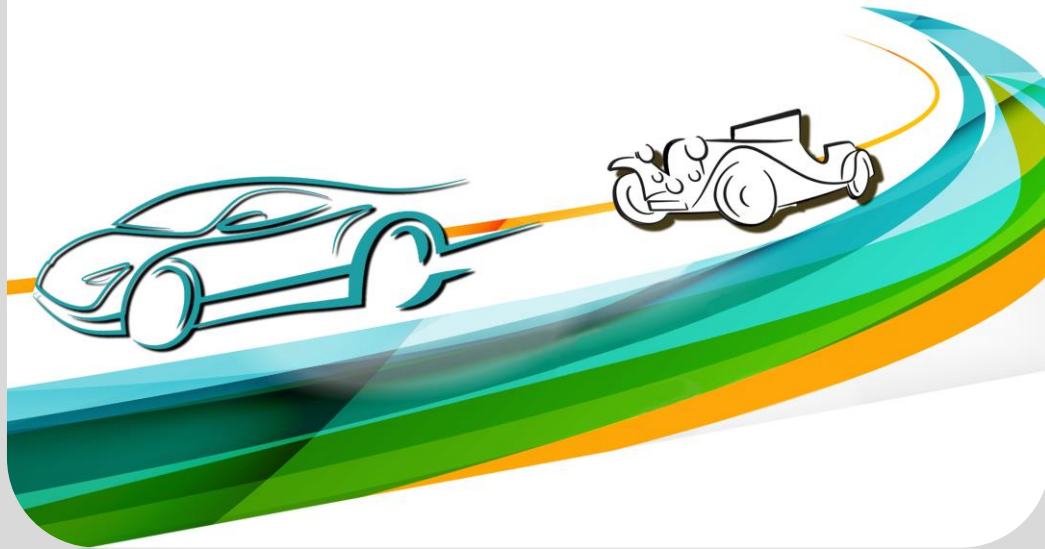


CARS e-Services | A new era begins

Michigan Secretary of State – Here to serve you



Direct Access- Instructions for New Users



Service Driven

e-Services
Direct Access -
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](#)



Notary Services

Notary Services

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



IRP

Perform IRP related transactions.

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



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](#)



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 \(TR-208\)](#)

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

Select the **Log In for Record Sales** hyperlink.

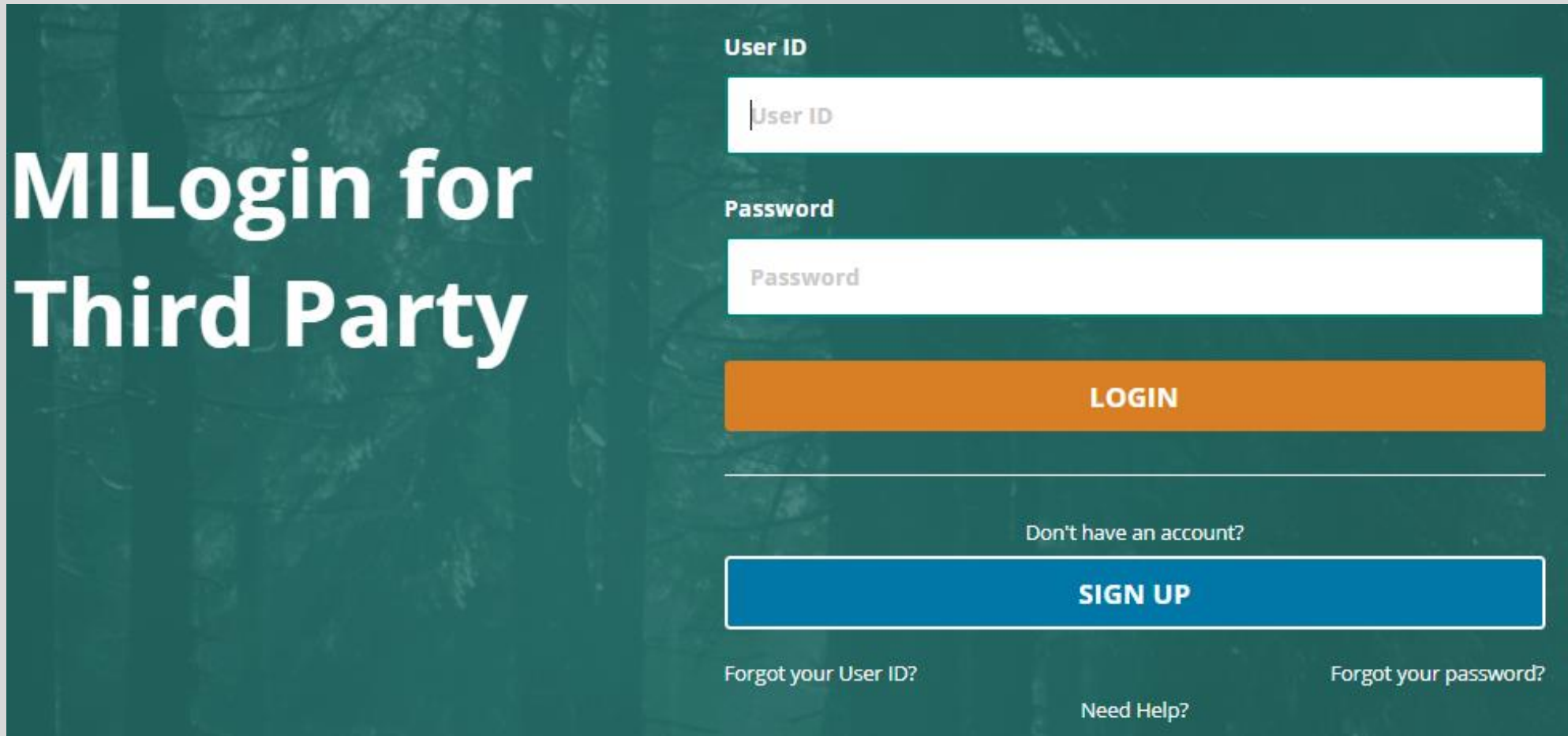
< Home

Record Sales

-  [Log In For Record Sales](#) Login for Direct Access, Record Look Up, Subscription Services, and List Sales
-  [Apply](#) Apply for Direct Access, List Sales, Record Look Up, and/or Subscription Services
-  [Request Records](#) Request driver or vehicle records. The request is subject to review and approval.
-  [Make a Payment](#) Pay the fees due for a previously submitted record look up request

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 image 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 on a dark teal background. On the right, there is a white form with the following elements:

- User ID** label above a white input field containing the placeholder text "User ID".
- Password** label above a white input field containing the placeholder text "Password".
- An orange **LOGIN** button.
- A horizontal line separator.
- The text "Don't have an account?" above a blue **SIGN UP** button.
- At the bottom, there are three links: "Forgot your User ID?", "Need Help?", and "Forgot your password?".

Create Your Account



Profile Information

Enter your profile information

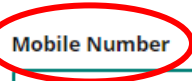
* Required

* 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

Enter your profile information as prompted. Fields with a red asterisk are required. Be sure to include a mobile phone number so that your passcode can be conveniently texted to you.

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.

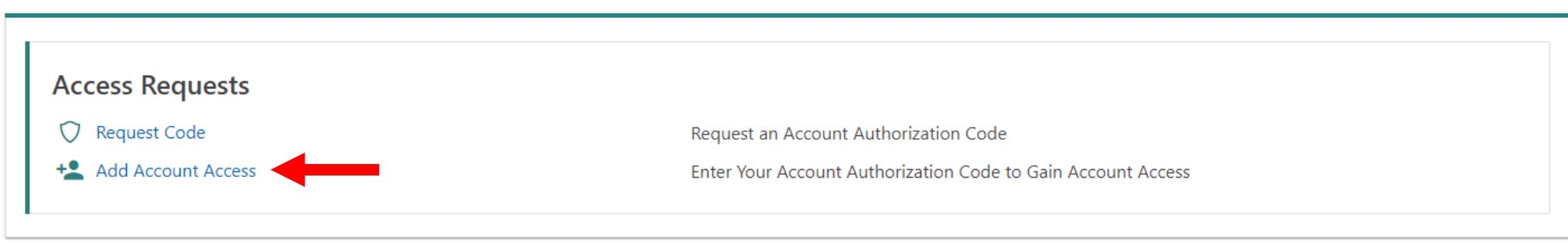


CREATE ACCOUNT

BACK

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

To continue, you must have your *authorization code*. If you do not have one, communicate with the Authorized Requester/Account Manager to obtain an access code. Select the **Add Account Access** hyperlink.



The screenshot shows a user interface titled "Access Requests". On the left side, there is a vertical list of two items: "Request Code" with a shield icon and "Add Account Access" with a plus and person icon. A red arrow points to the "Add Account Access" link. On the right side of the interface, there are two lines of text: "Request an Account Authorization Code" and "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'. The main content area is divided into two parts: a dark teal sidebar on the left with the word 'Access' and a white box containing 'Authorization Code', and a main white area. The main area has the title 'Authorization Code' and the instruction 'Enter your account authorization code'. Below this, it shows 'User ID: directaccess' and 'Account Authorization Code' with an empty input field. A red arrow points to this input field. At the bottom, there are three buttons: 'Cancel' on the left, 'Previous' in the middle, and 'Next' on the right. The 'Next' button is highlighted with a red circle and a red arrow pointing to it.

Note: Do not use the passcode that was provided to you on your mobile phone or through a phone call.

Select the **Direct Access** checkbox and then select the **Next** button.

< Account Access Options

Add Account Access

Access

Authorization Code

Programs Managed

Programs

Select only the program(s) you administer

NOTE: If you are not the program manager for the selected program, your program manager must grant you access.

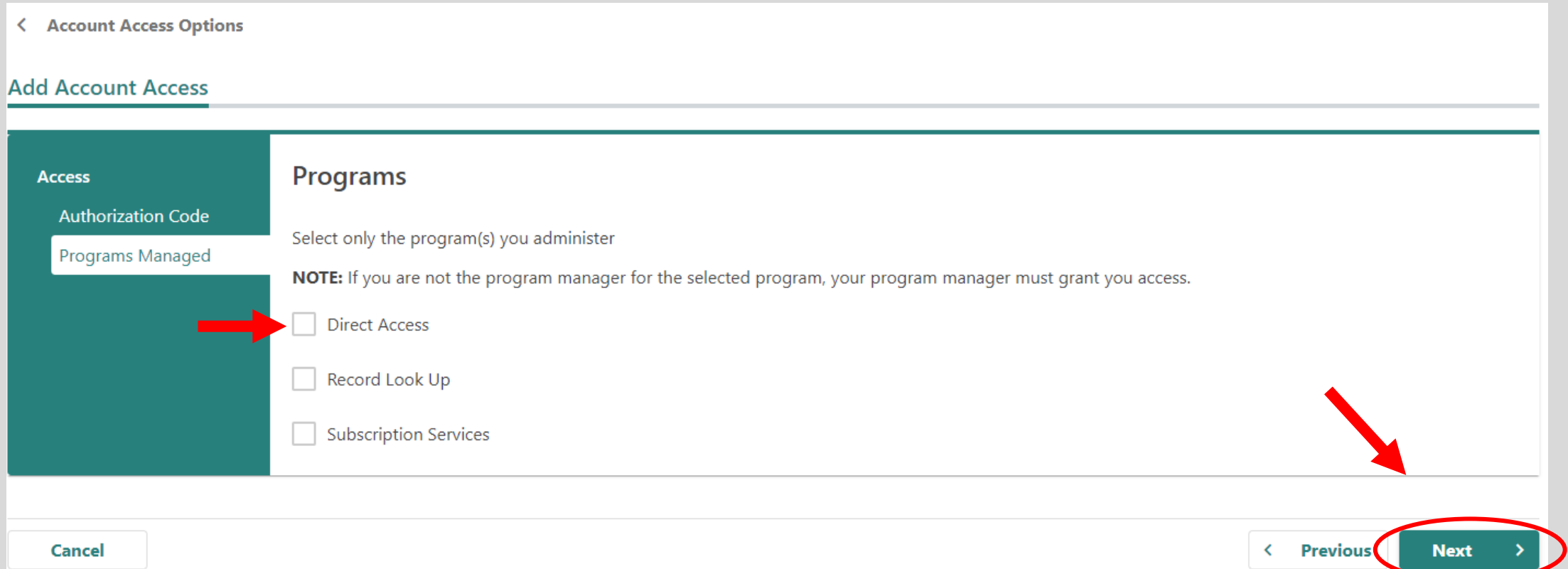
Direct Access

Record Look Up

Subscription Services

Cancel

< Previous **Next** >



Add Account Access

Access

Authorization Code

Programs Managed

Account Info

Account Info

Logon Information

User ID: directaccess

Enter your account information

Enter your Record Sales Account Number *

Required



4-6 alpha-numeric characters. Examples: A123 or 123456

Enter the account address zip code *

Required



Cancel

< Previous

Next >

Enter your **Record Sales Account 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

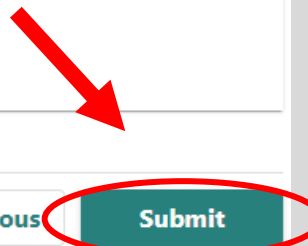
Access	Username : directaccess
Authorization Code	Action : Adding Account Access
Programs Managed	Account Type : Record Sales
Account Info	E-Mail Address : testemail@testemail.com

Account Info

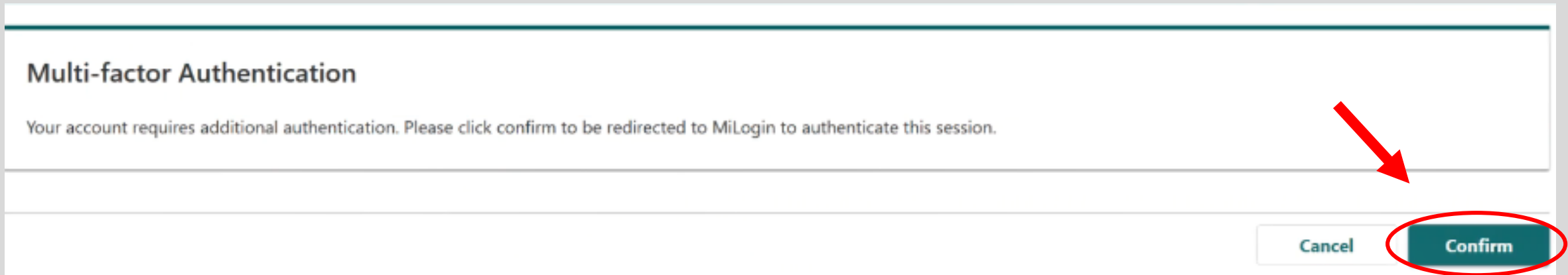
Email

Summary

Cancel < Previous **Submit**



You are required to complete an additional authentication process. Select the **Confirm** button to continue.



Multi-factor Authentication

Your account requires additional authentication. Please click confirm to be redirected to MiLogin to authenticate this session.

A red arrow points from the text above to the Confirm button, which is also circled in red.

MILogin for Third Party

🏠 HOME

MILogin Multifactor Authentication (MFA)

Hello Record Sales,

Please select one of the following options to proceed with additional required authentication.

* Required

 **Text Message**

You will receive a passcode via a text message on your mobile XXX-XXX-4793

 **Phone Call Back**

You will get a call on your work phone number XXX-XXX-4793

You will be returned to “MILogin for Third Party.” Select your preferred method for receiving the passcode.

MILogin for Third Party

🏠 HOME

MILogin Multifactor Authentication (MFA)

Enter Passcode

* Required

* Passcode

Enter the passcode

For a different option, click on the Back button.

SUBMIT

BACK

Enter the passcode you received and select the **Submit** button.

You will be redirected back to CARS e-Services. Select the **Confirm** button to complete your authentication process.

Multi-factor Authentication

Your account requires additional authentication. Please click confirm to be redirected to MiLogin to authenticate this session.

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.

The screenshot shows a web interface for 'DIRECT ACCESS LOGIN'. On the left, there is a sidebar with the user's address: '000104618-18', '7064 CROWNER DR', and 'DIMONDALE MI 48821-5003 EATON COUNTY'. Below this is a navigation menu with 'Summary' (underlined), 'Action Center' (with a red notification icon), 'Settings', and 'More...'. The main content area is divided into two sections. The top section is titled 'Request Access' and contains two links: 'Request Code' (with the description 'Request an Authorization Code') and 'Add Account Access' (with the description 'Use an Authorization Code to Add Account Access'). The bottom section is titled 'Record Sales' and contains the same address information. To the right of this section is a 'Direct Access' box with two links: '> Inquiries' and '> Report of Service'. In the top right corner, there is a 'Welcome, Direct Access' message and a 'Manage My Profile' link with a red notification icon.

DIRECT ACCESS LOGIN
000104618-18
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, Direct Access
[Manage My Profile](#)

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

Record Sales
DIRECT ACCESS LOGIN
7064 CROWNER DR
DIMONDALE MI 48821-5003 EATON COUNTY

Direct Access
> [Inquiries](#)
> [Report of Service](#)