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.

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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.

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 ❶

Summary   Action Center ❶   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

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
JOHN		DOE	

Email	Confirm Email	Access Level	
TESTEMAIL@EMAIL.COM	TESTEMAIL@EMAIL.COM	BFS-4 Issuer	Send for Review?

First Name	Middle Name	Last Name	Suffix
JANE		DOE	

Email	Confirm Email	Access Level	
TESTEMAIL1@EMAIL.COM	TESTEMAIL1@EMAIL.COM	BFS-4 Issuer	Send for Review?

First Name	Middle Name	Last Name	Suffix
JOE		DOE	

Email	Confirm Email	Access Level	
TESTEMAIL2@EMAIL.COM	TESTEMAIL2@EMAIL.COM	BFS-4 Issuer	Send for Review?

First Name	Middle Name	Last Name	Suffix
TOM		DOE	

Email	Confirm Email	Access Level	
TESTEMAIL3@EMAIL.COM	TESTEMAIL3@EMAIL.COM	BFS-4 Issuer	Send for Review?

+ Add a User

Cancel   < Previous   Submit

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.

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

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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.

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.

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.

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   **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**

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