manager is the designated representative from the dealership who manages the account for the dealer. The Account Manager has access to all the online functions that are permitted for dealers, including managing the account's users.

Access Levels & Their Permissions

Dealer Actions (Permissions)	Account Manager	BFS-4 Issuer & ELT User	BFS-4 Issuer	ELT User	View	Fee Calculator
Renew Dealer License	✓					
Request Duplicate License	✓					
Renew Dealer Plates	✓					
Plate Maintenance	✓					
Request Additional Dealer Plates	✓					
Registration Fee Calculator	✓	✓	✓	✓	✓	✓
Issue a BFS-4	✓	✓	✓			
Search an Issued Permit	✓	✓	✓			
Search a Repeat Offender	✓	✓	✓	✓	✓	✓
Sign up for Training	✓	✓	✓	✓	✓	✓
Cancel Training Registration	✓	✓	✓	✓	✓	✓
EFT Recap	✓	✓	✓	✓	✓	
ELT Functionality	✓	✓		✓		
Title Search (ELT)	✓	✓	✓	✓	✓	✓
Update Business information such as: Hours, Contact Information, Franchises, Names and Owners, Preferred Branch Offices, Primary Insurance, Repair Facility, Salvage Agent, Salvage Vehicle Agents, Surety Bond, Workers Comp	✓					

Establishing Additional Users' Access



Once you have gained access to the account using the instructions on Michigan.gov/SOS, you will have access to your account's springboard.

The screenshot displays the MDOS Dealer Login interface. At the top left, the header reads "MDOS DEALER LOGIN" followed by the address: "801002347", "7064 CROWNER DR", and "DIMONDALE MI 48821-5003 EATON COUNTY". To the right, a "Request Access" box contains two options: "Request Code" (Request an Authorization Code) and "Add Account Access" (Use an Authorization Code to Add Account Access). In the top right corner, it says "Welcome, Dealer Login" and "Manage My Profile" with a notification icon. Below the header is a navigation bar with "Summary" (underlined), "Action Center" (with a notification icon), "Settings", and "More...". The main content area is divided into two columns. The left column, titled "Dealer", repeats the address information. The right column, titled "Account", shows the account number "A008352" and a balance of "\$0.00". To the right of the account information is a list of actions: "Issue a BFS-4", "Sign up for training", "Electronic Lien and Title Actions", "Manage Bank Accounts", and "More...". A red arrow points to the "More..." link.

MDOS DEALER LOGIN

801002347
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, Dealer Login
[Manage My Profile](#)

[Summary](#) [Action Center](#) [Settings](#) [More...](#)

Dealer

MDOS DEALER LOGIN
7064 CROWNER DR
DIMONDALE MI 48821-5003 EATON COUNTY

Account

A008352

Balance
\$0.00

- > Issue a BFS-4
- > Sign up for training
- > Electronic Lien and Title Actions
- > Manage Bank Accounts
- > **More...**

Select the **More...** hyperlink.

To add a new user, locate and select the **Add User Access** hyperlink.

Information	
Update Business Hours	Submit updated business hours
Update Contact Information	Update contact information for this dealer including phone number(s), email address, and business addresses
Update Franchises	Add and/or remove franchise agreements
Update Names and Owners	Update the business name(s) and/or ownership information for this Dealer
Update Preferred Branch Offices	Select updated preferred branch offices
Update Repair Facility	Submit a new Associated Repair Facility Agreement
Insurance, Bonds, and Worker's Compensation	
Update Primary Insurance	Submit documentation of an updated insurance policy
Update Surety Bond	Submit documentation of an updated Surety Bond
Update Workers Comp	Submit updated Worker's Compensation documentation
Salvage Vehicle Agents	
Apply for a Salvage Agent	Submit an application for a new Salvage Vehicle Agent
Update Salvage Vehicle Agents	Remove or update existing Salvage Vehicle Agents
Training	
Cancel Training Registration	Cancel a previously submitted registration for a dealer training class
User Access	
Add User Access 	Add User Access
Modify User Access	Modify User Access

Add User Access

Change User Access

Access Levels

BFS-4 Issuer

There are currently 0 allocated users with this access level.

If you would like to have more than 2 users in this access level, the additional users will have to be approved by staff first. If you exceed this limit, you will have to mark *Send for Review* on the additional users.

ELT User

There are currently 0 allocated users with this access level.

If you would like to have more than 2 users in this access level, the additional users will have to be approved by staff first. If you exceed this limit, you will have to mark *Send for Review* on the additional users.

Fee Calculator

There are currently 0 allocated users with this access level.

View

There are currently 0 allocated users with this access level.

Enter user information (You may add multiple users here)

First Name	Middle Name	Last Name	Suffix
<input type="text" value="JOHN"/>	<input type="text"/>	<input type="text" value="DOE"/>	<input type="text" value=""/>
Email	Confirm Email	Access Level	
<input type="text" value="TESTEMAIL1@EMAIL.COM"/>	<input type="text" value="TESTEMAIL1@EMAIL.COM"/>	<input type="text" value="BFS-4 Issuer"/>	<input type="text" value=""/>

+ Add a User

Cancel

< Previous

Submit

You may add users for access levels outlined in slide 4.

Enter the first name, last name, email address, and select the access level.

You may add additional users within the same request by selecting the **Add a User** hyperlink.

Select the **Submit** button when finished.

Enter user information (You may add multiple users here)

First Name	Middle Name	Last Name	Suffix
<input type="text" value="JOHN"/>	<input type="text"/>	<input type="text" value="DOE"/>	<input type="text"/>
Email	Confirm Email	Access Level	<input type="button" value="Send for Review?"/>
<input type="text" value="TESTEMAIL@EMAIL.COM"/>	<input type="text" value="TESTEMAIL@EMAIL.COM"/>	<input type="text" value="BFS-4 Issuer"/>	<input checked="" type="checkbox"/>
First Name	Middle Name	Last Name	Suffix
<input type="text" value="JANE"/>	<input type="text"/>	<input type="text" value="DOE"/>	<input type="text"/>
Email	Confirm Email	Access Level	<input type="button" value="Send for Review?"/>
<input type="text" value="TESTEMAIL1@EMAIL.COM"/>	<input type="text" value="TESTEMAIL1@EMAIL.COM"/>	<input type="text" value="BFS-4 Issuer"/>	<input checked="" type="checkbox"/>
First Name	Middle Name	Last Name	Suffix
<input type="text" value="JOE"/>	<input type="text"/>	<input type="text" value="DOE"/>	<input type="text"/>
Email	Confirm Email	Access Level	<input type="button" value="Send for Review?"/>
<input type="text" value="TESTEMAIL2@EMAIL.COM"/>	<input type="text" value="TESTEMAIL2@EMAIL.COM"/>	<input type="text" value="BFS-4 Issuer"/>	<input checked="" type="checkbox"/>
First Name	Middle Name	Last Name	Suffix
<input type="text" value="TOM"/>	<input type="text"/>	<input type="text" value="DOE"/>	<input type="text"/>
Email	Confirm Email	Access Level	<input type="button" value="Send for Review?"/>
<input type="text" value="TESTEMAIL3@EMAIL.COM"/>	<input type="text" value="TESTEMAIL3@EMAIL.COM"/>	<input type="text" value="BFS-4 Issuer"/>	<input checked="" type="checkbox"/>

+ Add a User

Dealers are allotted 3 BFS-4 issuers. Once you reach your limit, you will be prompted and required to select the **Send for Review?** button.





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](#)
- > [Business Login to Manage Vehicles](#)



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 \(TR-208\)](#)



Visit a Branch

Search for a branch office and schedule a visit or visit a self-service station instead.

- > [Find a Secretary of State Branch](#)
- > [Schedule a Visit](#)
- > [Find a self-service station](#)



Complaints

File a complaint.

- > [Dealer Complaint](#)
- > [Repair Facility Complaint](#)
- > [Driver Education Complaint](#)
- > [Instructor Preparation Program Complaint](#)
- > [Driver Testing Business Complaint](#)



Contact Us

Get answers to your questions.

- > [Check the Status of an Application](#)
- > [FAQs](#)
- > [Tips and how-to resources](#)



Once you submit the activity, any users that you added who do not require additional approval will receive an email with their authorization code. The user may use the instructions on Michigan.gov/SOS and select Online Services to gain access to the account.

Users that require departmental approval will receive an email with their authorization code once they have been processed.

Information

[Update Business Hours](#)

Submit updated business hours

[Update Contact Information](#)

Update contact information for this dealer including phone number(s), email address, and business addresses

[Update Franchises](#)

Add and/or remove franchise agreements

[Update Names and Owners](#)

Update the business name(s) and/or ownership information for this Dealer

[Update Preferred Branch Offices](#)

Select updated preferred branch offices

[Update Repair Facility](#)

Submit a new Associated Repair Facility Agreement

Insurance, Bonds, and Worker's Compensation

[Update Primary Insurance](#)

Submit documentation of an updated insurance policy

[Update Surety Bond](#)

Submit documentation of an updated Surety Bond

[Update Workers Comp](#)

Submit updated Worker's Compensation documentation

Salvage Vehicle Agents

[Apply for a Salvage Agent](#)

Submit an application for a new Salvage Vehicle Agent

[Update Salvage Vehicle Agents](#)

Remove or update existing Salvage Vehicle Agents

Training

[Cancel Training Registration](#)

Cancel a previously submitted registration for a dealer training class

User Access

[Add User Access](#)

Add User Access

[Modify User Access](#)

Modify User Access



To view your users, their status, and modify user access, select the **Modify User Access** link.

Modify User Access

Change User Access

Existing and Requested Access

Active Users

Email: testemail@testemail.com	Access: BFS-4 Issuer	Change Access
Logon: test2		Remove Access

Email: testemail@testemail.com	Access: BFS-4 Issuer	Change Access
Logon: test1		Remove Access

Approved Users

Email: TESTEMAIL3@EMAIL.COM	Access: Fee Calculator	Remove Access
Code Expiration: 5/6/2022		

Pending Users

Email: TESTEMAIL4@EMAIL.COM	Access: BFS-4 Issuer	Change Access
		Remove Request

Cancel

< Previous

Submit

This screen displays your users, their access, their status, and allows you to change or remove a user's access.

Active User: These users have redeemed their authorization code and have access to the dealer account.

Approved Users: These users have been approved to have access to the account but have not yet redeemed their authorization code.

Pending Users: These users are pending approval by the department's staff.

Modify User Access

Change User Access

Existing and Requested Access

Active Users

Email: testemail@testemail.com Logon: test2	Access: BFS-4 Issuer	Change Access Remove Access
Email: testemail@testemail.com Logon: test1	Access: BFS-4 Issuer	Change Access Remove Access

Approved Users

Email: TESTEMAIL3@EMAIL.COM Code Expiration: 5/6/2022	Access: Fee Calculator	Remove Access
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Pending Users

Email: TESTEMAIL4@EMAIL.COM	Access: BFS-4 Issuer	Change Access Remove Request
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Cancel

< Previous

Submit

To change a user's access, select the **Change Access** link. You may only change access for active and pending users. For approved users who have not yet redeemed their authorization code, you will need to remove their access and re-add them.

Modify User Access

Change User Access

Existing and Requested Access

Active Users

Email: testemail@testemail.com Logon: test2	New Access * <i>Required</i> Required	 BFS-4 Issuer & ELT User ELT User Fee Calculator View	Undo Change Remove Access
Email: testemail@testemail.com Logon: test1			Change Access Remove Access

Approved Users

Email: TESTEMAIL3@EMAIL.COM Code Expiration: 5/6/2022	Access: Fee Calculator	Remove Access
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Pending Users

Email: TESTEMAIL4@EMAIL.COM	Access: BFS-4 Issuer	Change Access Remove Request
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Cancel

< Previous

Submit

Select the new access type from the drop-down menu and then select the **Submit** button.

Modify User Access



Change User Access

Existing and Requested Access

Active Users

Email: testemail@testemail.com Logon: test2	Access: BFS-4 Issuer	Change Access Remove Access
Email: testemail@testemail.com Logon: test1	Access: BFS-4 Issuer	Change Access Remove Access

Approved Users

Email: TESTEMAIL3@EMAIL.COM Code Expiration: 5/6/2022	Access: Fee Calculator	Remove Access
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Pending Users

Email: TESTEMAIL4@EMAIL.COM	Access: BFS-4 Issuer	Change Access Remove Request
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Cancel

< Previous

Submit

To remove a user's access, select the **Remove Access** link and select the **Submit** button.