

Direct Access:

CARS account instructions

(New user)



1. Navigate to Michigan.gov/SOSonline.

Michigan Department of State

SOS Home | MI.gov | FAQs | Contact Us

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

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

7. Select the **No** button and then select the **Next** button.

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

9. 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

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

< Account Access Options

Add Account Access

11. **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.