International Registration Plan Authentication
Use the hyperlink in the letter or email you received from the Secretary of State’s Office to connect with CARS e-Services and select “IRP Services.”
Select “IRP Login.”
You must have an account with the state of Michigan MILogin system. Select “SIGN UP” 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.
Enter your security setup information and follow the screen prompts. Make sure to follow all of the security guidelines carefully.
1. Select “Request Code” 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 “Add Account Access” and skip to slide #12.
Select “IRP Fleet” and then “Next.”
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.”
<table>
<thead>
<tr>
<th>SELECT</th>
<th>SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Type</td>
<td>Username : IRPCustomer</td>
</tr>
<tr>
<td>Action</td>
<td>Action : Requesting an Account Authorization Code</td>
</tr>
<tr>
<td>Account Type</td>
<td>Account Type : IRP Fleet</td>
</tr>
<tr>
<td>Account Details</td>
<td>Account Number : 00123456</td>
</tr>
<tr>
<td>Summary</td>
<td>Notice : The account authorization code necessary for granting you online access will be mailed to your address on file.</td>
</tr>
</tbody>
</table>

Select “Submit.”
Your submission has been submitted and your confirmation number is 0-000-323-065.

Select “OK.”
To continue, you must have your authorization code. Choose “Add Account Access.”

Access Requests

- **Request Code**
  - Request an Account Authorization Code

- **Add Account Access**
  - Enter Your Account Authorization Code to Gain Account Access
Enter the authorization code that you received.
Enter your account number, fleet number, ZIP Code and indicate whether you applied for IRP with an FEIN.
Make sure to agree to the “Terms & Conditions” by selecting the check box or you won’t be able to continue.
If all of the information is correct, select “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 Secretary of State’s Office. Always remember to log off when you are finished.