

# Direct Access:

## CARS account instructions (New account manager)



1. Navigate to [Michigan.gov/SOSonline](https://Michigan.gov/SOSonline).

The screenshot shows the Michigan Department of State SOSonline homepage. At the top, there is a navigation bar with links for SOS Home, MI.gov, FAQs, and Contact Us. Below the navigation bar is a large banner image of a Michigan coastline. Underneath the banner are three main buttons: Schedule A Visit, Manage A Visit, and Individual Login. Below these buttons is a search bar with the text "Search our online services". Below the search bar are three columns of services. The first column is titled "Driver's License and ID" and lists various services like 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, and More Online Driver Services. The second column is titled "Vehicle Transactions" and lists services like 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, and More Online Vehicle Services. The third column is titled "Vehicle Searches" and lists services like Abandoned Vehicle Search, Check Personalized Plate Availability, Search for Liens and Brands, and Mobile Home Affixture and Detachment Search.

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.

The screenshot shows the Michigan Department of State SOSonline 'Additional Services' section. It features three columns of services. The first column is titled 'Business Services' and lists services like BAIID Manufacturers, Dealer Services, Driver Education and Testing Businesses, Lienholder and Provider Services, and Repair Facility Services. The second column is titled 'Additional Services' and lists services like Custodian Services, EFT Management & Miscellaneous, Fleet Services, Record Sales Services, Mechanic Services, and Salvage Vehicle Inspector. A red arrow points to the 'Record Sales Services' link. The third column is titled 'Law Enforcement' and lists services like Replace a Bill of Sale (TR-52L) and Request Certificate of Scrapping (TR-208).

**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.

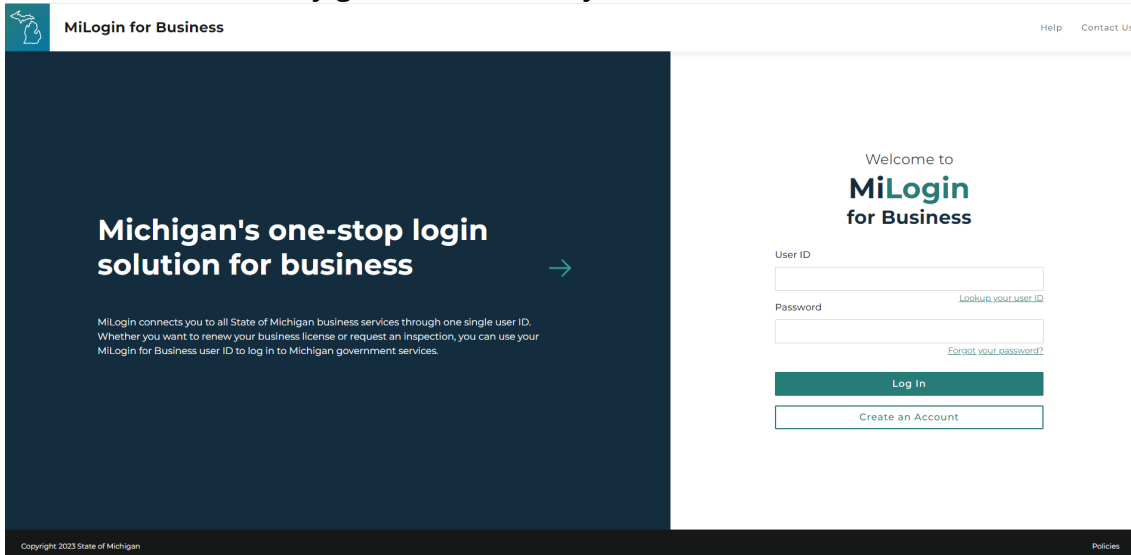
- > [Replace a Bill of Sale \(TR-52L\)](#)
- > [Request Certificate of Scrapping \(TR-208\)](#)

3. Select the **Log in for Record Sales** hyperlink.

&lt; Home

Record Sales	
 <a href="#">Log In For Record Sales</a>	Login for Direct Access, Record Look Up, Subscription Services, and List Sales
 <a href="#">Apply</a>	Apply for Direct Access, List Sales, Record Look Up, and/or Subscription Services
 <a href="#">Request Records</a>	Request driver or vehicle records. The request is subject to review and approval
 <a href="#">Pay an Invoice</a>	Pay the fees due for a previously submitted record look up request
 <a href="#">Record Request Download</a>	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).
- There are 10 steps to creating a new MiLogin for Business account.
    - Email verification, profile information, work phone verification, mobile phone verification (optional), user ID, and password
  - Enter your security setup information and follow the screen prompts. Make sure to follow all of the security guidelines carefully.



Michigan's one-stop login solution for business

MiLogin connects you to all State of Michigan business services through one single user ID. Whether you want to renew your business license or request an inspection, you can use your MiLogin for Business user ID to log in to Michigan government services.

Welcome to  
**MiLogin**  
for Business

User ID

Password

[Look up your user ID](#)

[Forgot your password?](#)

[Log In](#)


[Create an Account](#)


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[Policies](#)

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](#)

 [Add Account Access](#)

Request an Authorization Code

Use an Authorization Code to Add Account Access

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

&lt; Account Access Options

## 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"/> BAIID 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"/> Disability Placard	<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"/> Rental Fleet
<input type="radio"/> Repair Facility	<input type="radio"/> 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
Account Type
Programs

### Programs

Are you the account program manager for direct access, subscription services, record look up, and/or list sales? \*

Yes
No

Cancel

< Previous
**Next** >

8. Select the **Direct Access** checkbox and then select the **Next** button.

< Account Access Options

Request Account Access

Select

Account Type

Programs

Programs

Are you the account program manager for direct access, subscription services, record look up, and/or list sales?

Yes No

Select only the program(s) you administer \*

**NOTE:** If you are not the program manager for the selected program and you do not have an authorization code, your program manager must request approval for you.

☐ Direct Access

☐ Record Look Up

☐ Subscription Services

☐ List Sales

Cancel

< Previous **Next** >

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

< Account Access Options

Request Account Access

Select

Account Type

Managed Programs

Account Info

Account Details

Account Details

Logon Information

User ID:

☒ Enter your account information

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

Enter your Record Sales Account Number \*

Required ⓘ 4-6 alpha-numeric characters. Examples: A123 or 123456

Enter the account address zip code \*

Required

Cancel

< Previous Next >

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

< Account Access Options

Request Account Access

Select

Account Type

Managed Programs

Account Info

Account Details

Email Option

Email Option

☒ Confirmation

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

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

Yes No

☒ Mailing Details

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

Cancel

< Previous Next >

< Account Access Options

Request Account Access

Select

Account Type

Managed Programs

Account Info

Account Details

Email Option

Email Option

☒ Confirmation

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

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

Yes No

Cancel

< Previous Next >

11. Select the **Submit** button.

&lt; Account Access Options

## Add Account Access

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

[Cancel](#) [< Previous](#) **Submit**

12. Select the **OK** button.

&lt; 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.

&lt; Account Access Options

## Add Account Access

<b>Access</b>	<b>Authorization Code</b>
Authorization Code	Enter your account authorization code
	User ID:
	Account Authorization Code
	<input type="text"/>

[Cancel](#) [< Previous](#) **Next** >

15. Select the **Direct Access** checkbox and then select the **Next** button.

< Account Access Options

#### Add Account Access

**Access**

Authorization Code

Programs

**Programs**

Are you the account program manager for direct access, subscription services, record look up, and/or list sales?

Select only the program(s) you administer \*

**NOTE:** If you are not the program manager for the selected program and you do not have an authorization code, your program manager must request approval for you.

☐ Direct Access

☐ Record Look Up

☐ Subscription Services

☐ List Sales

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

< Account Access Options

#### Add Account Access

**Access**

Authorization Code

Programs Managed

Account Info

**Account Info**

Logon Information

**User ID:** DirectAccess

Enter your account information

Enter your Record Sales Account Number \*

*Required*

Enter the account address zip code \*

*Required*

4-6 alpha-numeric characters. Examples: A123 or 123456

17. 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: testemail@testemail.com

Confirm Email Address: testemail@testemail.com

Access Terms Agreement

☐ I Agree to the Access Terms & Conditions

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


< Account Access Options

#### Add Account Access

<b>Access</b>	Username : DirectAccess
Authorization Code	Action : Adding Account Access
Programs Managed	Account Type : Record Sales
Account Info	E-Mail Address : testemail@testemail.com
<b>Account Info</b>	
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**  
\*\*\_\*\*\*7894  
7064 CROWNER DR  
DIMONDALE MI 48821-5003 EATON COUNTY

**Request Additional Access**  
[Request Code](#)  
[Add Account Access](#)

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

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

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

**Account**  
030701  
Balance  
**\$0.00**  
DSA Expiration  
**15-Dec-2028**

[Manage Users](#)  
[Manage Bank Account](#)  
[Change Paperless Invoicing Option](#)  
[Pay Account Balance](#)

**Direct Access**

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[Report of Service](#)