



**Service Driven**

# e-Services

## Direct Access - New Account Managers

**Note:** If you are a Direct Access user but do not manage your organization's account, use the instructions for "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

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### Record Sales

-  [Log In For Record Sales](#)
-  [Apply](#)
-  [Request Records](#)
-  [Make a Payment](#)

Login for Direct Access, Record Look Up, Subscription Services, and List Sales

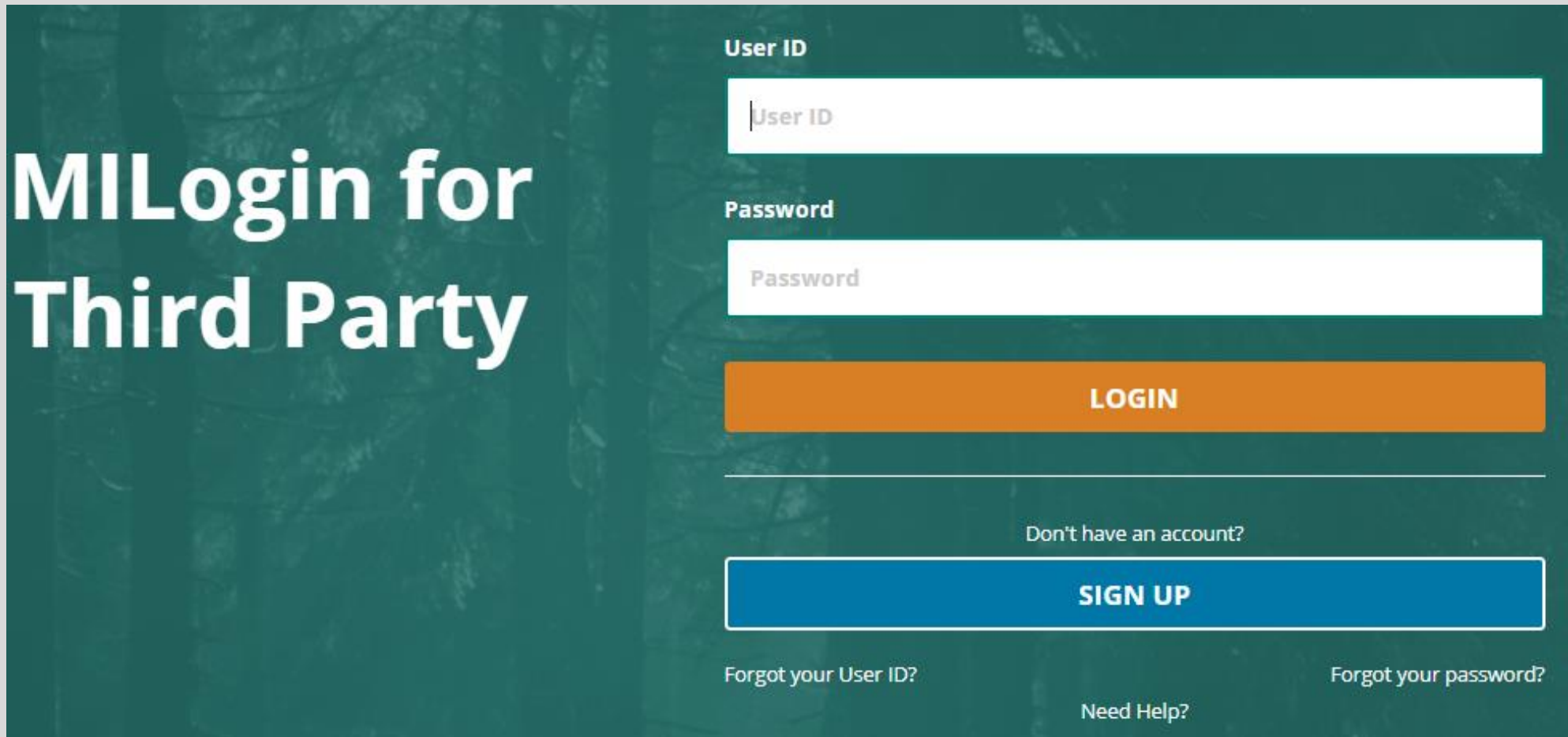
Apply for Direct Access, List Sales, Record Look Up, and/or Subscription Services

Request driver or vehicle records. The request is subject to review and approval.

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.

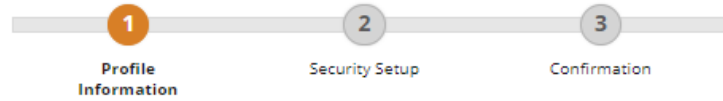
Enter your **User ID** and **Password** if you have a Third Party MILogin account (and skip to slide #7).



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 against 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

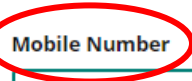
\* Required

* First Name	Middle Initial	* Last Name	Suffix
<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	<b>Mobile Number</b>
<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. 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.

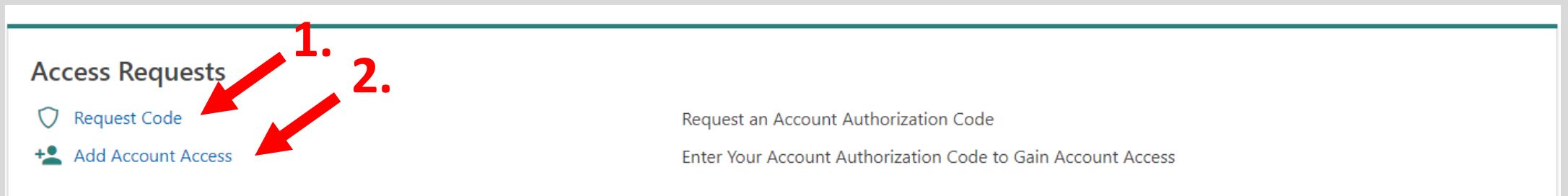


CREATE ACCOUNT

BACK

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

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 #14.



**Note:** This authorization code differs from the passcode received via mobile call or text.

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 **Record Sales** and then select the **Next** button.



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

< Account Access Options

[Request Account Access](#)

Select

Account Type

Programs

**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.

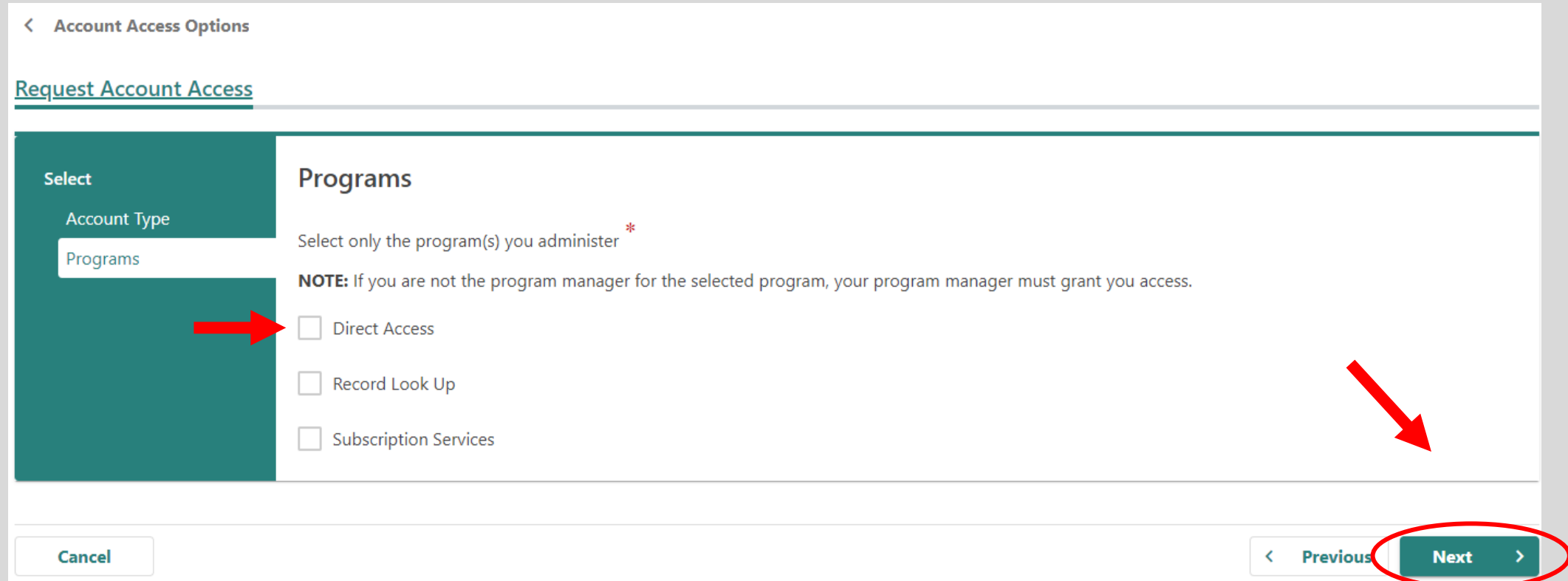
Direct Access

Record Look Up

Subscription Services

Cancel

< Previous **Next** >



Request Account Access

Select

Account Type

Managed Programs

Account Info

Account Details

Account Details

Logon Information

User ID: directaccess

Enter your account information

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

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**.

< 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?

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?

Cancel < Previous **Next** >

Select the **Submit** button.

< Account Access Options

Request Account Access

Select

- Account Type
- Managed Programs

Account Info

- Account Details
- Email Option
- Summary

Username : directaccess

Action : Requesting an Account Authorization Code

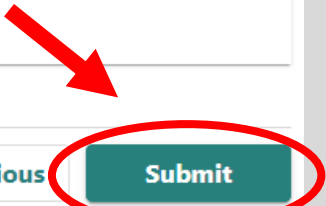
Account Type : Record Sales

Account Number : A1234

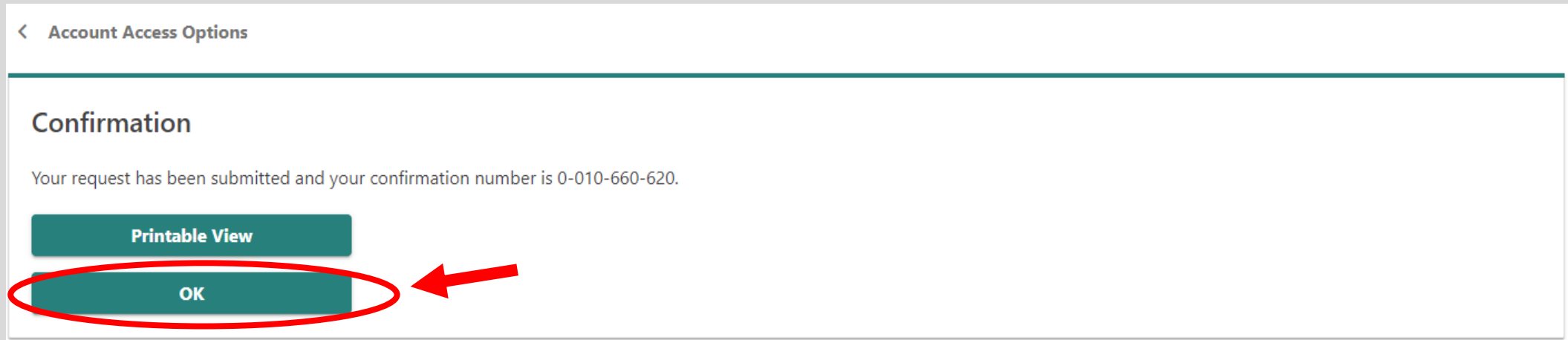
**Notice : The account authorization code necessary for granting you online access will be mailed to your address on file.**

Cancel

< Previous **Submit**






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'. 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 on the right. 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.

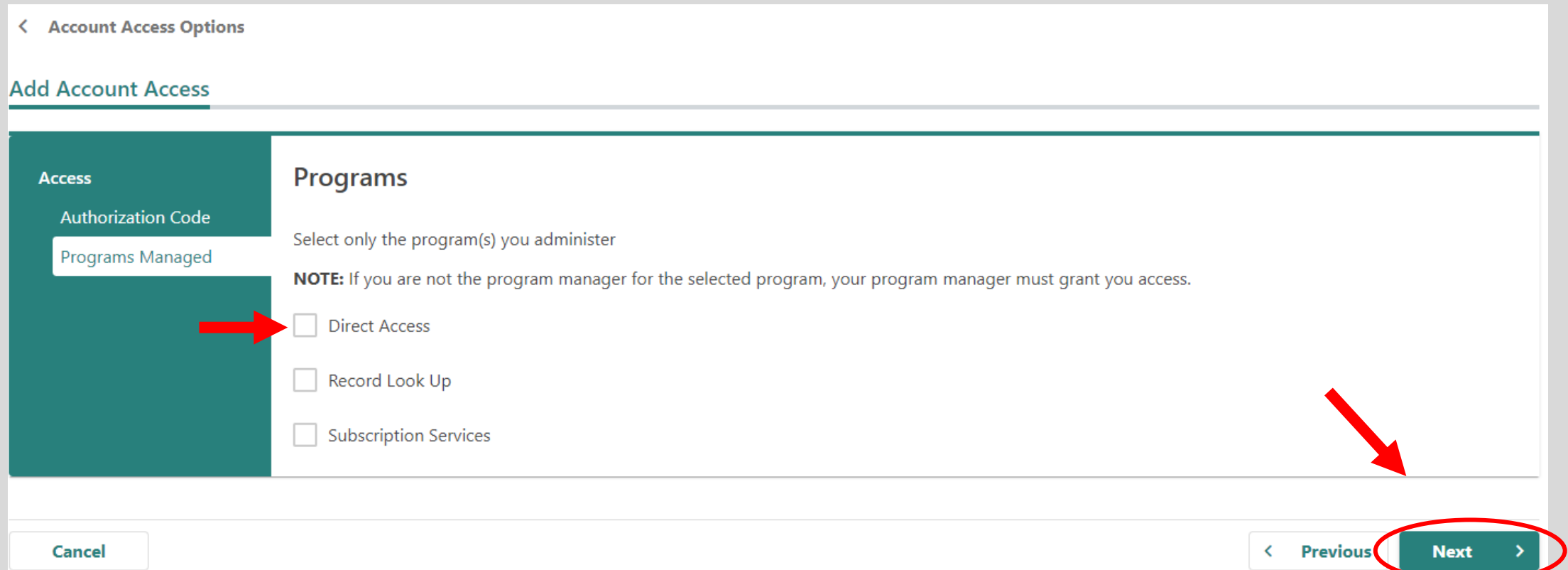
Direct Access

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

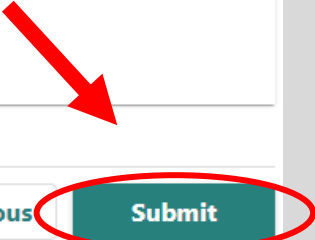
<b>Access</b>	Username : directaccess
Authorization Code	Action : Adding Account Access
Programs Managed	Account Type : Record Sales
Account Info	E-Mail Address : testemail@testemail.com

**Account Info**

Email

Summary

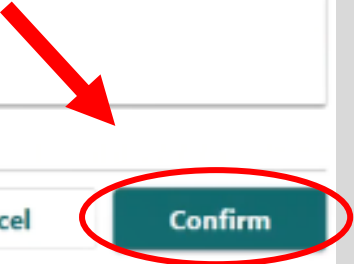
Cancel < Previous **Submit**



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.



# 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

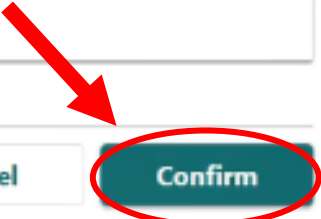
BACK

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 displays the 'DIRECT ACCESS LOGIN' interface. On the left, it shows the account ID '000104618-18' and the address '7064 CROWNER DR, DIMONDALE MI 48821-5003 EATON COUNTY'. A central box titled 'Request Access' contains two options: 'Request Code' (with subtext 'Request an Authorization Code') and 'Add Account Access' (with subtext 'Use an Authorization Code to Add Account Access'). The top right corner features a welcome message 'Welcome, Direct Access' and a 'Manage My Profile' link with a notification icon. Below this is a navigation bar with 'Summary' (underlined), 'Action Center' (with a notification icon), 'Settings', and 'More...'. At the bottom, a 'Record Sales' section repeats the account ID and address, and a 'Direct Access' box lists 'Inquiries' and 'Report of Service' with right-pointing chevrons.

**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](#)