

# IRP Business Customer:

CARS account instructions  
(New account manager)



1. Navigate to [Michigan.gov/SOSonline](https://Michigan.gov/SOSonline).

**Michigan Department of State**

SOS Home | MI.gov | FAQs | Contact Us

**Schedule A Visit** | **Manage A Visit** | **Individual Login**

Search our online 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 **IRP Services** hyperlink.

**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**

Apply to become a notary public.

- > Log In for Notary Services and Requests
- > Notary Application
- > Notary Public Search
- > Upload Notary County Approval

**IRP**

Perform IRP-related transactions.

- > Trip Permits
- > **IRP Services**

3. Select the **IRP Login** hyperlink.

**IRP Services**


- [IRP Login](#)
- [Apply](#)


Login for IRP  
Apply for IRP Registration

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 #11*.

#### Request Access

 [Request Code](#)

 [Add Account Access](#)

Request an Authorization Code

Use an Authorization Code to Add Account Access

6. Select **IRP Fleet** and then select the **Next** button.

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
<input type="radio"/> 3rd Party Trip Permit	<input type="radio"/> Uniform Commercial Code

- Enter your **Account Number, Fleet Number, ZIP code**, indicate if you applied for IRP with an FEIN and select **"No"** for "requesting access to an IRP account as a Third Party Licensing Agency."

Request Account Access

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

- Select the **Submit** button.

10. Select the **OK** button.

< Account Access Options

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**Confirmation**

Your request has been submitted and your confirmation number is 0-038-981-200.

Print This Page

**OK**

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

**Request Access**

[Request Code](#) Request an Authorization Code

[Add Account Access](#) Use an Authorization Code to Add Account Access

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

< Account Access Options

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**Add Account Access**

**Access**

Authorization Code

Enter your account authorization code

User ID:

Account Authorization Code

Cancel

< Previous **Next** >

13. Enter your **Account Number, Fleet Number, ZIP code**, indicate if you applied for IRP with an FEIN.

**Add Account Access**

**Access**

Authorization Code

Account Info

**Account Info**

Logon Information

User ID: IRP

☒ Enter your account information

Enter your account number \*

Required Account number: 7 digits. Example: 123456

Enter your fleet number \*

Required Fleet number: 4 digits. Example: 0001

Enter the account address zip code \*

Required

Did you apply for IRP with an FEIN? \*

Yes No

Cancel

< Previous **Next** >

14. 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

<b>Access</b> Authorization Code Account Info <b>Account Info</b> Email	<b>Email</b>	
	<input checked="" type="checkbox"/> Email for Notifications You will be notified via email when new messages are posted to your account(s).	
	Email Address testemail@testemail.com	Confirm Email Address testemail@testemail.com
	<input type="checkbox"/> Access Terms Agreement <input type="checkbox"/> I Agree to the Access Terms & Conditions	

Cancel

< Previous

Next >

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

Add Account Access

<b>Access</b> Authorization Code Account Info <b>Account Info</b> Email Summary	Username : IRP	
	Action : Adding Account Access	
	Account Type : IRP Fleet	
	E-Mail Address : testemail@testemail.com	

Cancel

< Previous

**Submit**

16. **Congratulations!** You have reached your CARS e-Services 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.

IRP

\*\*\_\*\*\*4655

7064 CROWNER DR  
DIMONDALE MI 48821-5003 EATON COUNTY

Request Access

[Request Code](#)

[Add Account Access](#)

Request an Authorization Code

Use an Authorization Code to Add Account Access

Welcome, John Doe

[Manage My Profile](#)

**Summary**

[Action Center](#)

[Settings](#)

[More...](#)

IRP Fleet

IRP

7064 CROWNER DR  
DIMONDALE MI 48821-5003 EATON COUNTY

Account

0061140-0001

Balance

**\$0.00**

2022 Registration

Expires

**28-Feb-2022**

> [View Registration](#)

> [View Cab Cards and Temps](#)

> [Request Renewal](#)

Fleet

0061140-0001

Balance

**\$0.00**

> [View All Registrations](#)

> [Make a Payment](#)

> [View Plate History](#)

> [View Payment History](#)

> [More...](#)