

Mechanic School: CARS account instructions (New user)



1. Navigate to Michigan.gov/SOSonline.

SOS Home | MI.gov | FAQs | Contact Us

Michigan Department of State

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 **Mechanic Services** hyperlink.

Business Services

Apply for a variety of business services or manage your existing business accounts online.

- > BAID 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)

3. Select the **Mechanic School Login** hyperlink.

Mechanics

- Mechanic Login
- Apply
- Apply
- Renew
- Search Mechanic
- Sign Up

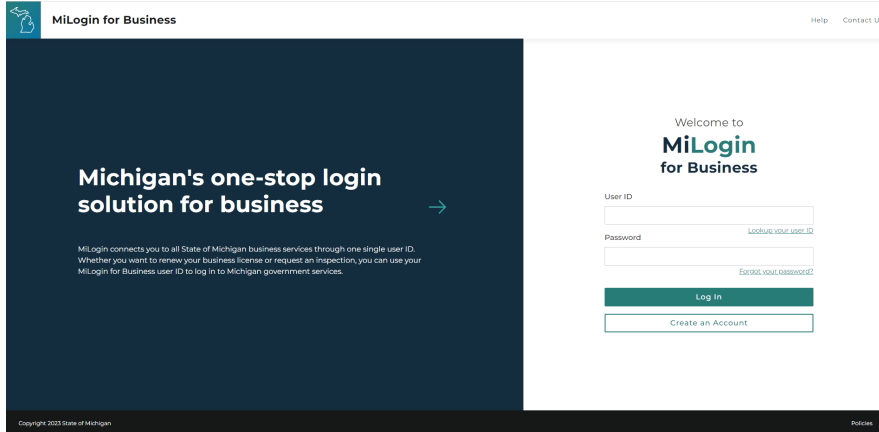
Login as a Mechanic
Apply to be a Mechanic
Apply to be a Mechanic Trainee
Renew a Mechanic Certification without having to log in
Find a Mechanic
Sign Up for Mechanic Testing

Mechanic Schools

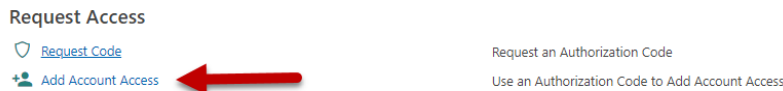
- Mechanic School Login**

Login as a Mechanic School

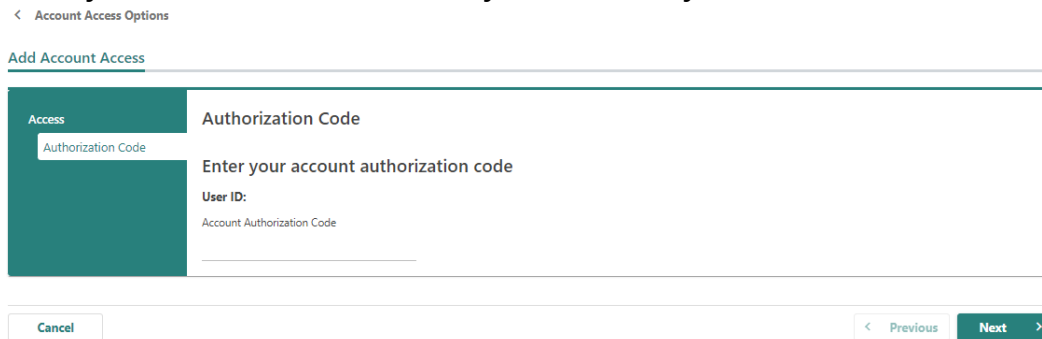
4. You must have an account with the State of Michigan MiLogin system. Select the **Create an Account** button if you **DO NOT HAVE** a MiLogin for Business account. Enter your **User ID** and **Password** if you already have a MiLogin for Business account (proceed to step #5).
 - a. There are 10 steps 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.



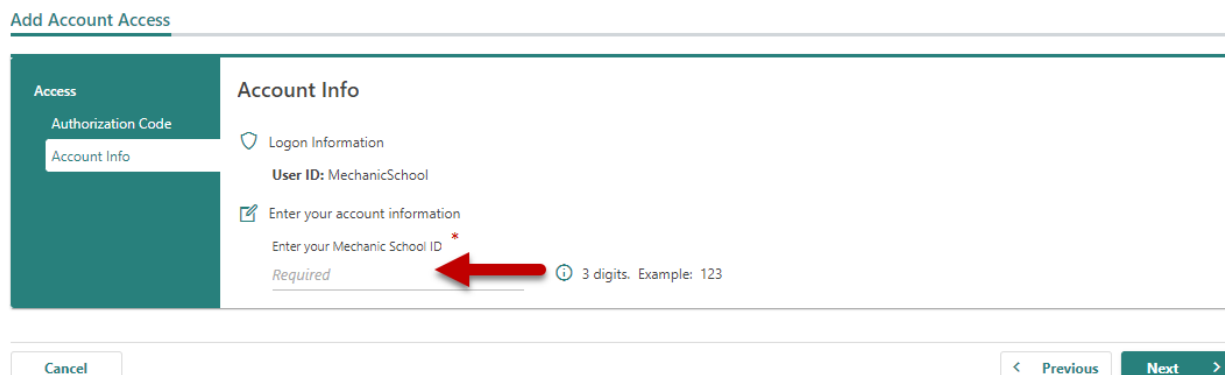
5. To continue, you must have your authorization code. Select the **Add Account Access** hyperlink.



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



7. Enter your **Mechanic School ID**.



- 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: testemail@testemail.com Confirm Email Address: testemail@testemail.com

Access Terms Agreement

I Agree to the Access Terms & Conditions

Cancel < Previous Next >

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

Add Account Access

Access

Authorization Code

Account Info

Account Info

Email

Summary

Username : MechanicSchool

Action : Adding Account Access

Account Type : Mechanic School

E-Mail Address : testemail@testemail.com

Cancel < Previous **Submit** >

- 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.

MECHANIC SCHOOL

020
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...](#)

Mechanic School

MECHANIC SCHOOL
7064 CROWNER DR
DIMONDALE MI 48821-5003 EATON COUNTY

Account

000007026-01

Balance

\$0.00

- > Sign Student Up For Testing
- > Begin Testing
- > Create Student Test Signup Link
- > Print Report of Test Signups