



**Service Driven**

**e-Services**  
International  
Registration Plan  
(IRP) –Third Party  
Agency



### 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](#)



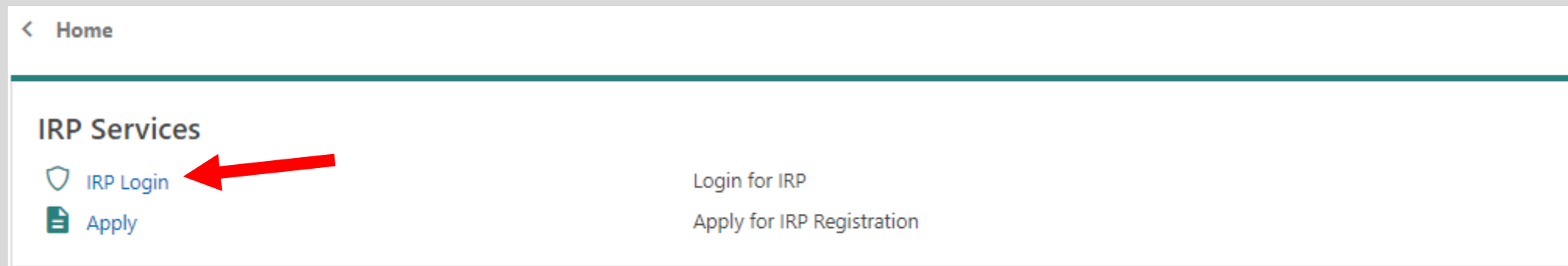
### Law Enforcement

Request vehicle related documents.

- > [Replace a Bill of Sale \(TR-52L\)](#)
- > [Request Certificate of Scrapping \(TR-208\)](#)

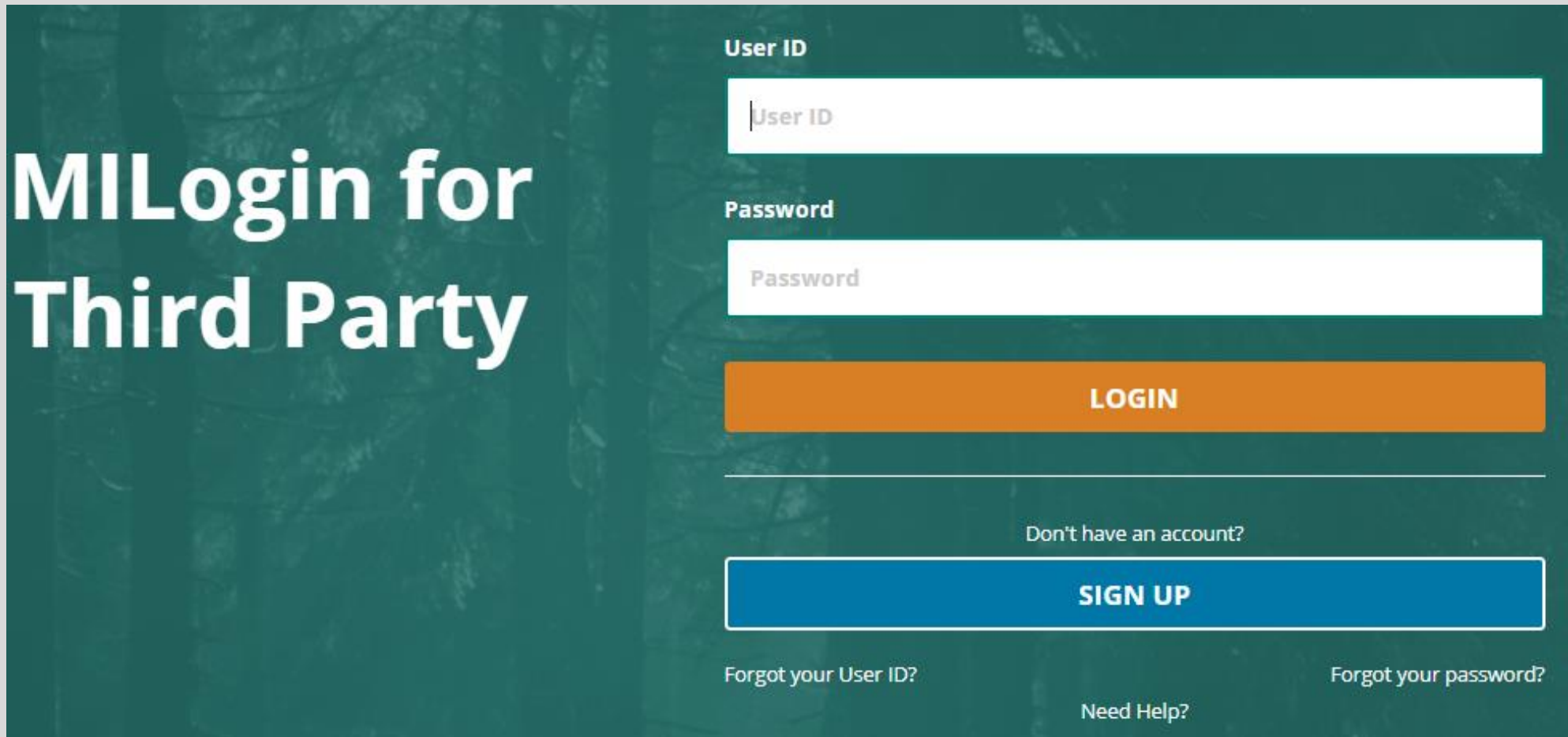
Navigate to the Michigan Department of State (MDOS) website to access CARS e-Services and select the **IRP Services** hyperlink.

Select the **IRP 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).



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
<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.

## 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.

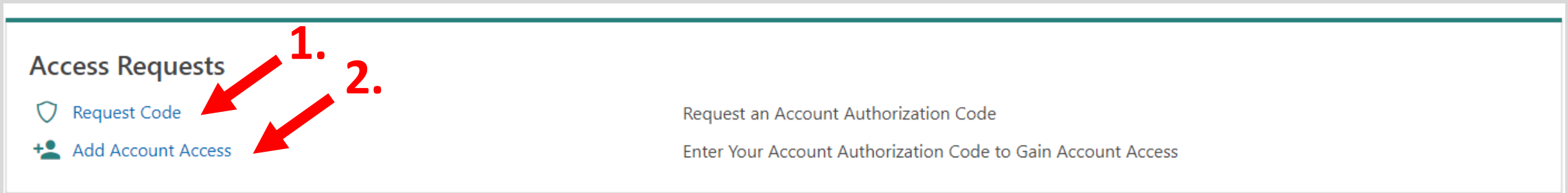


CREATE ACCOUNT

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 #12.



The screenshot shows a white rectangular area with a thin green border at the top. On the left side, under the heading "Access Requests", there are two blue hyperlinks: "Request Code" (with a shield icon) and "Add Account Access" (with a plus and person icon). Two red arrows originate from the top right of this area. The first arrow, labeled "1.", points to the "Request Code" link. The second arrow, labeled "2.", points to the "Add Account Access" link. To the right of the menu, there are two lines of text: "Request an Account Authorization Code" and "Enter Your Account Authorization Code to Gain Account Access".

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



Request Account Access

Select

Account Type

Account Info

Account Details

### Account Details

Logon Information

User ID: IRP

Enter your account information

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

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

Are you requesting access to an IRP account on behalf of a service provider? \*

Yes

No

Cancel

< Previous

Next >

Enter your **Account Number, Fleet Number, ZIP code**, indicate if you applied for IRP with an FEIN and select **“Yes”** for **“requesting access to an IRP account as a Third Party Licensing Agency.”**

Select the **Submit** button.

< Account Access Options

Request Account Access

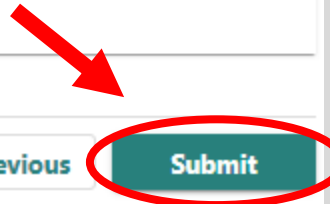
Select

- Account Type
- Account Info
- Account Details
- Email Option
- Summary

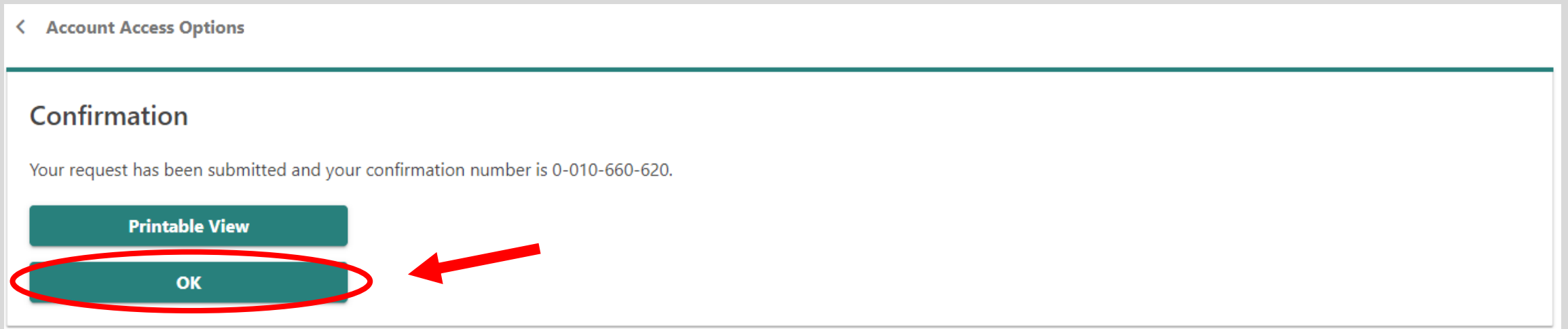
Username : IRP  
Action : Requesting an Account Authorization Code  
Account Type : IRP Fleet  
Account Number : 00611400001

**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](#)
-  [Add Account Access](#) 

Request an Account Authorization Code

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" with a teal underline. The main content area is divided into two parts: a teal sidebar on the left and a white main area on the right. The sidebar has the word "Access" at the top and a button labeled "Authorization Code". The main area has the heading "Authorization Code" and the instruction "Enter your account authorization code". Below this, it shows "User ID: IRP" and "Account Authorization Code" with an empty input field. A red arrow points to this input field. At the bottom of the screen, 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 from the right.

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 >

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

Select if you would like to receive correspondence electronically when available rather than mail. 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
- 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

 Electronic Correspondence

Would you like to receive correspondence electronically when available, rather than in the mail?

Yes  No

 Access Terms Agreement

I Agree to the Access Terms & Conditions \*

Cancel < Previous Next >

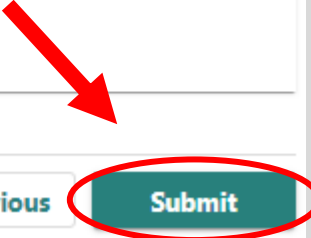
If all of the information is correct, select the **Submit** button.

< Account Access Options

Add Account Access

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

Cancel < Previous **Submit**





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.

**IRP**  
\*\*-\*\*\*4655  
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, 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** [View Registration](#)  
Expires [View Cab Cards and Temps](#)  
**28-Feb-2022** [Request Renewal](#)

**Fleet** [View All Registrations](#)  
0061140-0001 [Make a Payment](#)  
Balance [View Plate History](#)  
**\$0.00** [View Payment History](#)  
[More...](#)