



Service Driven

e-Services
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.

< Home

Vehicle Repair

 Repair Facility Login	Login as a Repair Facility
 Apply	Apply to be a Repair Facility
 Search Repair Facility	Find a Repair Facility
 Complaint	Submit a Complaint Against a Repair Facility

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?

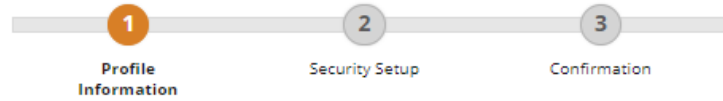
SIGN UP

[Forgot your User ID?](#)

[Forgot your password?](#)

[Need Help?](#)

Create Your Account



Profile Information

Enter your profile information

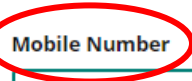
* Required

* 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.

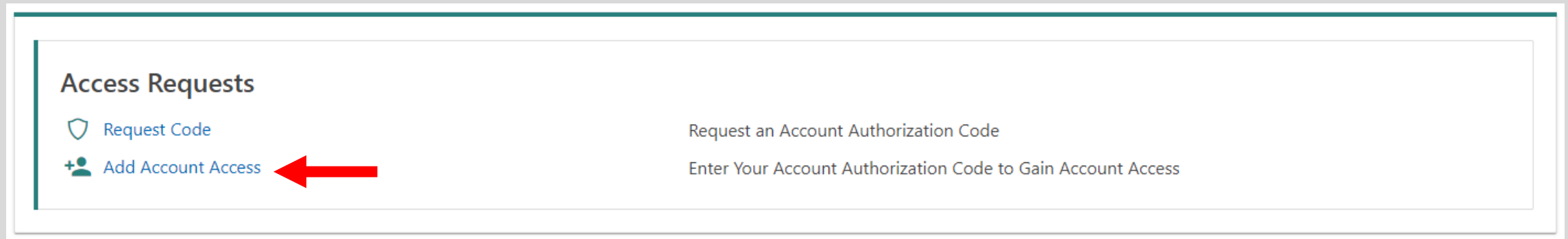


CREATE ACCOUNT

BACK

Enter your security setup information and follow the screen prompts. Make sure to follow all of the security guidelines carefully.

To continue, you must have your *authorization code*. If you do not have one, communicate with the Authorized Requester/Account Manager to obtain an access code. Select the **Add Account Access** hyperlink.



The screenshot shows a user interface titled "Access Requests". On the left side, there is a vertical list of two items: "Request Code" with a shield icon and "Add Account Access" with a plus and person icon. A red arrow points to the "Add Account Access" link. On the right side of the interface, there are two lines of text: "Request an Account Authorization Code" and "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, 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 has the title 'Authorization Code' and 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 the input field. At the bottom, 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 *

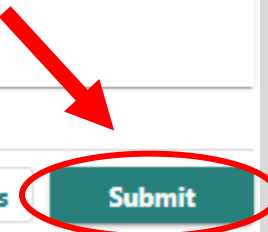
If all of the information is correct, select the **Submit** button.

< 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

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...](#)

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...](#)