

# Record Lookup:

## CARS account instructions (New account manager)



1. Navigate to [Michigan.gov/SOSonline](https://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 **Record Sales Services** hyperlink.

**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)

3. Select the **Log in for Record Sales** hyperlink.

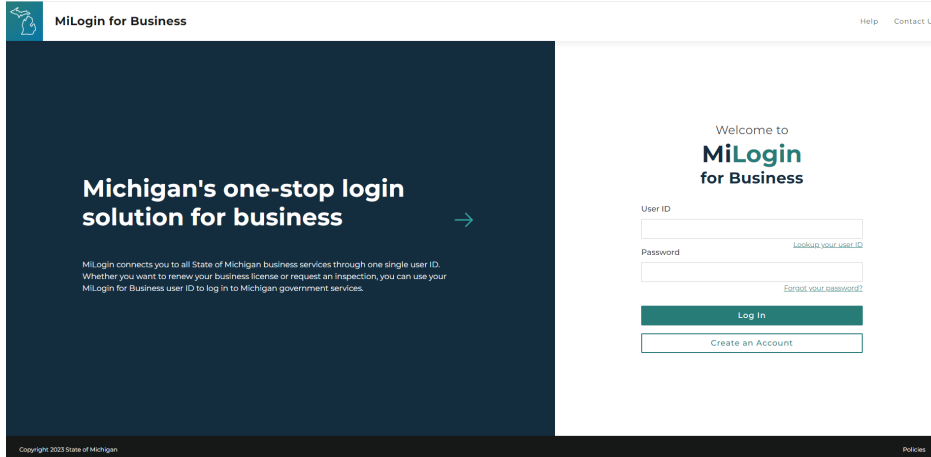
< Home

**Record Sales**

- Log In For Record Sales
- Apply
- Request Records
- Pay an Invoice
- Record Request Download



Login for Direct Access, Record Look Up, Subscription Services, and List Sales  
Apply for Direct Access, List Sales, Record Look Up, and/or Subscription Services  
Request driver or vehicle records. The request is subject to review and approval  
Pay the fees due for a previously submitted record look up request  
Download records from a previously submitted request

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 #13*.

Request Access

-  [Request Code](#)
-  [Add Account Access](#)



Request an Authorization Code

Use an Authorization Code to Add Account Access

6. Select **Record Sales** and then select the **Next** button.

< Account Access Options

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"/> 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

[Cancel](#)

< Previous
Next >



- Select **Yes** to confirm you are an account program manager and then select the **Next** button.

Request Account Access

Select

Account Type

Programs

Programs

Are you the account program manager for direct access, subscription services, record look up, and/or list sales? \*

Yes
  No

Cancel

- Select the **Record Look Up** checkbox and then select the **Next** button.

Request Account Access

Select

Account Type

Programs

Programs

Are you the account program manager for direct access, subscription services, record look up, and/or list sales? \*

Yes
  No

Select only the program(s) you administer \*

**NOTE:** If you are not the program manager for the selected program and you do not have an authorization code, your program manager must request approval for you.

Direct Access
  Record Look Up
  Subscription Services
  List Sales

Cancel

- Enter your **Record Sales Account Number** and the business **ZIP Code**.

Request Account Access

Select

Account Type

Managed Programs

Account Info

Account Details

Account Details

Logon Information

User ID:

Enter your account information

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

Enter your Record Sales Account Number \*

Required 4-6 alpha-numeric characters. Examples: A123 or 123456

Enter the account address zip code \*

Required

Cancel

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

Request Account Access

Select

Account Type

Managed Programs

Account Info

Account Details

Email Option

Email Option

Confirmation

The email address on record is T\*\*\*\*\*L@TESTEMAIL.COM

Would you like to receive your authorization code by email only?

Yes
  No

Mailing Details

The authorization code will be mailed to the address on record

Cancel

11. Select the **Submit** button.

< Account Access Options

Request Account Access

Select

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

Username :  
Action : Requesting an Account Authorization Code  
Account Type : Record Sales  
Account Number :  
**Notice : The account authorization code necessary for granting you online access will be mailed to your address on file.**

Cancel Previous **Submit**

12. Select the **OK** button.

< Account Access Options

Confirmation

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

**Print This Page**  
**OK**

13. 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

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

< Account Access Options

Add Account Access

Access

- Authorization Code
- Programs

Authorization Code

Enter your account authorization code

User ID:  
Account Authorization Code

Cancel Previous **Next**

15. Select the **Record Look Up** checkbox and then select the **Next** button.

< Account Access Options

Add Account Access

Access

- Authorization Code
- Programs

Programs

Are you the account program manager for direct access, subscription services, record look up, and/or list sales?  
 Yes  No

Select only the program(s) you administer \*

**NOTE:** If you are not the program manager for the selected program and you do not have an authorization code, your program manager must request approval for you.

Direct Access  
 Record Look Up  
 Subscription Services  
 List Sales

Cancel Previous **Next**

16. Enter your **Record Sales Account Number** and the business **ZIP Code**.

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

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

19. **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.