



Service Driven

e-Services

Repair Facility - New Account Managers

Note: If you are a Repair Facility user but do not manage your organization's account, use the instructions for "Repair Facility - New Users"



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](#)



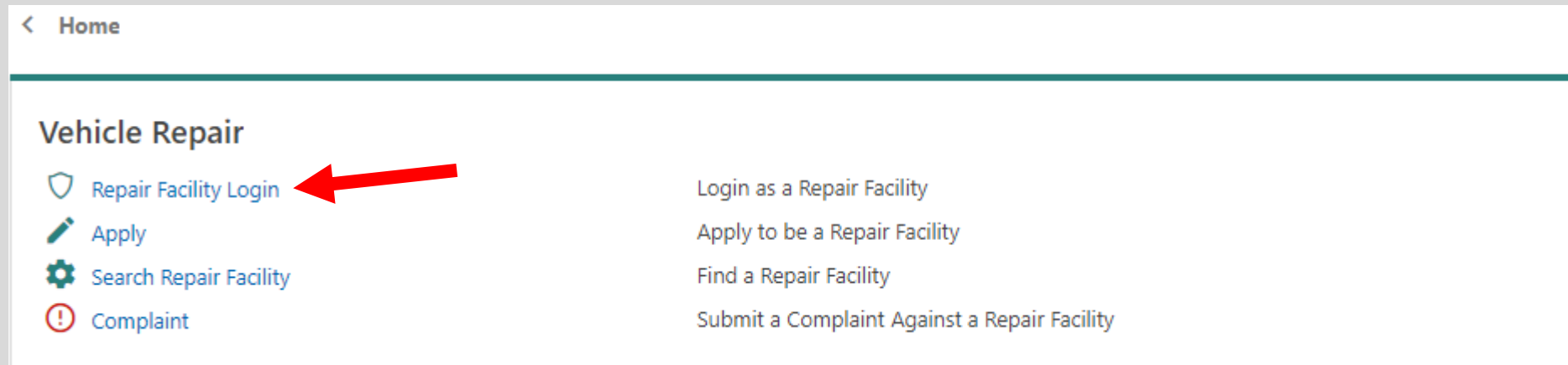
Law Enforcement

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 **Repair Facility Services** hyperlink.

Select the **Repair Facility 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).

MILogin for Third Party

User ID

Password

LOGIN

Don't have an account?

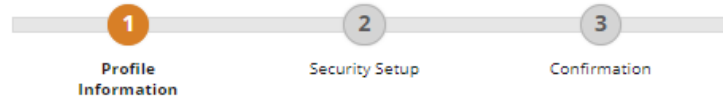
SIGN UP

[Forgot your User ID?](#)

[Forgot your password?](#)

[Need Help?](#)

Create Your Account



Profile Information

Enter your profile information

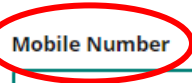
* Required

* 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	Mobile Number
<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.



Email



Mobile
(Text/SMS)



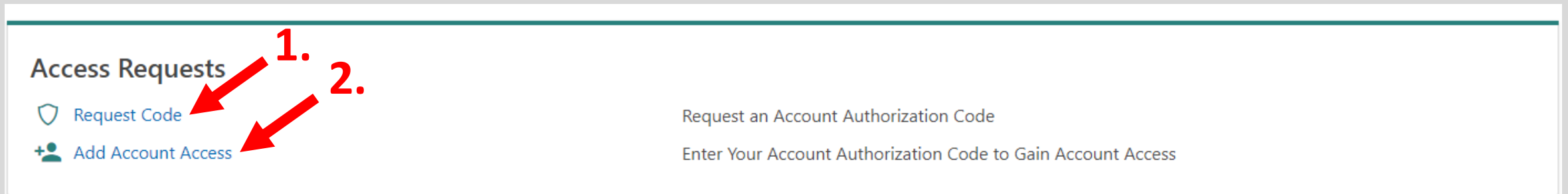
Security
Questions

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 #13.



The screenshot shows a user interface for 'Access Requests'. On the left, there are two options: 'Request Code' with a shield icon and 'Add Account Access' with a plus and person icon. Red arrows point from the numbers '1.' and '2.' to these options. On the right, there are two text links: '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



Select **Repair Facility** and then select the **Next** button.

Cancel

< Previous

Next >

Request Account Access

Select

Account Type

Account Info

Account Details

Account Details

Logon Information

User ID: RepairFacility

Enter your account information

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

Enter your Repair Facility ID *

Required



The letter F then 6 digits. Example: F123456

Enter the account address zip code *

Required



Cancel

< Previous

Next >

Enter your **Repair Facility ID** and **Account ZIP code**.

< Account Access Options

Request Account Access

Select

- Account Type
- Account Info
- Account Details
- Email Option**

Email Option

Confirmation

i The email address on record is T*****L@EMAIL.COM

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

Mailing Details

i The authorization code will be mailed to the address on record

Cancel < Previous **Next** >

< Account Access Options

Request Account Access

Select

- Account Type
- Account Info
- Account Details
- Email Option**

Email Option

Confirmation

i The email address on record is T*****L@EMAIL.COM

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

Cancel < Previous **Next** >

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

Select the **Submit** button.

< Account Access Options

Request Account Access

Select

Account Type

Account Info

Account Details

Email Option

Summary

Username : RepairFacility

Action : Requesting an Account Authorization Code

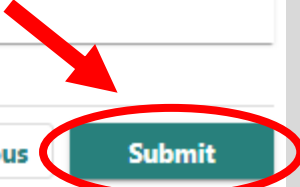
Account Type : Repair Facility

Account Number : F169790

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.


< Account Access Options

Confirmation

Your request has been submitted and your confirmation number is 0-010-660-620.




[Printable View](#)

[OK](#)



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 left, 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 a tab labeled 'Access' and a sub-tab labeled 'Authorization Code'. The main area is titled 'Authorization Code' and contains the instruction 'Enter your account authorization code'. Below this, it shows 'User ID: RepairFacility' 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', '< Previous', and 'Next >'. The 'Next >' button is highlighted with a red circle and a red arrow points to it.

Add Account Access

Access

Authorization Code

Account Info

Account Info

Logon Information

User ID: RepairFacility

Enter your account information

Enter your Repair Facility ID *

Required

 The letter F then 6 digits. Example: F123456

Enter the account address zip code *

Required

Cancel

< Previous

Next >

Enter your **Repair Facility ID** and **ZIP code**.

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:

Access Terms Agreement

I Agree to the Access Terms & Conditions *

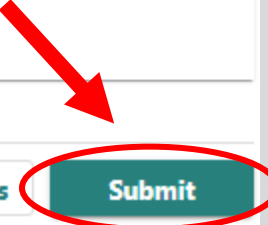
If all of the information is correct, select the **Submit** button.

< Account Access Options

Add Account Access

Access	Username : RepairFacility
Authorization Code	Action : Adding Account Access
Account Info	Account Type : Repair Facility
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.

REPAIR FACILITY
-*6456
7064 CROWNER DR
DIMONDALE MI 48821-5003 EATON COUN

Welcome, John Doe
[Manage My Profile](#)

Request Access

Request Code	Request an Authorization Code
Add Account Access	Use an Authorization Code to Add Account Access

[Summary](#) [Action Center](#) [Settings](#) [More...](#)

Repair Facility
REPAIR FACILITY
7064 CROWNER DR
DIMONDALE MI 48821-5003 EATON COUNTY

Account
F169790
Balance
\$0.00

- > [Renew Repair Facility](#)
- > [Update Contact Information](#)
- > [Update Business Hours](#)
- > [Sign up for training](#)
- > [More...](#)