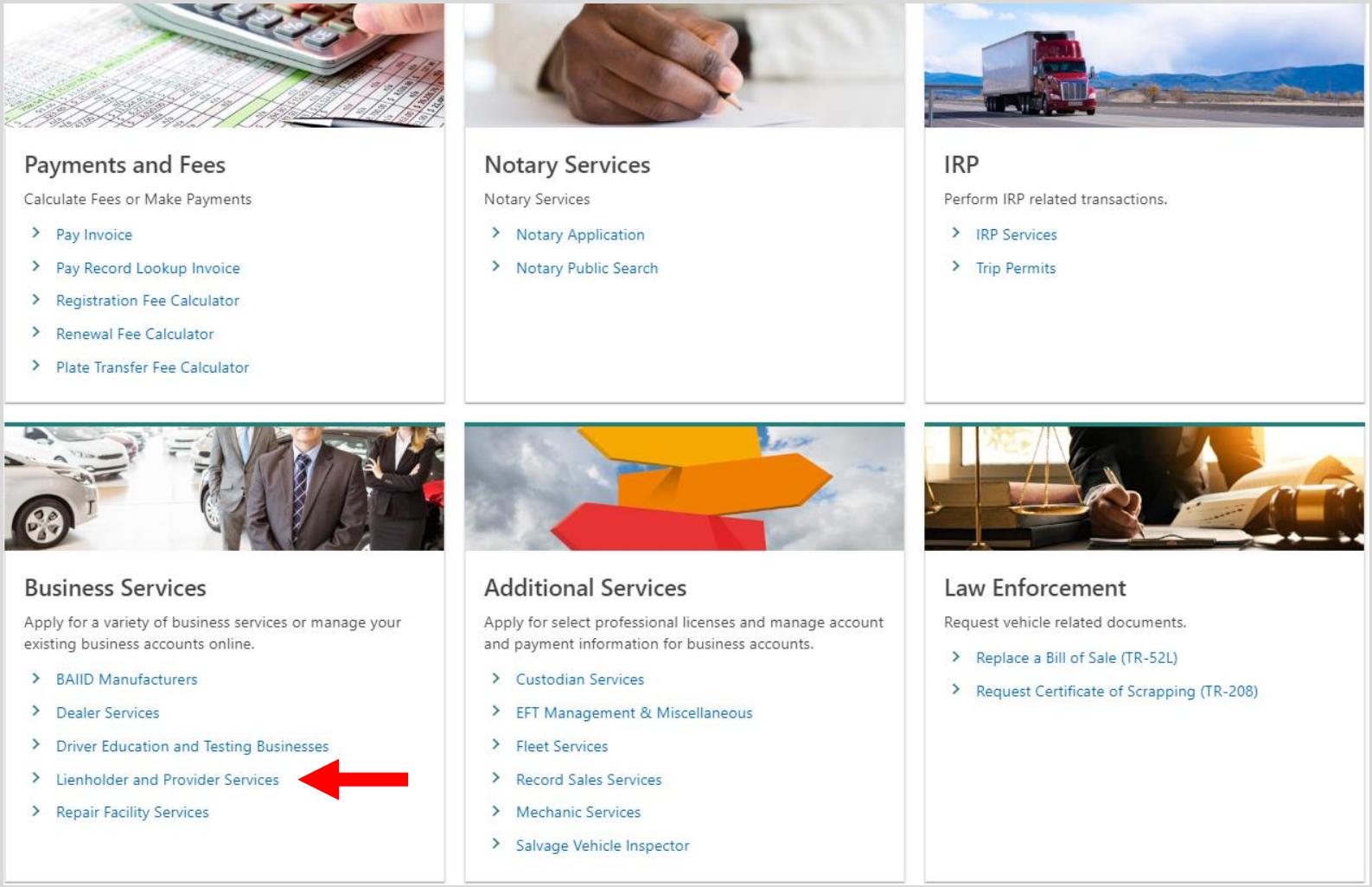
e-Services

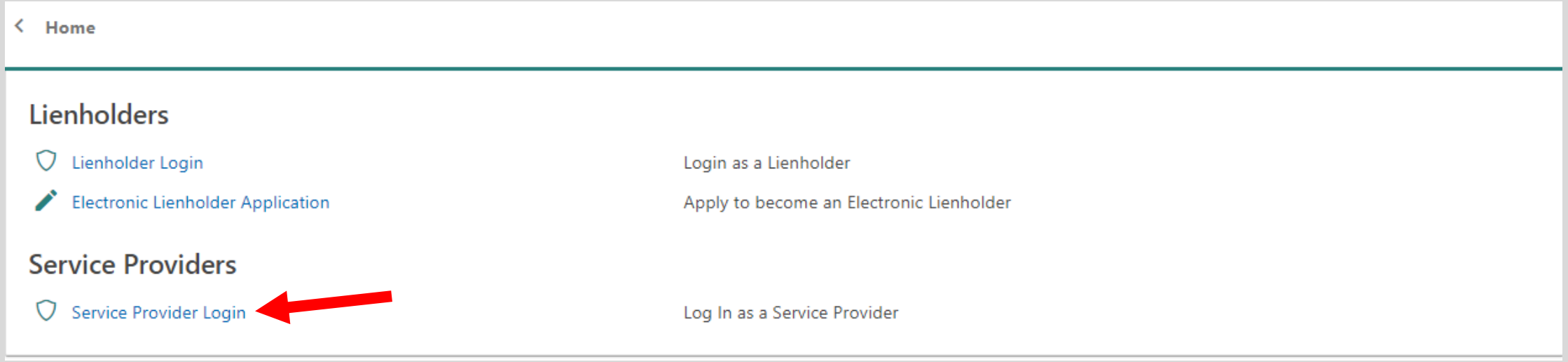
ELT Service Providers - New Account Managers

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



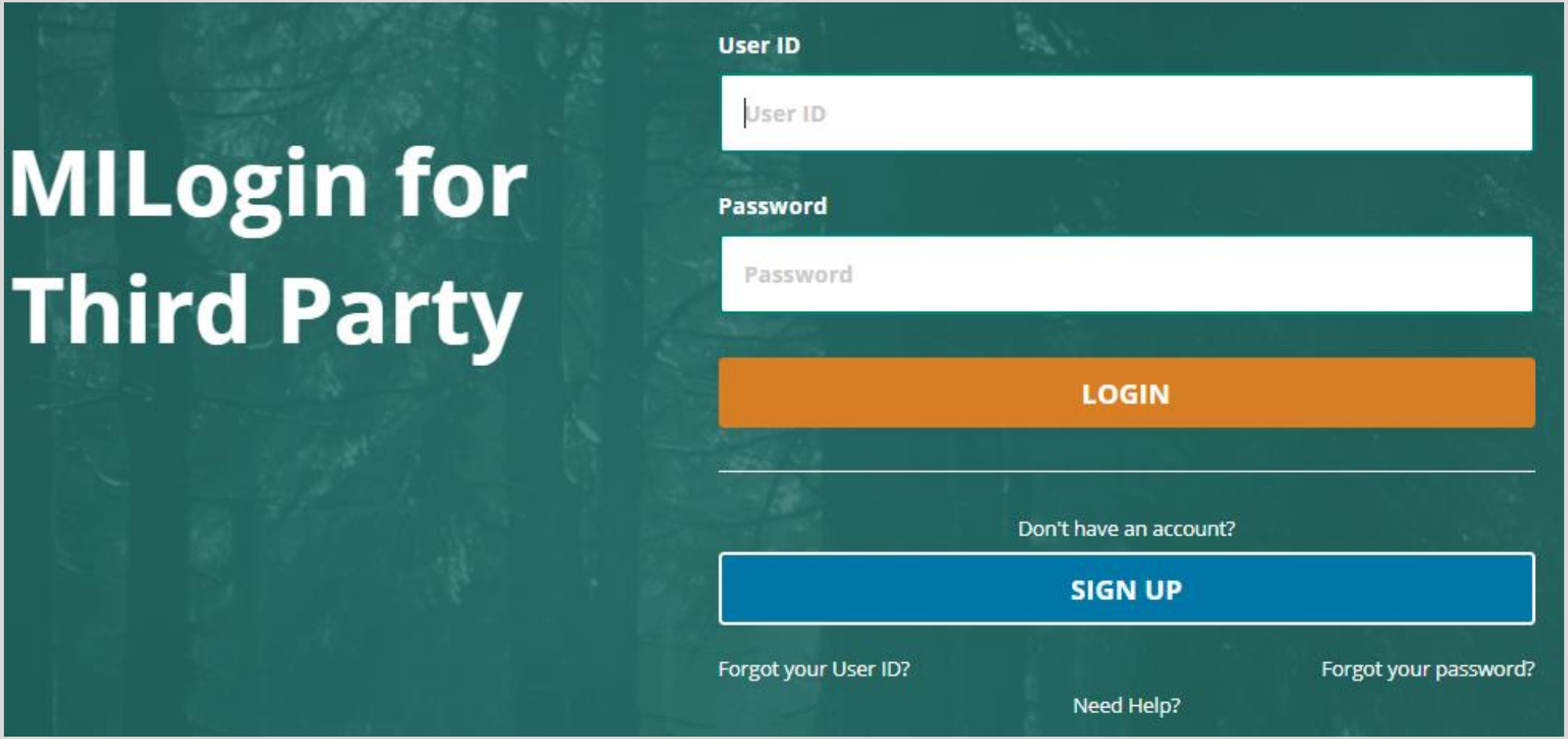
Use the hyperlink in the letter or email you received from the Michigan Department of State to connect with CARS e-Services and select the **Lienholder and Provider Services** hyperlink.

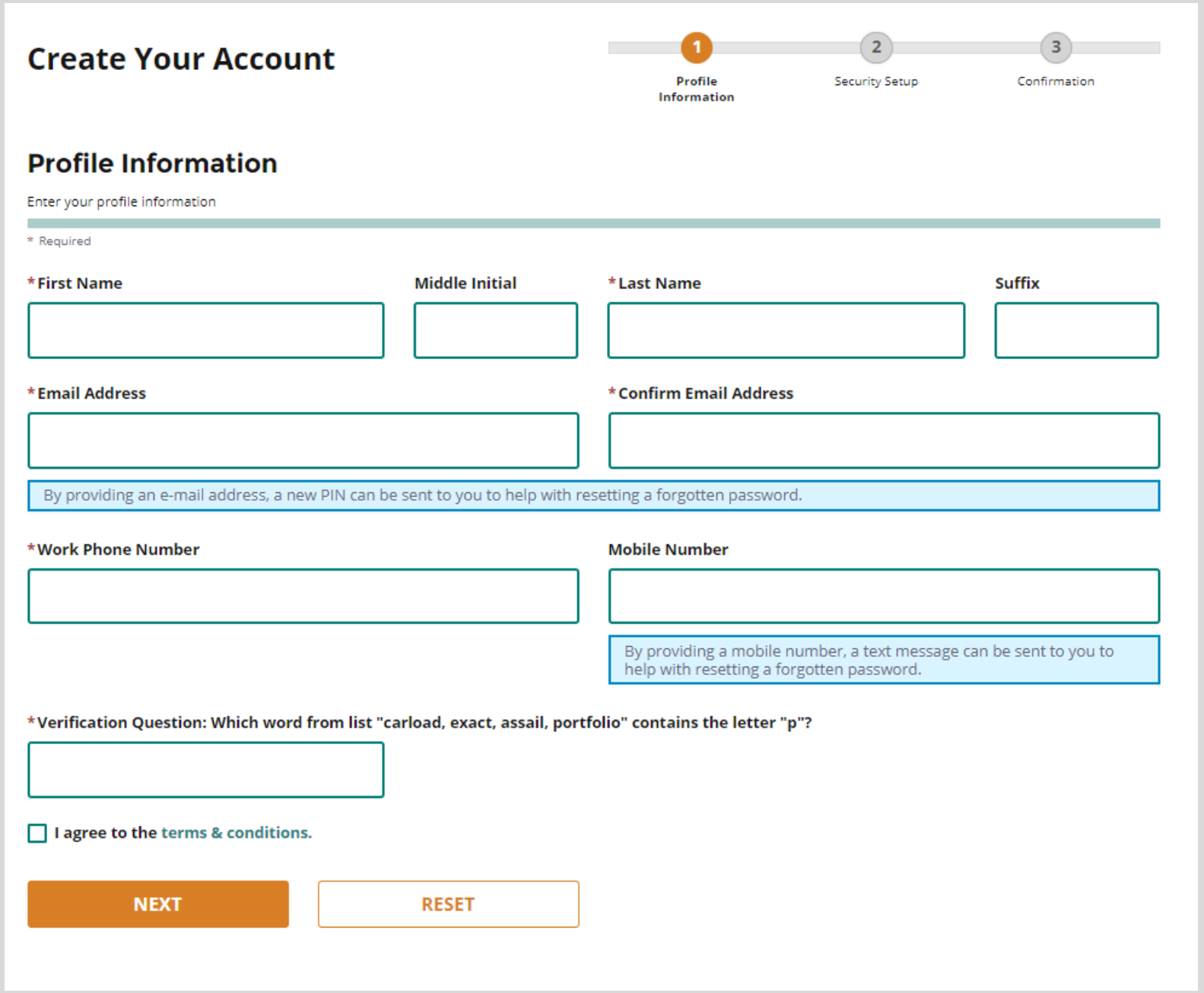
Select the **Service Provider Login** hyperlink.



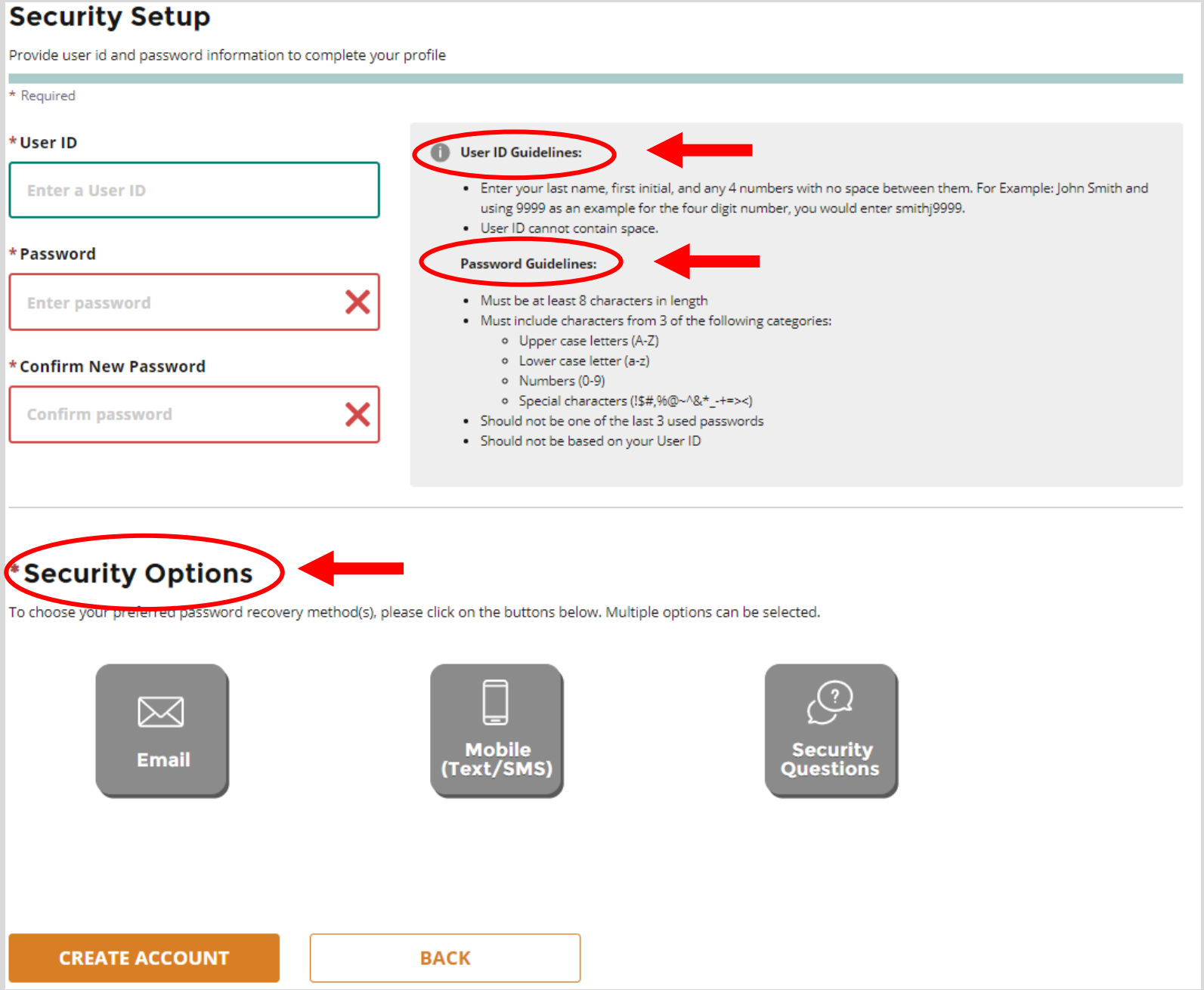
You must have an account with the State of Michigan MILogin system.
Select the **Sign Up** button if you **DO NOT HAVE** a “MILogin for Third Party” account.

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



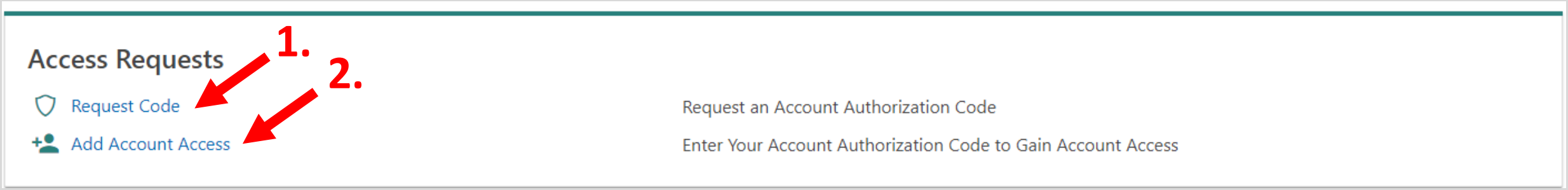


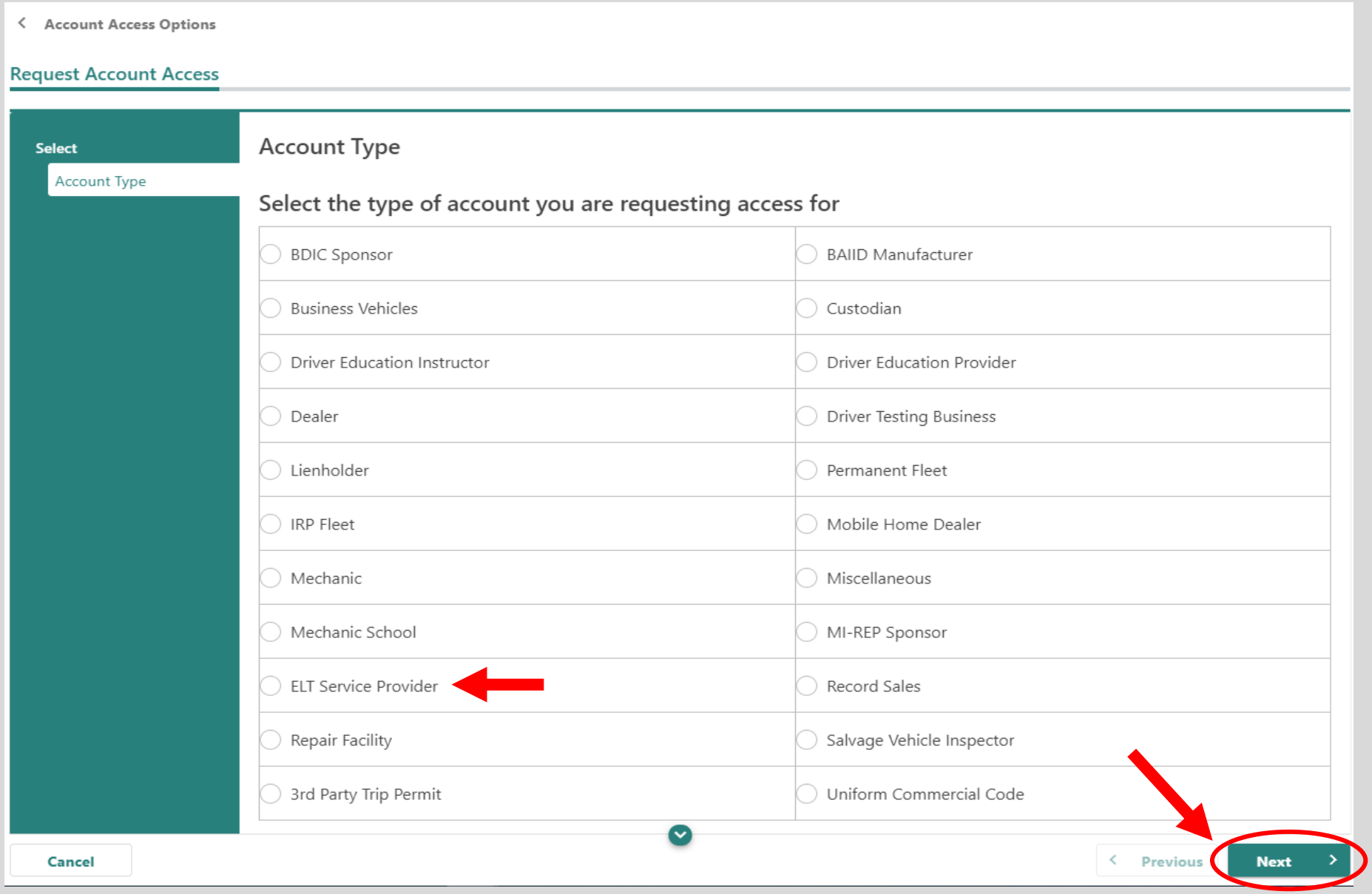
Enter your profile information as prompted. Fields with a red asterisk are required.



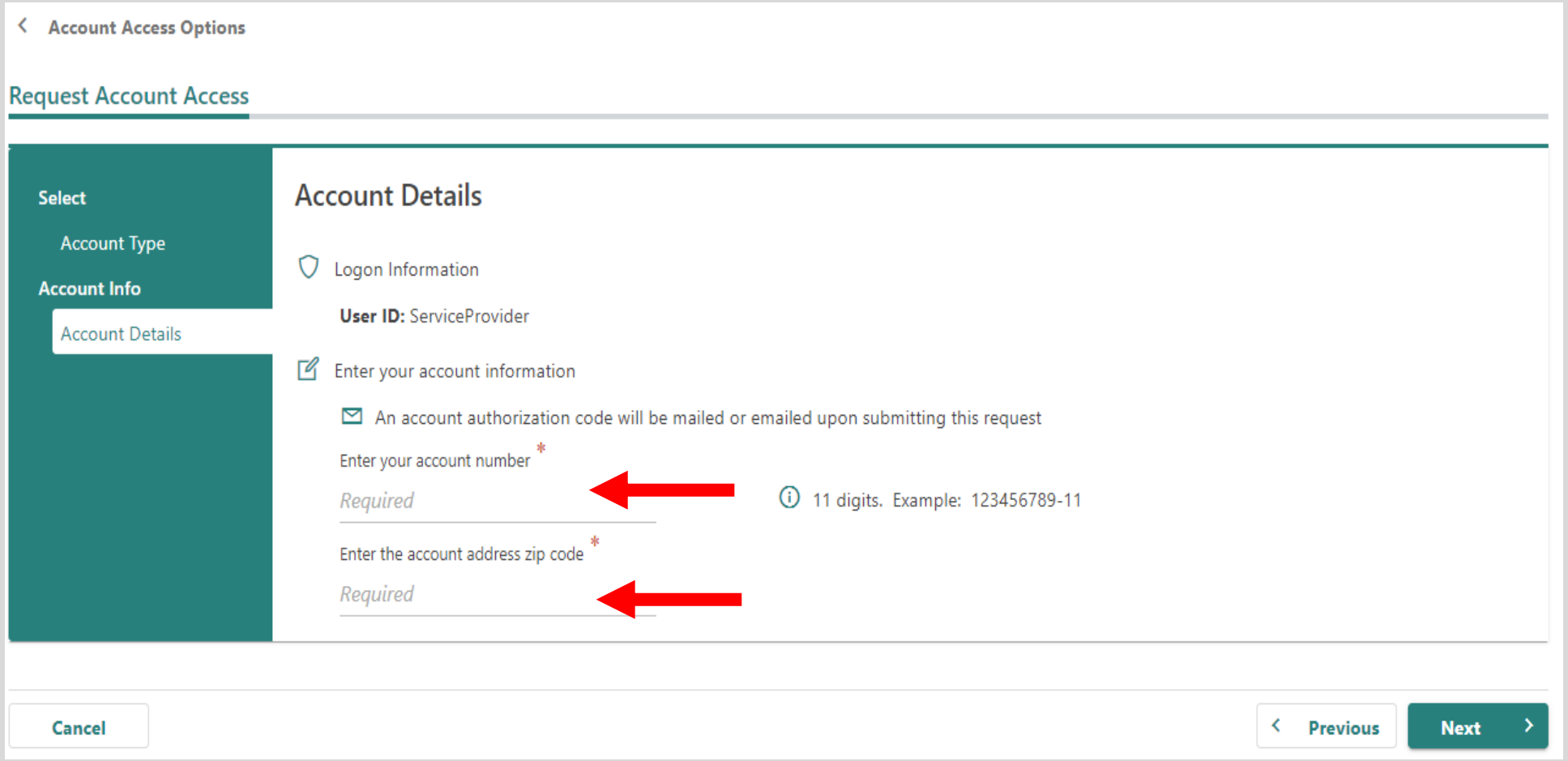
Enter your security setup information and follow the screen prompts. Make sure to follow all of the security guidelines carefully.

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.

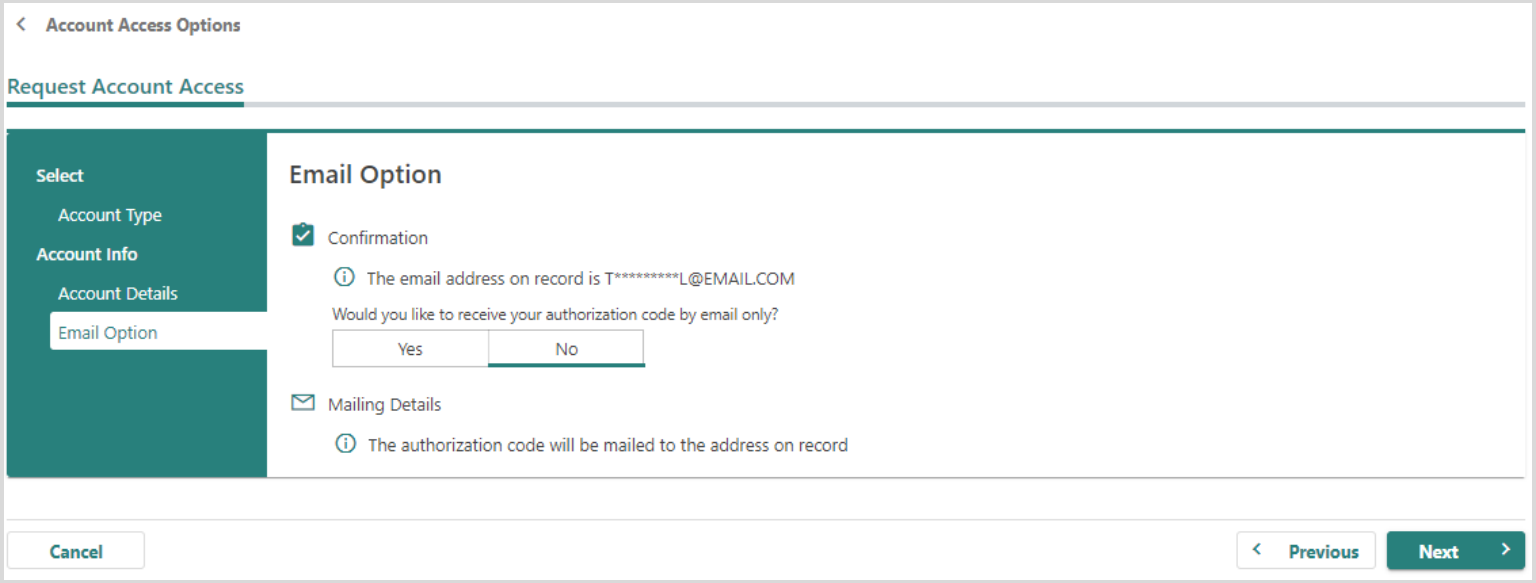


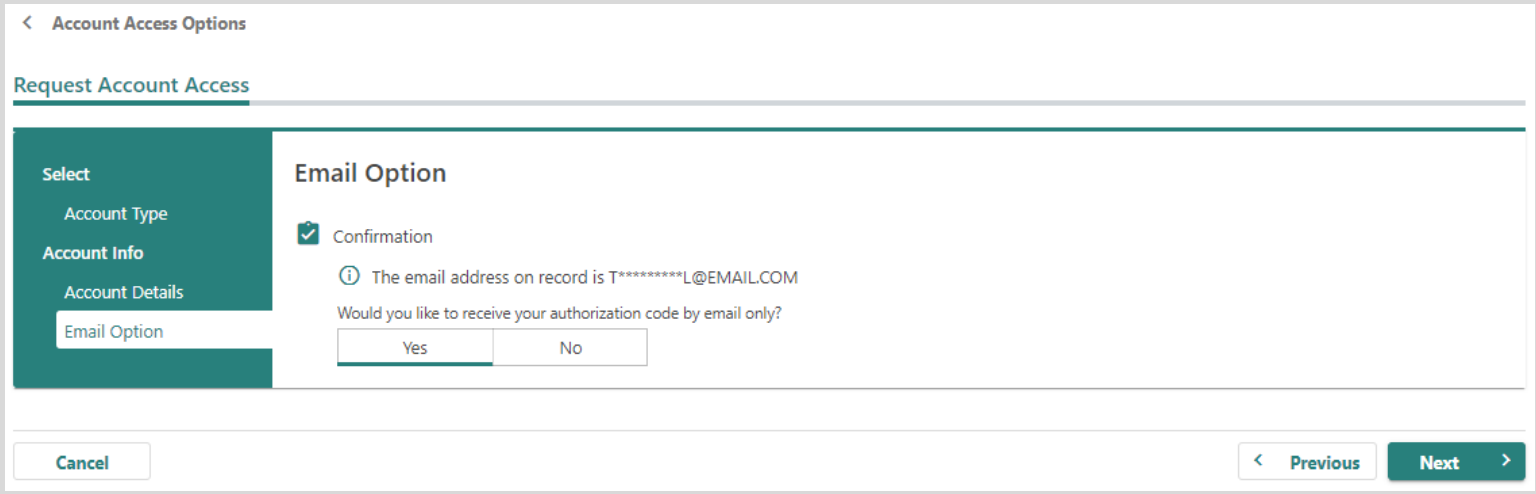


Select **ELT Service Provider** and then select the **Next** button.



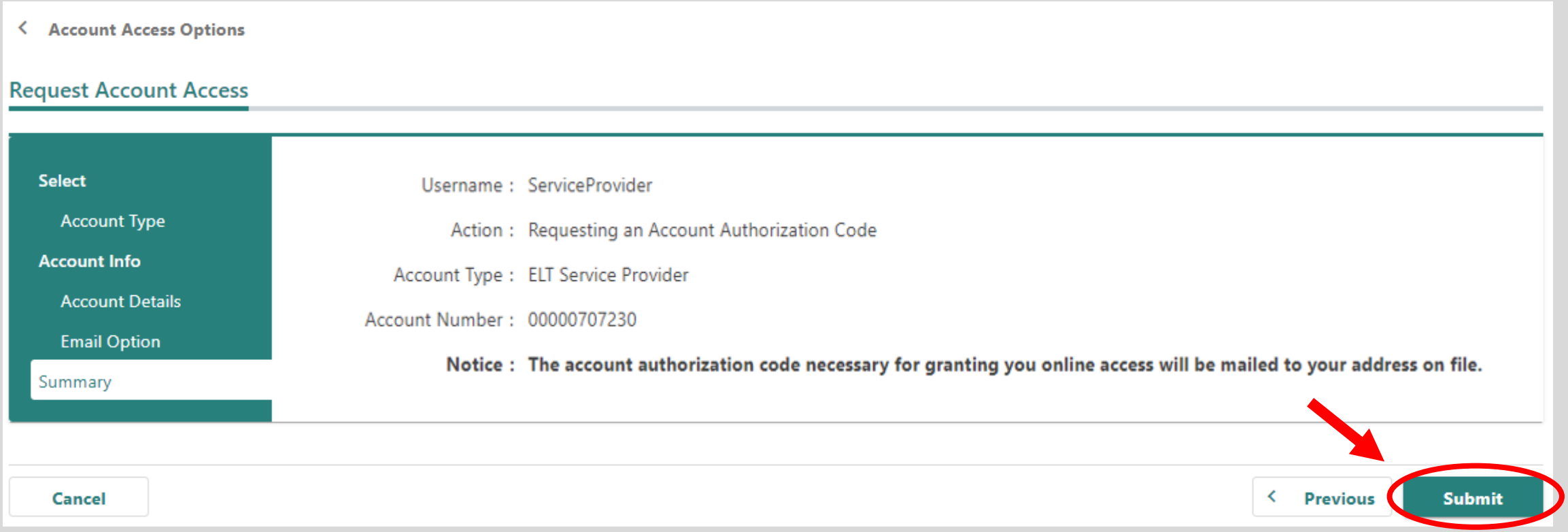
Enter your **Account Number** and the business **ZIP Code.**





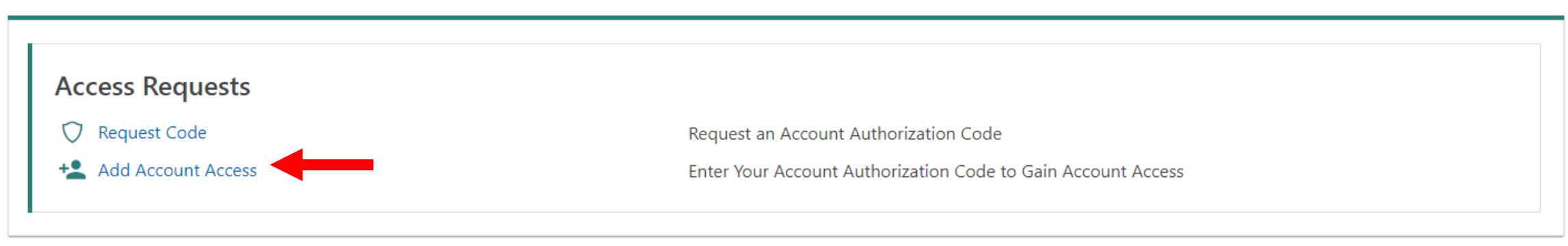
Indicate if you would like to receive your authorization code by email or mail and then select the **Next** button.

Select the **Submit** button.

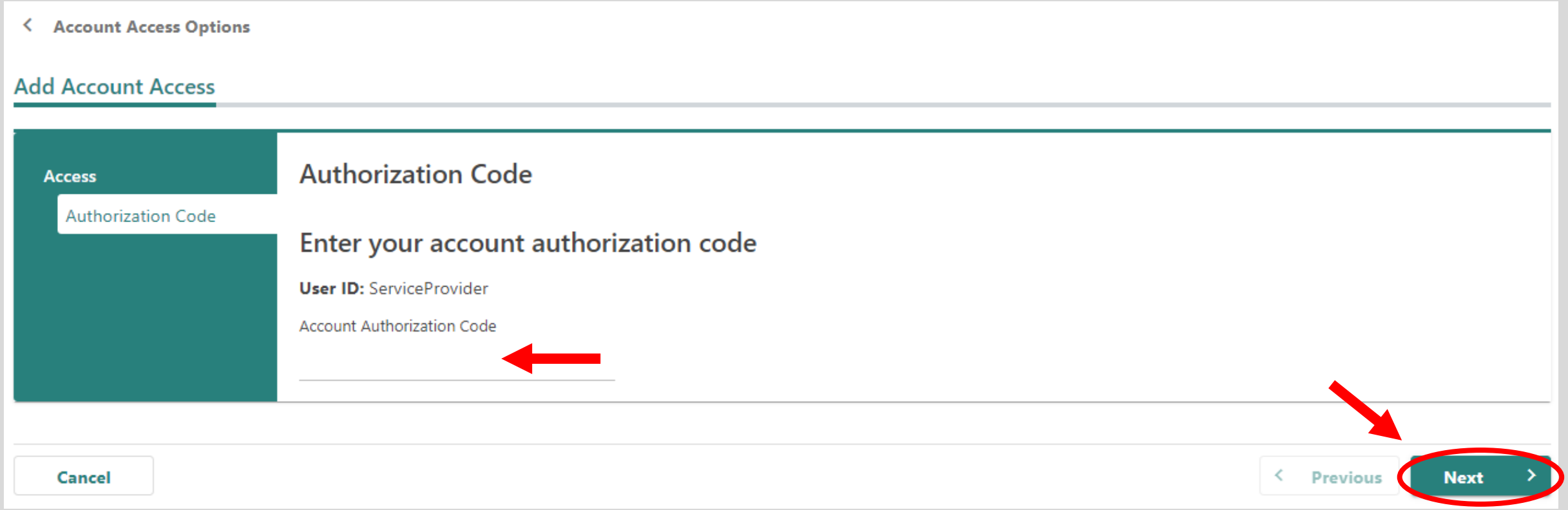


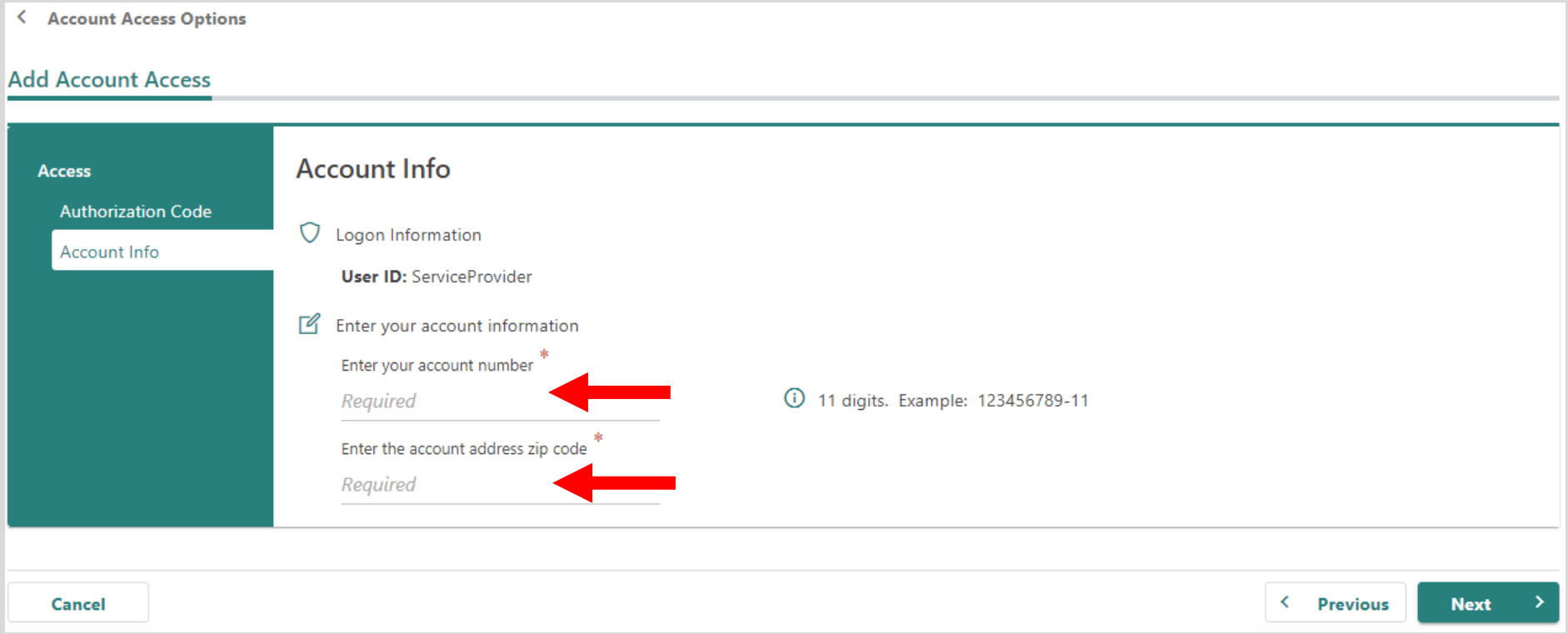
Select the **OK** button.

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



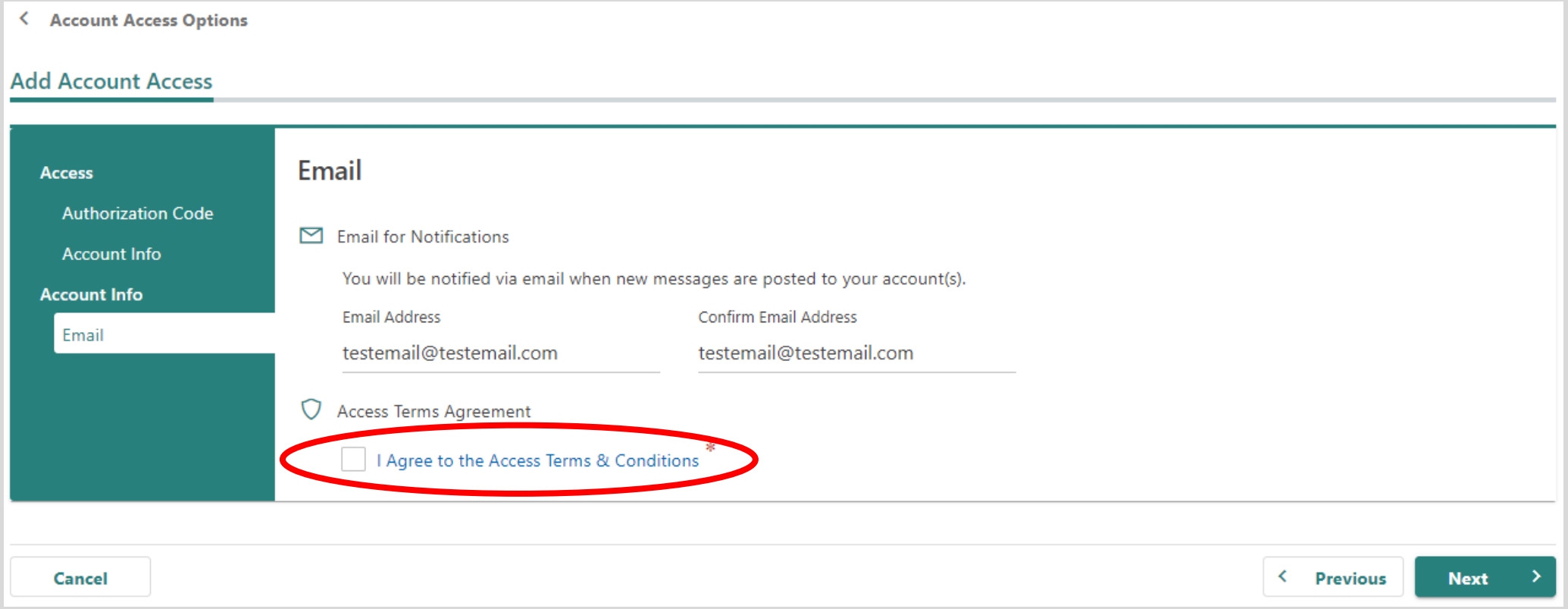
Enter your authorization code that you received by email or mail and then select the **Next** button.



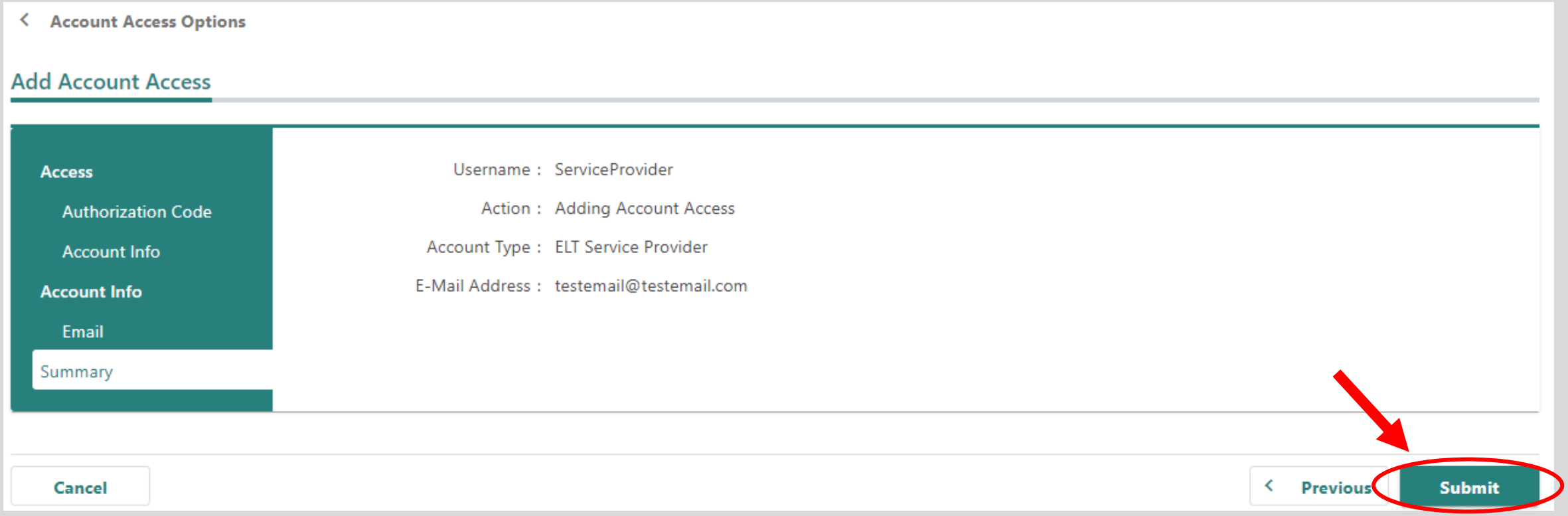
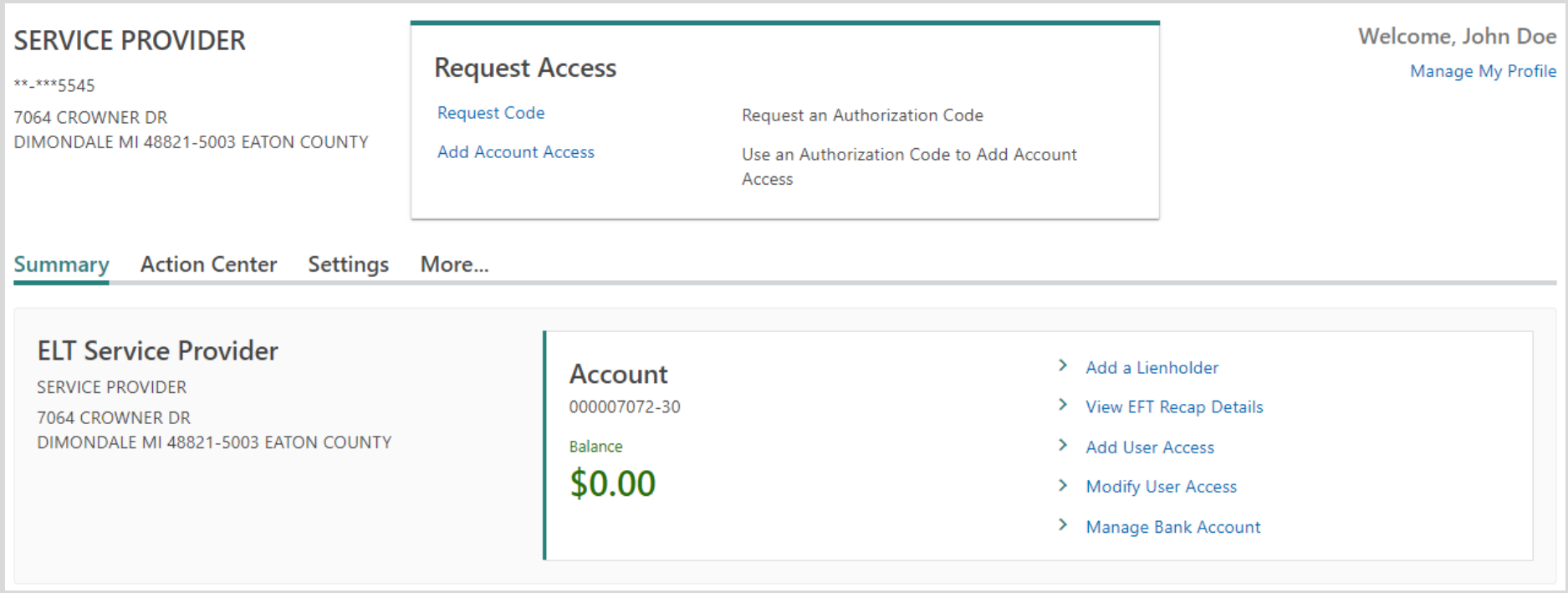


Enter your **Account Number** and the business **ZIP Code**.

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



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



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.