



Service Driven

e-Services

Dealer -

New

Account

Managers

Note: If you are a Dealer user but do not manage your organization's account, use the instructions for "Dealer - New Users"



Payments and Fees

Calculate Fees or Make Payments

- > [Pay Invoice](#)
- > [Pay Record Lookup Invoice](#)
- > [Registration Fee Calculator](#)
- > [Renewal Fee Calculator](#)
- > [Plate Transfer Fee Calculator](#)



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](#)



Notary Services

Notary Services

- > [Notary Application](#)
- > [Notary Public Search](#)



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](#)



IRP

Perform IRP related transactions.

- > [IRP Services](#)
- > [Trip Permits](#)



Law Enforcement

Request vehicle related documents.










- > [Replace a Bill of Sale \(TR-52L\)](#)
- > [Request Certificate of Scrapping \(TR-208\)](#)

Navigate to the Michigan Department of State (MDOS) website to access CARS e-Services and select the **Dealer Services** hyperlink.

Select the **Dealer Login** hyperlink.

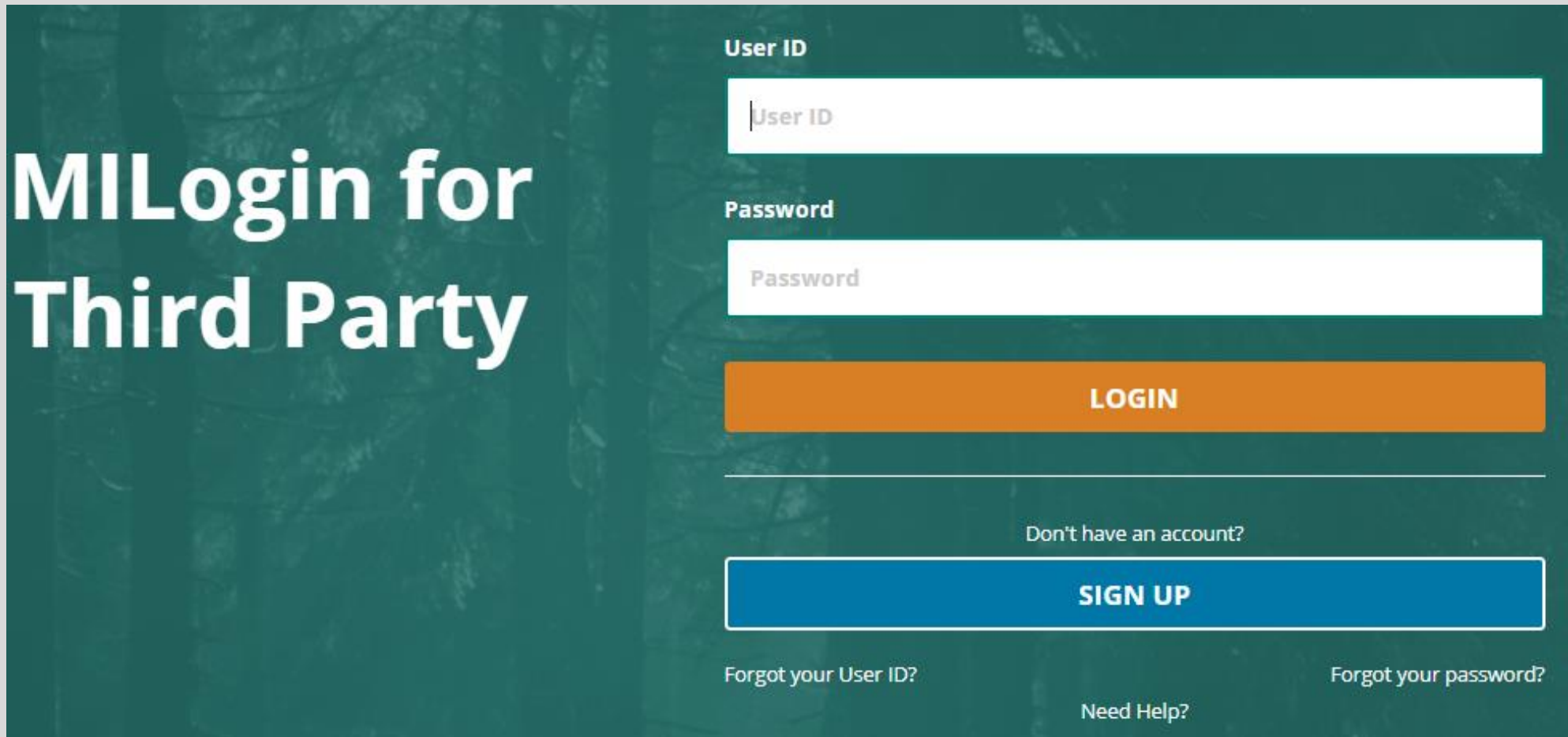
< Home

Dealers

 Dealer Login 	Login as a Dealer
 Apply	Apply for a Dealer License
 Apply for SVA	Submit a Salvage Vehicle Agent Application to Supplement a Dealer License Application
 Apply for Lienholder	Apply to become a Lienholder
 Complaint	Submit a Complaint Against a Dealer
 RV Show	Notify Us of an RV Show
 Search	Check for a Repeat Offender
 Search Dealer	Find a Dealer

You must have an account with the State of Michigan MILogin system.
Select the **Sign Up** button if you **DO NOT HAVE** a “MILogin for Third Party” account.

Enter your **User ID** and **Password** if you have a Third Party MILogin account (and skip to slide #7).



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

MILogin for Third Party

User ID

Password

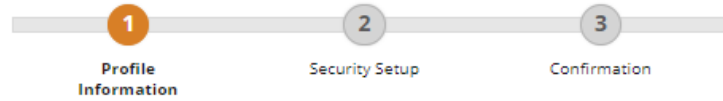
LOGIN

Don't have an account?

SIGN UP

Forgot your User ID? Need Help? Forgot your password?

Create Your Account



Profile Information

Enter your profile information

* Required

* First Name	Middle Initial	* Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Email Address	* Confirm Email Address
<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>



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

Enter your profile information as prompted. Fields with a red asterisk are required.

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.

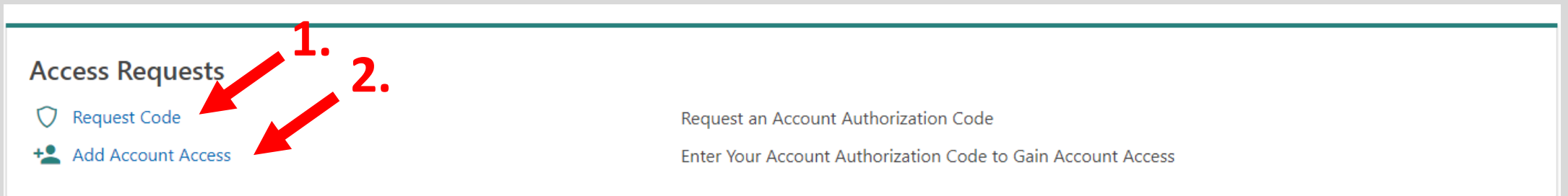


CREATE ACCOUNT

BACK

Enter your security setup information and follow the screen prompts. Make sure to follow all of the security guidelines carefully.

1. 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.
2. If you already have your authorization code, select the **Add Account Access** hyperlink and skip to slide #13.



The screenshot shows a navigation menu titled "Access Requests" with two options: "Request Code" (with a shield icon) and "Add Account Access" (with a plus and person icon). Red arrows labeled "1." and "2." point to these options respectively. To the right of the menu, there are two lines of text: "Request an Account Authorization Code" and "Enter Your Account Authorization Code to Gain Account Access".


Request Account Access

Select

Account Type

Account Type

Select the type of account you are requesting access for

<input type="radio"/> BDIC Sponsor	<input type="radio"/> BAID 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"/> 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"/> Repair Facility	<input type="radio"/> Salvage Vehicle Inspector
<input type="radio"/> 3rd Party Trip Permit	<input type="radio"/> Uniform Commercial Code



Cancel

< Previous

Next >

Select **Dealer** and then select the **Next** button.

Request Account Access

Select

Account Type

Account Info

Account Details

Account Details

Logon Information

User ID: Dealer

Enter your account information

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

Enter your Dealer Number *

Required

Alpha-numeric then 6 digits. Example: Z123456

Enter the account address zip code *

Required

Cancel

< Previous

Next >

Enter your **Dealer Number** and the business **ZIP Code**.

< Account Access Options

Request Account Access

Select

- Account Type
- Managed Programs

Account Info

- Account Details
- Email Option**

Email Option

Confirmation

i The email address on record is T*****L@TESTEMAIL.COM

Would you like to receive your authorization code by email only?

Yes No

Mailing Details

i The authorization code will be mailed to the address on record

Cancel < Previous **Next** >

Indicate if you would like to receive your authorization code by email or mail and then select the **Next** button.

< Account Access Options

Request Account Access

Select

- Account Type
- Managed Programs

Account Info

- Account Details
- Email Option**

Email Option

Confirmation

i The email address on record is T*****L@TESTEMAIL.COM

Would you like to receive your authorization code by email only?

Yes No

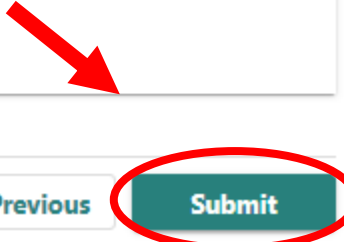
Cancel < Previous **Next** >

Select the **Submit** button.

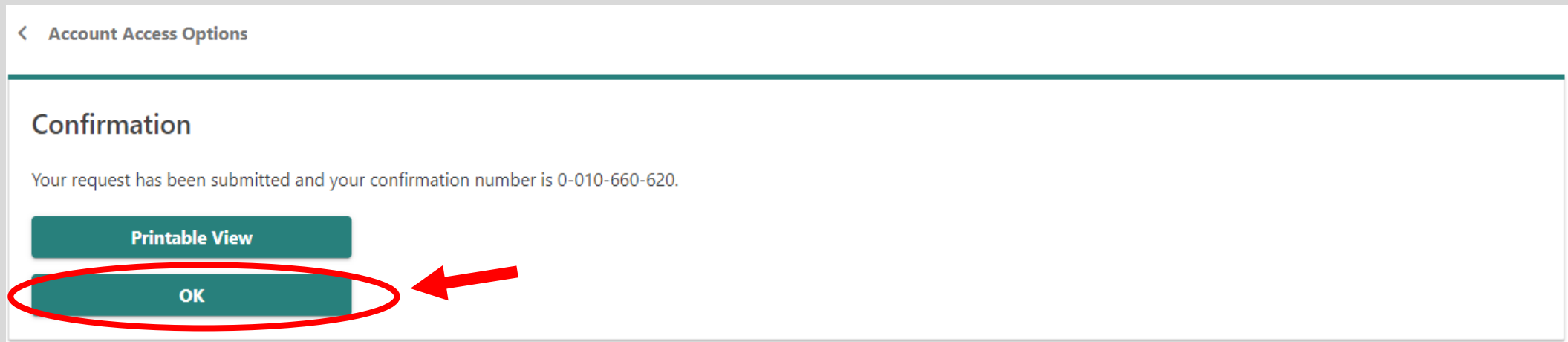
< [Account Access Options](#)

Request Account Access

Select	Username : Dealer
Account Type	Action : Requesting an Account Authorization Code
Account Info	Account Type : Dealer
Account Details	Account Number : A010038
Email Option	Notice : The account authorization code necessary for granting you online access will be mailed to your address on file.
Summary	






Select the **OK** button.



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

Access Requests

-  [Request Code](#) Request an Account Authorization Code
-  [Add Account Access](#)  Enter Your Account Authorization Code to Gain Account Access

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

The screenshot shows a mobile application interface for adding account access. At the top, there is a back arrow and the text 'Account Access Options'. Below this is a section header 'Add Account Access' with a teal underline. The main content area is divided into two parts: a teal sidebar on the left and a white main area on the right. The sidebar has a header 'Access' and a list item 'Authorization Code'. The main area has a title 'Authorization Code' and a subtitle 'Enter your account authorization code'. Below the subtitle, it says 'User ID: Dealer' and 'Account Authorization Code' above an empty input field. A red arrow points to the input field. At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Next'. The 'Next' button is highlighted with a red circle and a red arrow points to it.

Add Account Access

Access

Authorization Code

Account Info

Account Info

Logon Information

User ID: Dealer

Enter your account information

Enter your Dealer Number *

Required



Alpha-numeric then 6 digits. Example: Z123456

Enter the account address zip code *

Required



Cancel

< Previous

Next >

Enter your **Dealer Number** and the business **ZIP Code**.

Make sure to agree to the **Terms & Conditions** by selecting the checkbox or you won't be able to continue.

< Account Access Options

Add Account Access

Access

- Authorization Code
- Programs Managed
- Account Info

Account Info

- Email

Email

✉ Email for Notifications

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

Email Address Confirm Email Address

🛡 Access Terms Agreement

I Agree to the Access Terms & Conditions *

Cancel < Previous Next >

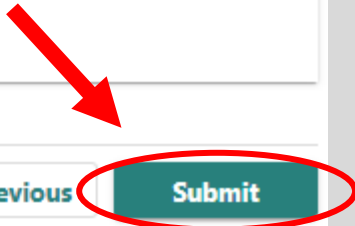
If all of the information is correct, select the **Submit** button.

< Account Access Options

Add Account Access

Access	Username : Dealer
Authorization Code	Action : Adding Account Access
Account Info	Account Type : Dealer
Account Info	E-Mail Address : testemail@testemail.com
Email	
Summary	

Cancel < Previous **Submit**



Congratulations, you have reached your CARS e-Services business account “springboard.” This is where you will view and manage your business accounts associated with the Michigan Department of State. Always remember to log off when you are finished.

DEALER
-*9999
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
[Manage My Profile](#)

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

Dealer
DEALER
7064 CROWNER DR
DIMONDALE MI 48821-5003 EATON COUNTY

Account
A010038
Balance
\$0.00

- > [Sign up for training](#)
- > [Electronic Lien and Title Actions](#)
- > [Manage Bank Accounts](#)
- > [More...](#)