

Custodian:

CARS account instructions (New account manager)



1. Navigate to Michigan.gov/SOSonline.

The screenshot shows the Michigan Department of State's SOS Online services page. At the top, there is a navigation bar with links for 'SOS Home', 'MI.gov', 'FAQs', and 'Contact Us'. Below the navigation bar is a large banner image of a Michigan coastline. Underneath the banner are three main service buttons: 'Schedule A Visit', 'Manage A Visit', and 'Individual Login'. A search bar is located below these buttons with the text 'Search our online services'. The page is divided into three columns of 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 the **Custodian Services** hyperlink.

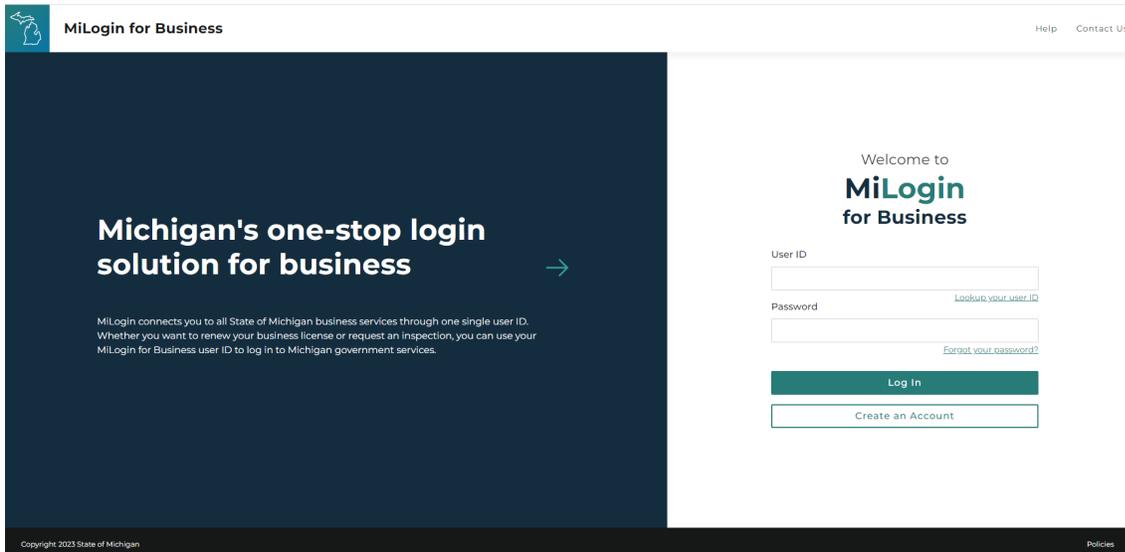
The screenshot shows the Michigan Department of State's SOS Online services page, specifically the 'Additional Services' section. The page is divided into three columns of services:

- 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** (indicated by a red arrow)
 - > 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)

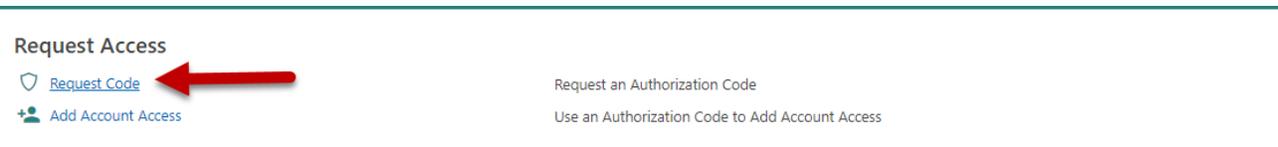
3. Select the **Custodian Login** hyperlink.



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*.



6. Select **Custodian** and then select the **Next** button.

< Account Access Options

Request Account Access

Select

Account Type

Account Type

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 **Custodian ID**.

< Account Access Options

Request Account Access

Select

Account Type

Account Info

Account Details

Account Details

Logon Information

User ID: Custodian

Enter your account information

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

Enter your Custodian ID *

Required

4 digits. Example: 1234

Cancel

< Previous **Next** >

8. Select the **Submit** button.

< Account Access Options

Request Account Access

Select

Account Type

Account Info

Account Details

Email Option

Summary

Username : Custodian

Action : Requesting an Account Authorization Code

Account Type : Custodian

Account Number : 2301

Notice : The account authorization code necessary for granting you online access will be mailed to your address on file.

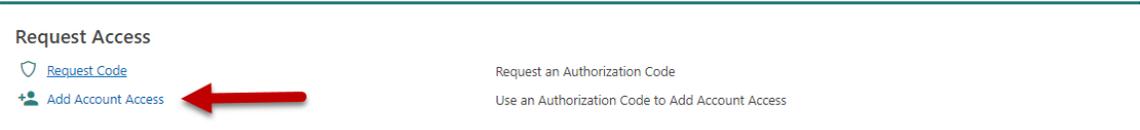
Cancel

< Previous **Submit** >

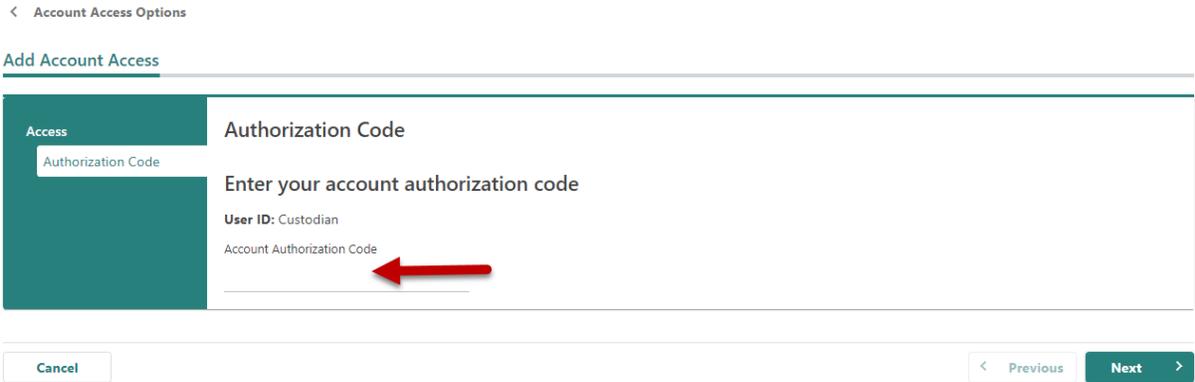
9. Select the **OK** button.



10. To continue, you must have your authorization code. Select the **Add Account Access** hyperlink.



11. Enter your authorization code that you received by email or mail and then select the **Next** button.



12. Enter your **Custodian ID**.

