## IRP Business Customer:

CARS account instructions (New account manager)



1. Navigate to Michigan.gov/SOSonline.



Schedule A Visit

**Manage A Visit** 

**Individual Login** 

Q Search our online 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 Secres



## 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

Select IRP Services hyperlink.

> Submit Medical Certification for CDL Drivers

> Renew/Replace Disability Placard

> Become an Organ Donor

> More Online Driver Services

> Register to Vote

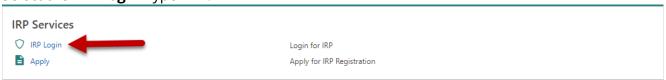




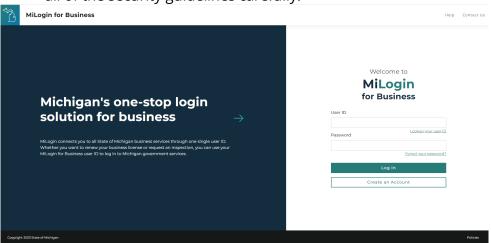
> Upload Notary County Approval



3. Select the IRP Login hyperlink.



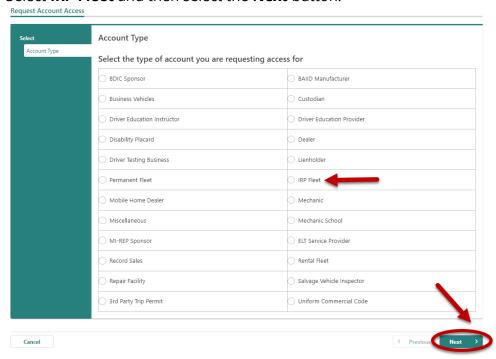
- 4. You must have an account with the State of Michigan MiLogin system. Select the **Create an Account** button if you **DO NOT HAVE** a MiLogin for Business account. Enter your **User ID** and **Password** if you already have a MiLogin for Business account (proceed to step #5).
  - a. There are 10 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
  - Enter your security setup information and follow the screen prompts. Make sure to follow all of the security guidelines carefully.



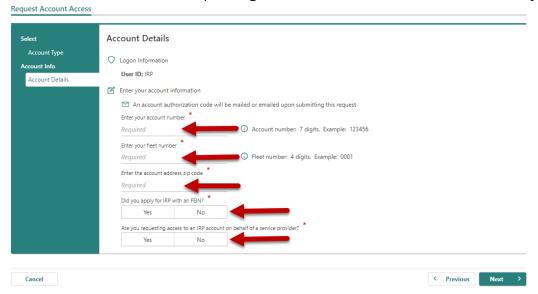
- 5. Select the **Request Code** hyperlink if you do not have an authorization code. The authorization code allows you to access your CARS e-Services account.
  - a. If you already have your authorization code, skip to step #11.



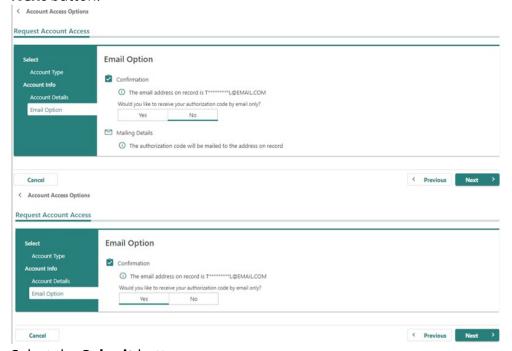
6. Select **IRP Fleet** and then select the **Next** button.



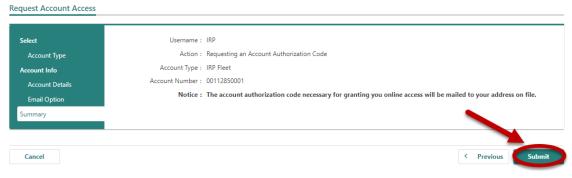
7. Enter your **Account Number**, **Fleet Number**, **ZIP code**, indicate if you applied for IRP with an FEIN and select "**No**" for "requesting access to an IRP account as a Third Party Licensing Agency.".



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



9. Select the Submit button.



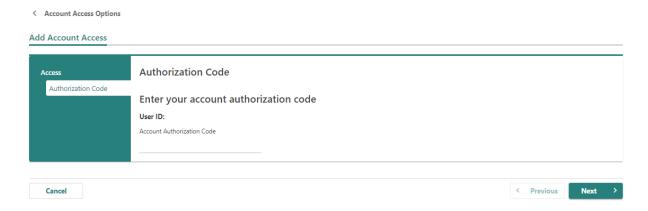
10. Select the **OK** button.



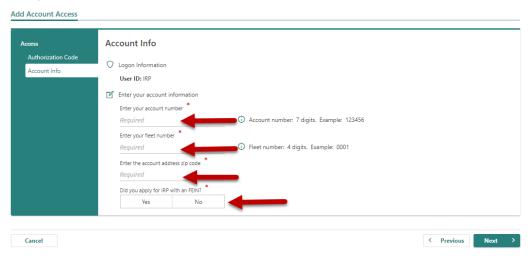
11. To continue, you must have your authorization code. Select the **Add Account Access** hyperlink.



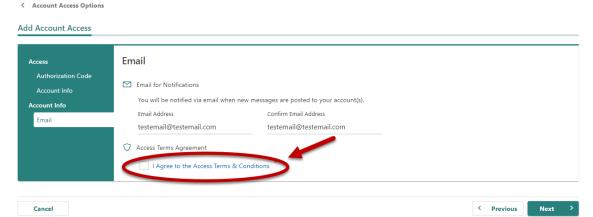
12. Enter your authorization code that you received by email or mail and then select the **Next** button.



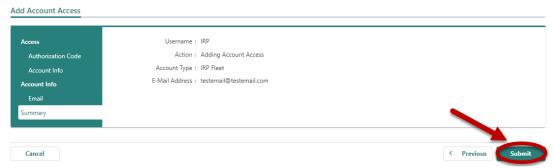
13. Enter your **Account Number, Fleet Number, ZIP code**, indicate if you applied for IRP with an FEIN.



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



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



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.

