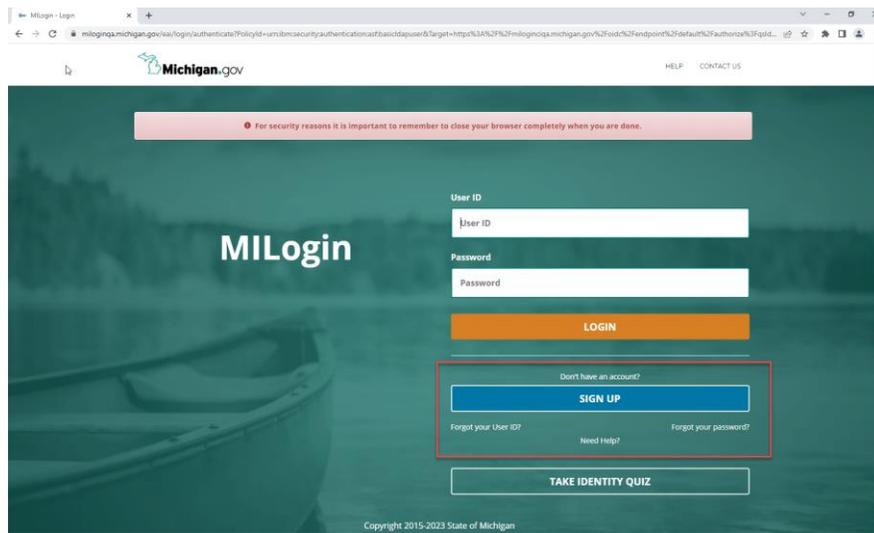


## CVED Authority Portal (CAP) Instructions

Visit [www.milogin.michigan.gov](http://www.milogin.michigan.gov) and select "Sign Up" on the bottom right side of the screen or select "Log In" if you already have a MILogin account.

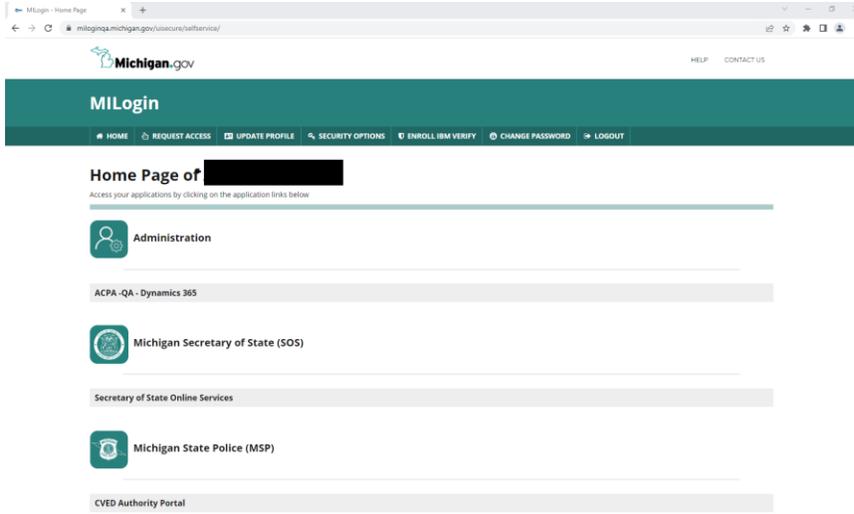
Log in credentials from ICARS **will not** transfer to this system, a new login must be created.

Follow the prompts to create a user ID and password and once you have an established account with MILogin, you can log in.

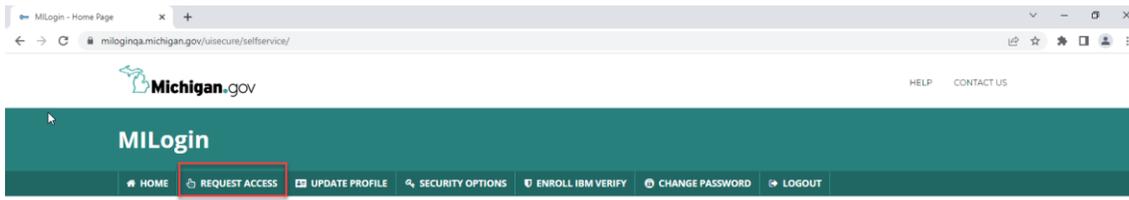


You will be directed to your MILogin dashboard.

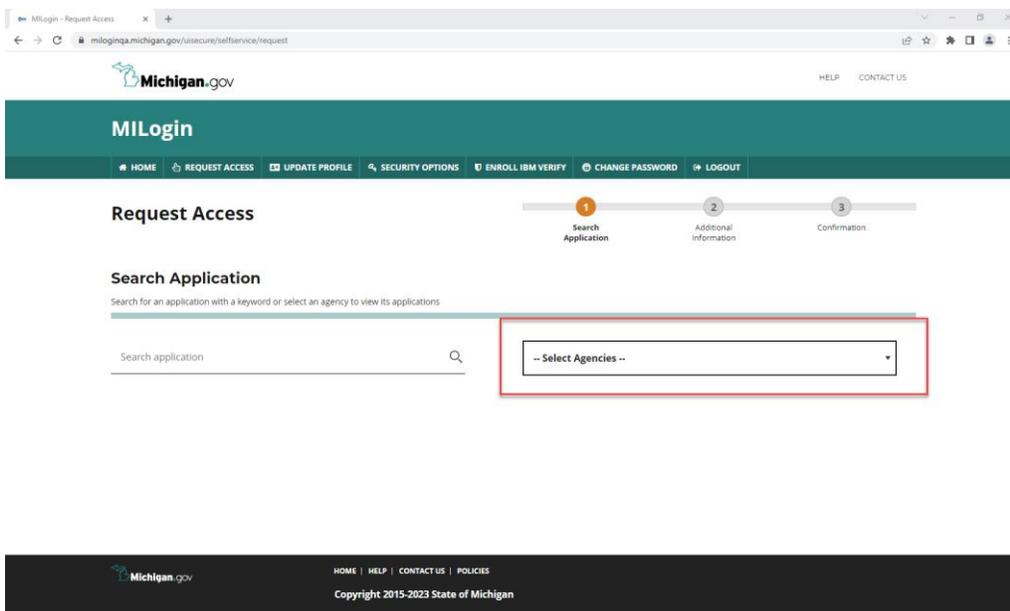
Once access is granted, the dashboard will show all the programs you have requested access to.



- On the MILogin dashboard click on “Request Access” on the top left.



- Select Michigan State Police (MSP) in the Select Agencies drop down.



Michigan.gov

HELP CONTACT US

## MILogin

HOME REQUEST ACCESS UPDATE PROFILE SECURITY OPTIONS ENROLL IBM VERIFY CHANGE PASSWORD LOGOUT

### Request Access

1 Search Application 2 Additional Information 3 Confirmation

#### Search Application

Search for an application with a keyword or select an agency to view its applications

Search application

-- Select Agencies --

- Select Agencies --
- Center for Educational Performance and Information (CEPI)
- Department of Labor and Economic Opportunity (LEO)
- Department of Technology, Management and Budget (DTMB)
- Licensing and Regulatory Affairs (LARA)
- Michigan Department of Agriculture & Rural Development (MDARD)
- Michigan Department of Education (MDE)
- Michigan Department of Environment, Great Lakes, and Energy (EGLE)
- Michigan Department of Health & Human Services (MDHHS)
- Michigan Department of Natural Resources (DNR)
- Michigan Department of Treasury
- Michigan Secretary of State (SOS)
- Michigan State Police (MSP)

HOME | HELP | CONTACT US | POLICIES

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- Scroll down to click on "CVED Authority Portal" under "Michigan State Police (MSP)".

Michigan State Police (MSP)

CVED Authority Portal



- Agree to the terms & conditions and select “Request Access”.



### MSP Public Records Request Portal ✕

It is the public policy of this state that all persons, except those persons incarcerated in state or local correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with this act. The people shall be informed so that they may fully participate in the democratic process. The MSP Public Records Request Portal allows for the submission of public records requests for records possessed by the Michigan State Police. You will have the ability to monitor your public records requests and download responsive records, if any.

**Terms & Conditions**  
Users of the application must provide their complete name, mailing address, and electronic mail address (email). The mailing address must be entered in compliance with the United States Postal Service addressing standards. Members of the public who do not wish to provide an email may visit [michigan.gov/msp](http://michigan.gov/msp) and click on the FOIA link at the bottom of the page for additional submission options. The person must sufficiently describe the records he or she seeks. The public body may charge a fee to cover the cost of complying with a person's public records request. Users agree to monitor their email for any system notifications and agree to return to the portal to access their records, if any. All communication from the MSP, regarding your records request, will be sent directly to your email account. Records will be available in the MSP Public Records Request Portal for 365 calendar days; and will then be destroyed as required by MSP's Records Retention and Disposal Schedule.

I agree to the terms & conditions  
 I do not agree

CANCEL ✕ REQUEST ACCESS

Click on Home to be routed to the dashboard. Click on the CVED Authority Portal to log into the user account. Once you have requested access to this program, you only have to login to MILogin and click on the program whenever you need to access your CVED authority account.

**Michigan.gov** HELP CONTACT US

## MILogin

[HOME](#) [REQUEST ACCESS](#) [UPDATE PROFILE](#) [SECURITY OPTIONS](#) [ENROLL IBM VERIFY](#) [CHANGE PASSWORD](#) [LOGOUT](#)

### Request Access

- 1 Search Application
- 2 Additional Information
- 3 Confirmation

### Confirmation

✓ **Success**

The request for your access has been successfully submitted.

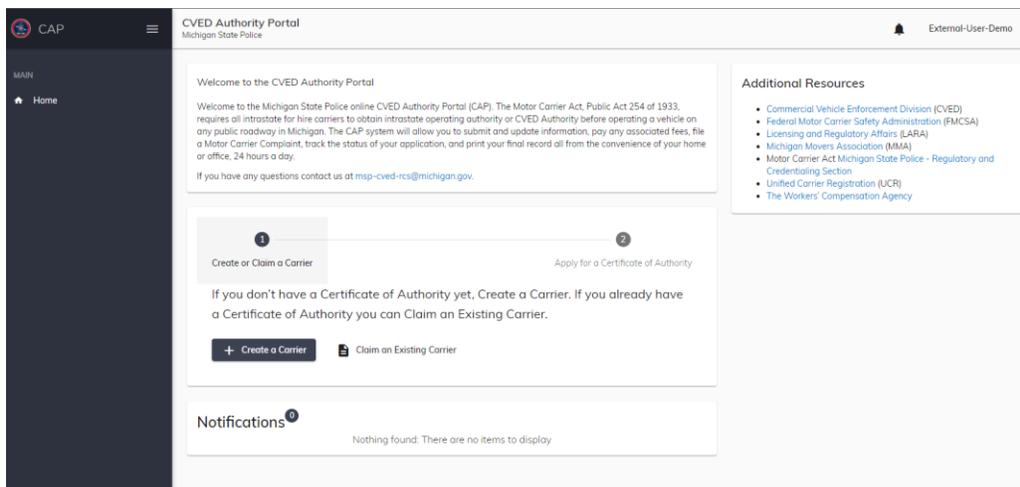
You will see the updated list of application(s) on your home page once it is processed.

[HOME](#)

**Michigan.gov** HOME | HELP | CONTACT US | POLICIES

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Once approved, log in and select Michigan State Police (MSP) CVED Authority Portal. Select from the options to Create a Carrier (for a new carrier) and Claim an Existing Carrier (for carriers with an ICARS login).



Existing carriers should have received an email with a PIN to log into the system for the first time. Enter your carrier name and PIN and select Claim Carrier.

igan. The CAP system will allow you to submit and update information, pay any associated fees, file track the status of your application, and print your final record all from the convenience of your home

### Claim an Existing Carrier

To claim access to a Carrier in the CVED Authority Portal (CAP), please enter the Carrier Name and Personal Identification Number (PIN) from your printed Renewal Application or emailed invitation to access CAP for the Carrier.

\* = Required

Carrier Name \*  
|  
Please enter a Carrier Name

Personal Identification Number (PIN) \*  
|

Nothing found: There are no items to display

New users should select Create a Carrier and follow the prompts to apply for an application for authority. Enter the carrier details.

CAP CVED Authority Portal Michigan State Police External-User-Demo

## ← Create Carrier

1 Carrier Details 2 Mailing Address 3 Business Address 4 Primary Contact

### Enter Carrier Details

Business Type \*  
Carrier Name \*  
Doing Business As (DBA)  
Business Email \*  
US Dot Number  
MC-Federal Motor Carrier Number

Help Text  
**Tips for Creating a Carrier**  
To apply for authority, you must begin by creating a carrier within the CVED Authority Portal. A carrier includes the basic information that the Michigan State Police requires to issue a certificate of authority. When creating a carrier, you can add a business address and a primary contact to apply for a certificate of authority.  
The Carrier Name must be unique. If the Carrier Name you are entering is a duplicate, and you have an existing certificate of authority with Michigan State Police, please contact MSP Regulatory and Credentialing Section, Intrastate Authority Unit at 517-284-3250 Option 4, and then Option 1 for help claiming your existing Carrier.  
Once you have successfully created a carrier, you can continue to apply for a certificate of authority or save your carrier information and return later to apply for a certificate of authority.

Enter the carrier mailing details.

The screenshot shows the 'Create Carrier' form in the CVED Authority Portal. The progress bar indicates that the 'Mailing Address' step (2) is the current active step, while 'Carrier Details' (1) is completed and 'Business Address' (3) and 'Primary Contact' (4) are yet to be completed. The form fields include: Country (UNITED STATES), Mailing Address \*, Mailing Address Line 2, Mailing City \*, State \* (MICHIGAN), and Zip Code \*. Navigation buttons for Back, Next, and Cancel are visible at the bottom.

Enter the carrier business details.

The screenshot shows the 'Create Carrier' form in the CVED Authority Portal. The progress bar indicates that the 'Business Address' step (3) is the current active step, while 'Carrier Details' (1) and 'Mailing Address' (2) are completed and 'Primary Contact' (4) is yet to be completed. The form includes a toggle for 'Business Address Same as Mailing Address' (which is turned on) and a text area for the Business Address containing the address: 123 MOVERS WAY, MOVERS MI 48917. Navigation buttons for Back, Next, and Cancel are visible at the bottom.

Enter the primary contact details.

The screenshot shows the 'Create Carrier' process in the CVED Authority Portal. The user is on step 4, 'Primary Contact'. The page has a blue header with a back arrow and the text 'Create Carrier'. Below the header is a progress bar with four steps: 'Carrier Details', 'Mailing Address', 'Business Address', and 'Primary Contact' (which is highlighted with a '4' in a circle). The main content area is titled 'Enter Primary Contact Details' and contains three input fields: 'Contact Name \*' with the value 'CHELSEA MOVER', 'Phone \*' with the value '517-715-5717', and 'Email' with the value 'chelseasmovers@movers.com'. A red asterisk indicates that the contact name, phone, and email fields are required. At the bottom of the form are four buttons: 'Back', 'Save', 'Save and Apply for Certificate of Authority' (which is highlighted in dark blue), and 'Cancel'. The left sidebar shows the navigation menu with 'Applications' selected.

Select which application type you need. New will be for new carriers, renewal will only appear during the renewal period, and request will be for any modifications to an account (adding vehicles, 72-hour permits, etc.)

The screenshot shows the 'Create Application' page in the CVED Authority Portal. The page has a blue header with a back arrow and the text 'Create Application' and 'Carrier - CHELSEA'S MOVERS'. Below the header is a section titled 'Select an Application Type' with three cards: 'New' (Create a New Application for a Certificate of Authority), 'Renewal' (Renew a Certificate of Authority), and 'Request' (Create a Request Application for a Certificate of Authority). Each card has a dropdown menu at the bottom with the text 'Apply for a New Application', 'Apply for a Renewal Application', and 'Apply for a Request Application' respectively. A 'Cancel' button is located at the bottom left. A notification banner at the top right says 'Successfully created Carrier CHELSEA'S MOVERS' with a 'Close' button. The left sidebar shows the navigation menu with 'Applications' selected.

If a New Application is selected pick between General Commodities and Household Goods.

CAP CVED Authority Portal Michigan State Police External-User-Demo

← Create New Application for Certificate of Authority  
Carrier - CHELSEA'S MOVERS

MAIN Home Cart

CVED AUTHORITY Carriers CHELSEA'S MOVERS Overview Applications Certificates of Auth... Contacts Insurances Payments Vehicles

Select an Operation Type Skip This Step

To apply for a Certificate of Authority, please select an operation type below.

General Commodities

Apply for a General Commodities Certificate of Authority

Household Goods

A Motor Carrier of Household Goods, either directly or through any device or arrangement, packs, loads, unloads, or transports household goods upon or over a public highway for the general public in exchange for payment.

- **Application Fee:** \$100, non-refundable
- **Decal Fee(s):** Varies, must be purchased each license period
- **Who needs Authority?** Any Motor Carrier transporting household goods over a public highway.

Apply for a Household Goods Certificate of Authority

Enter the business details.

CAP CVED Authority Portal Michigan State Police External-User-Demo

← Create New Application for Certificate of Authority  
Carrier - CHELSEA'S MOVERS

MAIN Home Cart

CVED AUTHORITY Carriers CHELSEA'S MOVERS Overview Applications Certificates of Auth... Contacts Insurances Payments Vehicles

1 Application Details 2 Operation Details 3 Insurance Details 4 Vehicles 5 Review Application

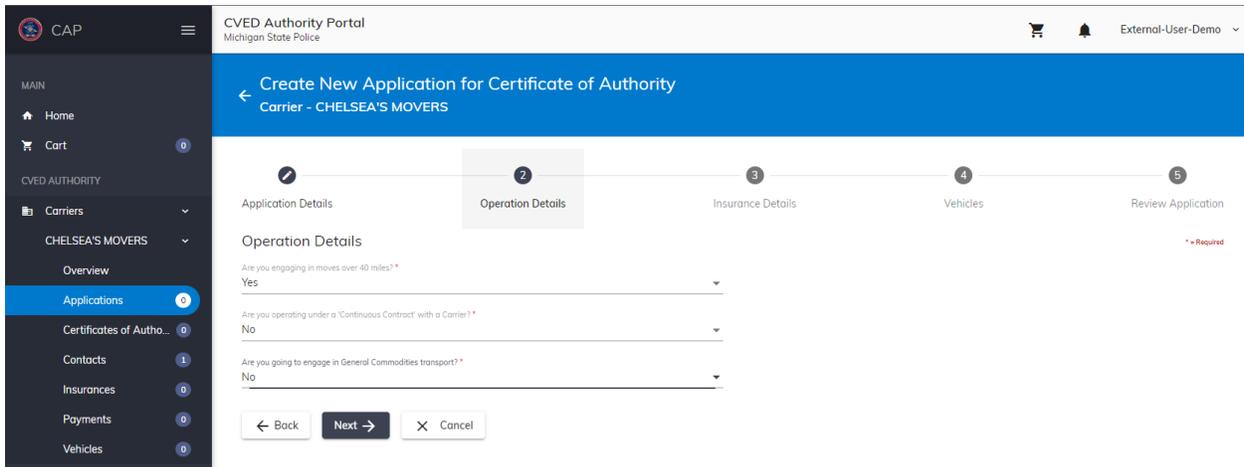
Enter Application Details \* Required

Operation Type \*  
Household Goods Help Text: Not Set

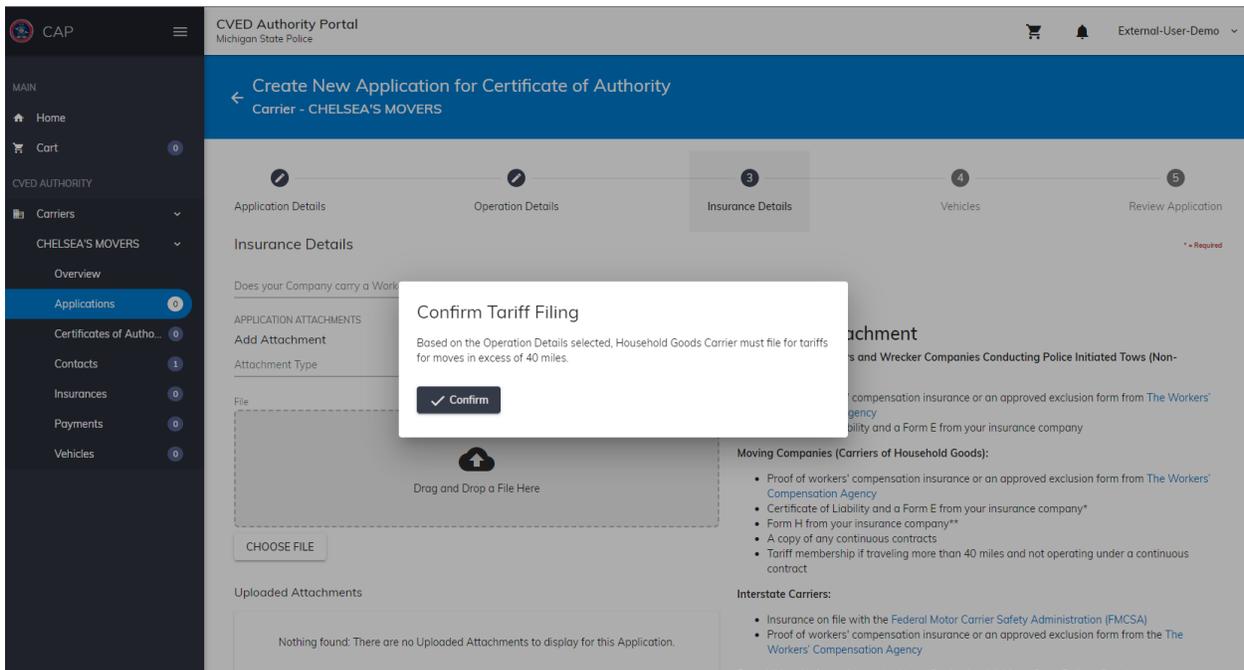
Carrier Operation Type \*  
Intrastate

License Period \*  
License Period 2023 (Valid Through 12/31/2023)

Next → Cancel



Household Goods Carriers traveling more than 40 miles must also provide proof of complying with a Tariff.



Documentation may be attached at this time or can be attached later.

CAP CVED Authority Portal Michigan State Police External-User-Demo

Application Details Operation Details **Insurance Details** Vehicles Review Application

### Insurance Details

Does your Company carry a Workers' Compensation Policy?\*

Yes

APPLICATION ATTACHMENTS

Add Attachment

Attachment Type

File

Drag and Drop a File Here

CHOOSE FILE

Uploaded Attachments

Nothing found. There are no Uploaded Attachments to display for this Application.

Required Attachment

Intrastate Only Carriers and Wrecker Companies Conducting Police Initiated Tows (Non-consensual Tows):

- Proof of workers' compensation insurance or an approved exclusion form from [The Workers' Compensation Agency](#)
- Certificate of Liability and a Form E from your insurance company

Moving Companies (Carriers of Household Goods):

- Proof of workers' compensation insurance or an approved exclusion form from [The Workers' Compensation Agency](#)
- Certificate of Liability and a Form E from your insurance company\*
- Form H from your insurance company\*\*
- A copy of any continuous contracts
- Tariff membership if traveling more than 40 miles and not operating under a continuous contract

Interstate Carriers:

- Insurance on file with the [Federal Motor Carrier Safety Administration \(FMCSA\)](#)
- Proof of workers' compensation insurance or an approved exclusion form from the [The Workers' Compensation Agency](#)

For additional information on the Motor Carrier Act: [Michigan State Police - Regulatory and Credentialing Section](#)

\*A Form E filing certifies that your Liability Insurance complies with the State's financial responsibility laws. Form E is submitted to your business' home State department that regulates Intrastate trucking.

\*\*A Form H filing certifies that your Cargo Liability Insurance complies with the State's financial responsibility laws. Form H is submitted to your business' home State department that regulates Intrastate trucking.

← Back Next → X Cancel

All vehicles requiring a decal must be entered in the vehicle section.

CAP CVED Authority Portal Michigan State Police External-User-Demo

← Create New Application for Certificate of Authority Carrier - CHELSEA'S MOVERS

Application Details Operation Details Insurance Details **Vehicles** Review Application

### Vehicles

Existing Vehicles <sup>0</sup>

Nothing Found: The Carrier does not have any available Active vehicles.

+ Add Vehicle

← Back Next → X Cancel

**Add Vehicle** ✕

\* = Required

Vehicle Use \*  
Household Goods ▼

---

Vehicle Identification Number (VIN) \*  
6ES65DFG16S5D1FG6 17 / 17

---

Make \*  
FORD

---

Year \*  
2012

---

Is Vehicle Leased \*  
No ▼

---

Country \*  
UNITED STATES ▼

---

License Plate State \*  
MICHIGAN ▼

---

Gross Vehicle Weight Rating \*  
10,001 to 26,000 pounds ▼

---

Unit Number \*  
7 1 / 25

Save  Cancel

Once all vehicles have been entered select Next.

CAP CVED Authority Portal Michigan State Police

Successfully added - 7 [Close](#)

## Create New Application for Certificate of Authority

Carrier - CHELSEA'S MOVERS

Application Details    Operation Details    Insurance Details    **Vehicles**    Review Application

**Vehicles** \* - Required

[+ Add Vehicle](#)

Added Vehicles <sup>1</sup>

Deselect All    Deselect Page

Vehicle Identification Number (VIN) ↑	Make	Year	Gross Vehicle Weight Rating	Vehicle Use	Unit Number
<input checked="" type="checkbox"/> 6E965DFG1655D1FG6	FORD	2012	10,001 to 26,000 pounds	Household Goods	7

Existing Vehicles <sup>0</sup>

Nothing Found. The Carrier does not have any available Active vehicles.

[← Back](#)    [Next →](#)    [X Cancel](#)

CAP CVED Authority Portal Michigan State Police

External-User-Demo

## Create New Application for Certificate of Authority

Carrier - CHELSEA'S MOVERS

Application Details    Operation Details    Insurance Details    Vehicles    **Review Application**

### Review Application

CVED Number Not Set	Business Email chelseasmovers@movers.com
Operation Type Household Goods	Contact Name CHELSEA MOVER
Carrier Operation Type Intrastate	Contact Phone 517-715-5717
Received On 02/02/2023	Contact Email chelseasmovers@movers.com
License Period License Period 2023 (Valid Through 12/31/2023)	
Carrier Mailing Address CHELSEA'S MOVERS 123 MOVERS WAY MOVERS MI 48917	

[Operation Details](#) ▼

[Insurance Details](#) ▼

If all information is correct select Save and Add to Cart.

Attachments <sup>0</sup> ▼

Vehicles <sup>1</sup> ▼

[← Back](#)    [✓ Save and Add to Cart](#)    [X Cancel](#)

Confirm Application Submission.

23 (Valid Through 12/31/2023)

## Confirm Application Submission

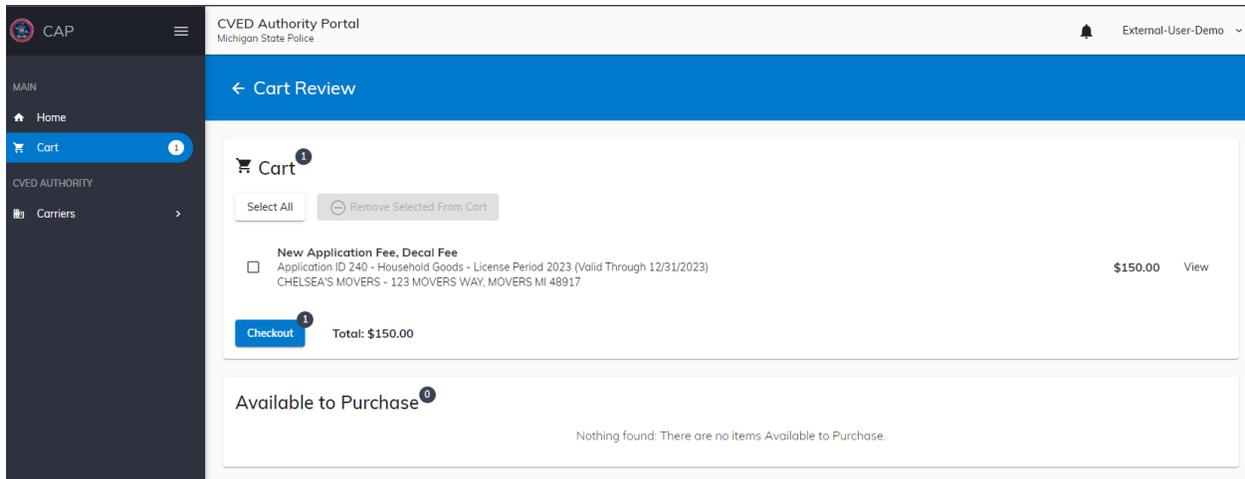
An application must be paid within the next 7 days or the application will be removed from the system.

✓ Close

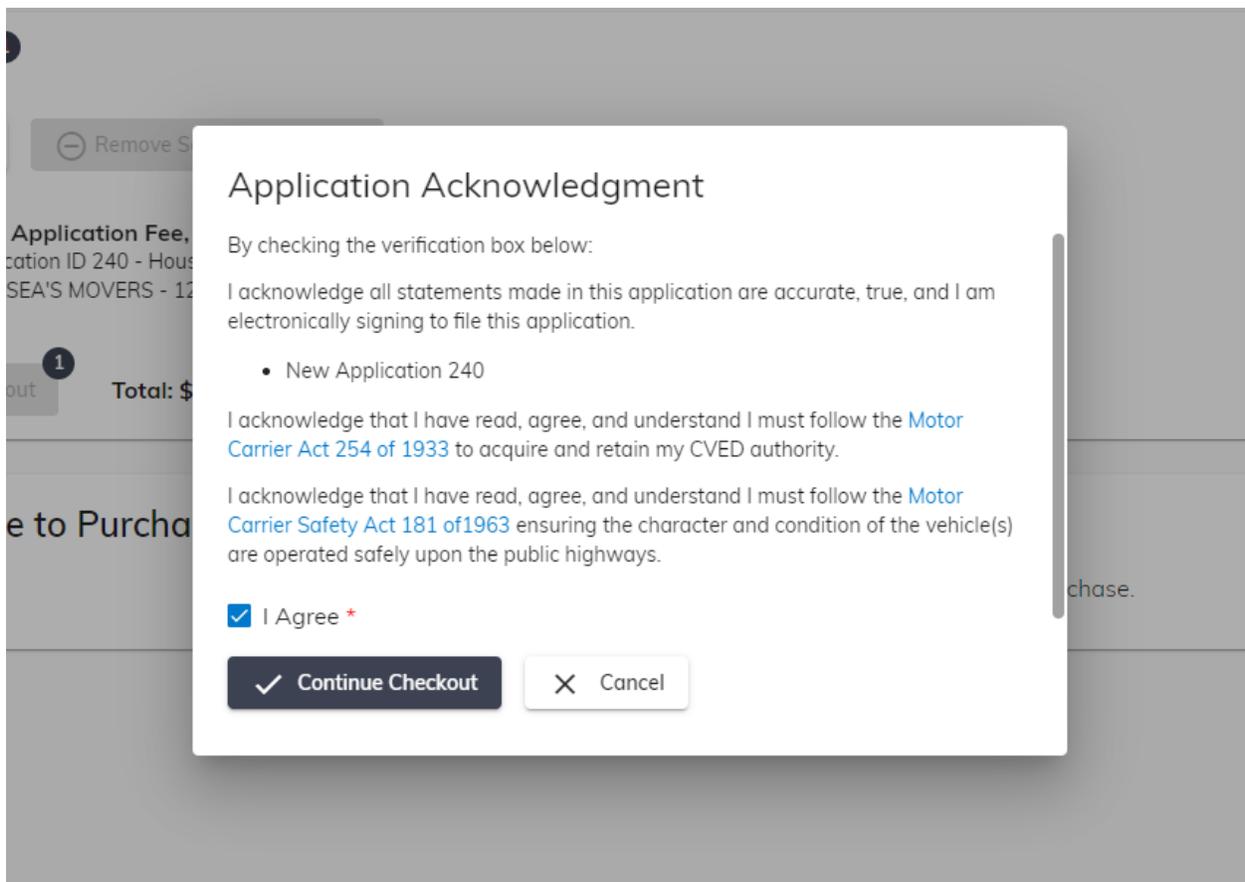
Select Review & Checkout in the Cart section at the top right of the page.

The screenshot displays the CVED Authority Portal interface. On the left is a dark navigation sidebar with the following menu items: Home, Cart (with a notification badge), Carriers, and Additional Resources. The main content area is titled 'CVED Authority Portal' and includes a welcome message, a 'Carriers' section listing 'CHELSEA'S MOVERS' with a 'Create Carrier' and 'Claim an Existing Carrier' option, an 'Available to Purchase' section with a 'Nothing found' message, and a 'Notifications' section with a 'Nothing found' message and a 'New Notifications' toggle. On the right side, there is a 'Cart' section with a 'Review & Checkout' button and a total of \$150.00. Below the cart is an 'Additional Resources' section with a list of links to various Michigan state agencies.

Select Checkout.



Read the acknowledgement message and select agree, then Continue Checkout.



Continue Checkout will redirect to Michigan's Central Electronic Payment Authorization System (CEPAS).

ve Selected From Cart

Fee,  
Hous  
S - 12

al: \$

cha

## Continue to Checkout via CEPAS

You will be redirected to the State of Michigan's Central Electronic Payment Authorization System (CEPAS) Payment Module to enter your credit card information for processing.

After your credit card transaction has been successfully completed, please do not close the Internet browser window from the CEPAS website. You will be automatically redirected back to the MSP CVED Authority Portal to complete your transaction. The MSP CVED Authority Portal does not store personal credit card information.

✓ Continue Checkout

✕ Cancel

chase



### Payment Method

#### MSP CVED Authority

Welcome to the CEPAS Credit Card Processing Payment Module for CVED Authority.

This process is being used as a secure means of processing online payments 24 hours a day, seven days a week.

Payment may be made using a valid credit or debit card (Visa, MasterCard, Discover, or American Express).

To continue making a payment, please select "Next".

\* Indicates required field

**Choose method of payment**

Pay by credit card

VISA   MasterCard   Discover   American Express

Back   Next   Exit

[Mi.gov Home](#) | [Policies](#) | [Accessibility](#)

[Disability Resources](#) | [FOIA](#) | [Departments](#)

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**Payment Information**

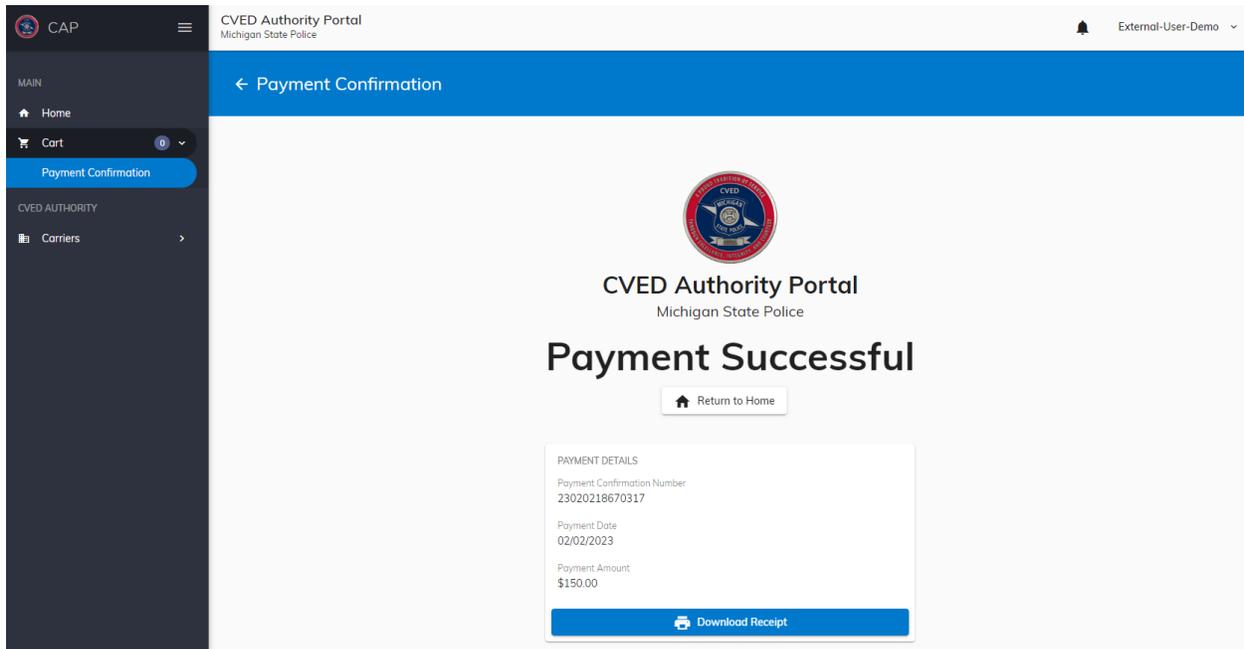
**MSP CVED Authority**

To continue the payment process, click the "Next" button in the box below.

\* Indicates required field

Billing Address	
<input type="checkbox"/> Use Business Name	
*First Name:	<input type="text"/>
M.I.:	<input type="text"/>
*Last Name:	<input type="text"/>
*Street Line 1:	<input type="text"/>
Street Line 2:	<input type="text"/>
City:	<input type="text"/>
State:	Select State <input type="text"/>
*Zip:	<input type="text"/>
Country:	UNITED STATES <input type="text"/>
Phone:	<input type="text"/>
*E-Mail:	<input type="text"/>
Payment Details	
*Payment Amount: 150.00 USD	
Payment Method	
*Name on Card:	<input type="text"/>
*Card Number:	<input type="text"/>
*Expiration Date:	* Month <input type="text"/> * Year <input type="text"/>
*Card Verification Value(CVV2):	<input type="text"/> <a href="#">What's This?</a>
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Exit"/>	

From the Payment Confirmation screen a receipt may be downloaded. Select Return to Home when finished.



The screenshot shows the CVED Authority Portal interface. At the top, there is a navigation bar with 'CAP' and 'CVED Authority Portal Michigan State Police'. A blue header bar contains a back arrow and 'Payment Confirmation'. The main content area features the Michigan State Police logo, the text 'CVED Authority Portal Michigan State Police', and a large 'Payment Successful' message. Below this is a 'Return to Home' button. A white box displays payment details: 'PAYMENT DETAILS', 'Payment Confirmation Number: 23020218670317', 'Payment Date: 02/02/2023', and 'Payment Amount: \$150.00'. A blue button at the bottom of this box says 'Download Receipt'.

Example of receipt:



STATE OF MICHIGAN  
DEPARTMENT OF STATE POLICE  
LANSING

GRETCHEN WHITMER

COL. JOSEPH M. GASPER

**RECEIPT OF PAYMENT**

**CHELSEA'S MOVERS  
123 MOVERS WAY  
MOVERS MI 48917**

Date: **2/2/2023**

PAYMENT DETAILS

<b>Payment Amount</b>	<b>Payment Date</b>
\$150.00	2/2/2023

FEES PAID

<b>Invoice Number</b>	<b>CVED Number</b>	<b>Application ID</b>	<b>Operation Type</b>	<b>Application/ Request Type</b>	<b>Fee/Fine Name</b>	<b>Fee/Fine Amount</b>	<b>Total Amount Paid</b>
	50071	240	Household Goods	New	Household Goods - New	\$100.00	\$100.00
	50071	240	Household Goods	New	Household Goods - Decal Fee	\$50.00	\$50.00

## Different types of Request Applications available:

**CVED Authority Portal**  
Michigan State Police

External-User-Demo

**Create Application**  
Carrier - CHELSEA'S MOVERS

Select a Request Type

### Vehicle Modifications

A Motor Carrier needing modifications to any vehicle associated with their Certificate of Authority can apply for vehicle modifications. Vehicle modifications include but are not limited to corrected or replacement cab cards or decals, vehicle status changes, or adding additional vehicles.

- Additional Vehicle Fee: Varies
- Cab Card Replacement Fee: \$5.00
- Cab Card & Decal Replacement Fee: \$10.00
- Corrected Cab Card Fee: \$5.00
- Corrected Cab Card & Decal Fee: \$10.00
- Corrected Decal Fee: \$5.00
- Decal Replacement Fee: \$5.00
- Decal Transfer Fee: \$10.00

[Apply for a Vehicle Modifications Application](#)

### 72 Hour Permit

A Motor Carrier in need of an emergency substitution of a vehicle can apply for a temporary 72-hour permit. An emergency is considered a vehicle breakdown or an unusual temporary demand for transportation.

A vehicle operating under a temporary 72-hour permit shall be under the control and direction of the motor carrier issued the permit and shall be used only within the scope of the authority of that motor carrier.

- 72-Hour Permit Fee: \$10.00

To apply for a temporary 72-hour permit, select Apply for a 72-Hour Permit.

[Apply for a 72 Hour Permit Application](#)

### Temporary Discontinuance

A Motor Carrier in need of temporarily discontinuing operations and services can apply for temporary discontinuance. Temporary discontinuance of service shall not extend beyond three years. While the authority is temporarily discontinued, the motor carrier must renew its authority annually in the same manner as an active authority.

To apply for a Temporary Discontinuance, select Apply for Temporary Discontinuance.

[Apply for a Temporary Discontinuance Application](#)

### Permanent Discontinuance

A Motor Carrier discontinuing operations and services must provide notification that they are permanently discontinuing their authority. A Motor Carrier will no longer be able to operate or have authority based on the Permanent Discontinuance effective date.

To apply for Permanent Discontinuance, select Apply for Permanent Discontinuance.

[Apply for a Permanent Discontinuance Application](#)

### Reinstatement

A Motor Carrier whose authority is temporarily discontinued and is seeking to reinstate their authority must apply for Reinstatement. Reinstatement can only be requested if the temporarily discontinued authority has not exceeded three years. If a motor carrier has exceeded three years of temporarily discontinued authority, they must complete a new application for authority.

- Fees: Varies

To apply for Reinstatement, select Apply for Reinstatement.

[Apply for a Reinstatement Application](#)

### Name Change

A Motor Carrier that has lawfully changed their carrier name can apply for a name change on their Certificate of Authority. All supporting documentation submitted will need to reflect the name change.

- Name Change Fee: \$100.00

To apply for a name change, select Apply for a Name Change.

[Apply for a Name Change Application](#)

### Operation Type Adjustment

A Motor Carrier needing to change the operation type and/or details on the current Certificate of Authority can apply for an operation type adjustment.

A motor carrier must operate in accordance with their current operation type listed on their Certificate of Authority until approval or denial of the requested operation type adjustment.

- Operation Type Adjustment Fee: Varies

To apply for an operation type adjustment, select Apply for an Operation Type Adjustment.