Record Lookup:

CARS account instructions

(New account manager)
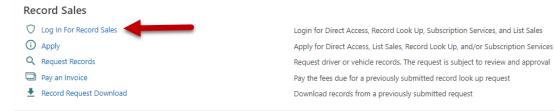
1. Navigate to Michigan.gov/SOSonline.

2. Select **Record Sales Services** hyperlink.

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

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

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

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

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

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

11. Select the **Submit** button.

12. Select the **OK** button.

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

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

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

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.