Direct Access:

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.*

Request Access

🛡 Request Code ⟵   Request an Authorization Code

➕👤 Add Account Access   Use an Authorization Code to Add Account Access

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

‹ Account Access Options

Request Account Access

Select	Account Type
Account Type	Select the type of account you are requesting access for

○ BDIC Sponsor	○ BAIID Manufacturer
○ Business Vehicles	○ Custodian
○ Driver Education Instructor	○ Driver Education Provider
○ Disability Placard	○ Dealer
○ Driver Testing Business	○ Lienholder
○ Permanent Fleet	○ IRP Fleet
○ Mobile Home Dealer	○ Mechanic
○ Miscellaneous	○ Mechanic School
○ MI-REP Sponsor	○ ELT Service Provider
○ Record Sales ⟵	○ Rental Fleet
○ Repair Facility	○ Salvage Vehicle Inspector

Cancel   ‹ Previous   **Next** ›

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

Request Account Access

Select	Programs
Account Type	Are you the account program manager for direct access, subscription services, record look up, and/or list sales? *
Programs	Yes No ⟵

Cancel   ‹ Previous   Next ›

8. Select the **Direct Access** 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.

‹ Account Access Options

Add Account Access

Access	
Authorization Code	Username :
Programs Managed	Action : Adding Account Access
Account Info	Account Type : Record Sales
Account Info	E-Mail Address : testemail@testemail.com
Email	
Summary	

Cancel   ‹ Previous   **Submit**

12. Select the **OK** button.

‹ Account Access Options

Confirmation

Your request has been submitted and your confirmation number is 0-038-981-200.

Print This Page

OK

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

Request Access

🛡 Request Code   Request an Authorization Code

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

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

‹ Account Access Options

Add Account Access

Access	
Authorization Code	**Authorization Code**
	Enter your account authorization code
	User ID:
	Account Authorization Code

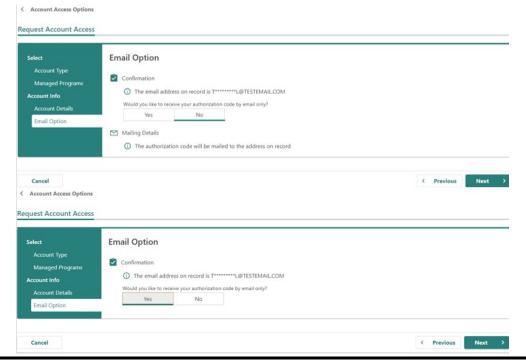Cancel   ‹ Previous   **Next** ›

15. Select the **Direct Access** 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.

‹ Account Access Options

Add Account Access

Access	
Authorization Code	Username : DirectAccess
Programs Managed	Action : Adding Account Access
Account Info	Account Type : Record Sales
Account Info	E-Mail Address : testemail@testemail.com
Email	
Summary	

Cancel   ‹ Previous   **Submit**

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.

Michigan Department of State   ? 👤

DIRECT ACCESS PROGRAM   **Request Additional Access**   Welcome, John Doe
-*7894   Manage My Profile
7064 CROWNER DR   Request Code   Request an Authorization Code
DIMONDALE MI 48821-5003 EATON COUNTY   Add Account Access   Use an Authorization Code to Add Account Access

Summary   Action Center ❶   Settings   More...

Filter

Record Sales
DIRECT ACCESS PROGRAM
7064 CROWNER DR
DIMONDALE MI 48821-5003 EATON COUNTY

Account	❭ Manage Users
030701	❭ Manage Bank Account
Balance	❭ Change Paperless Invoicing Option
$0.00	❭ Pay Account Balance
DSA Expiration	
15-Dec-2028	

Direct Access	❭ Inquiries
	❭ Report of Service