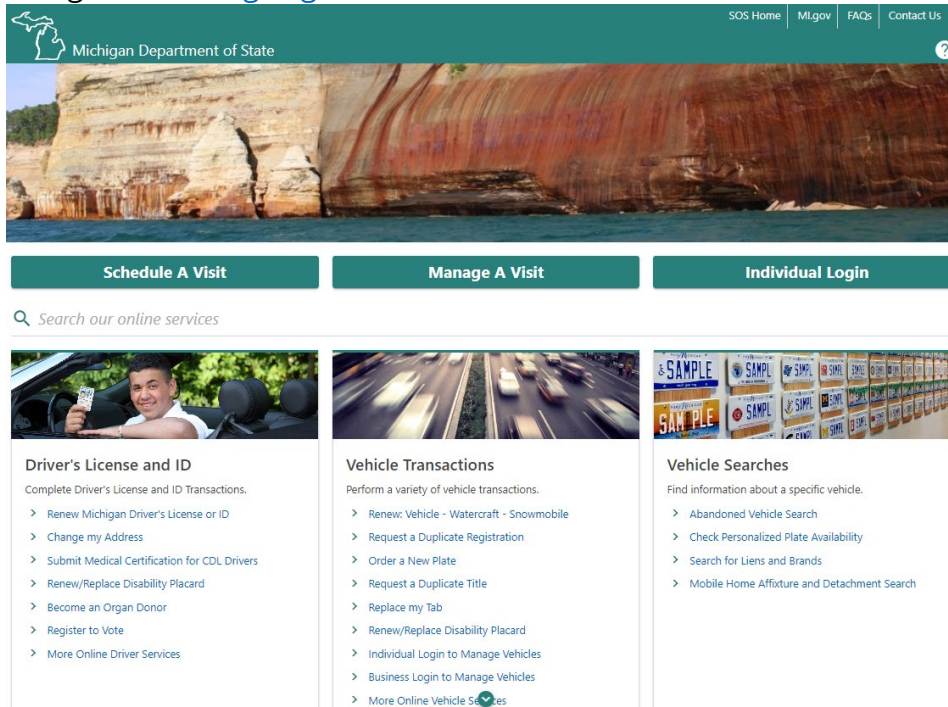


# Driver Testing Business:

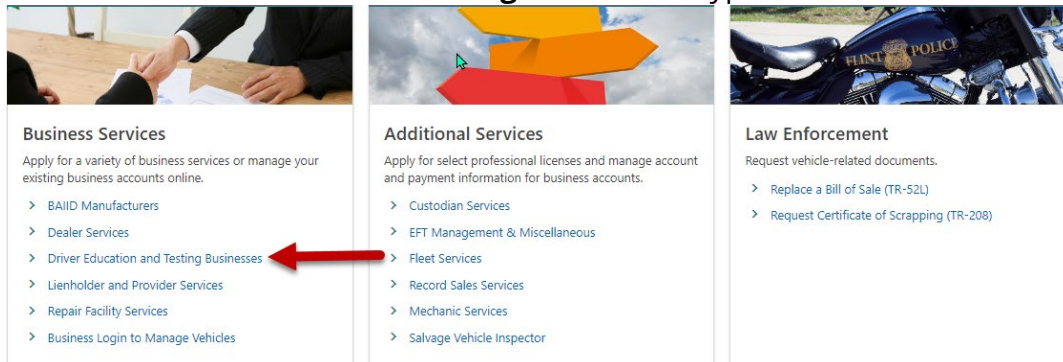
## CARS account instructions (New user)



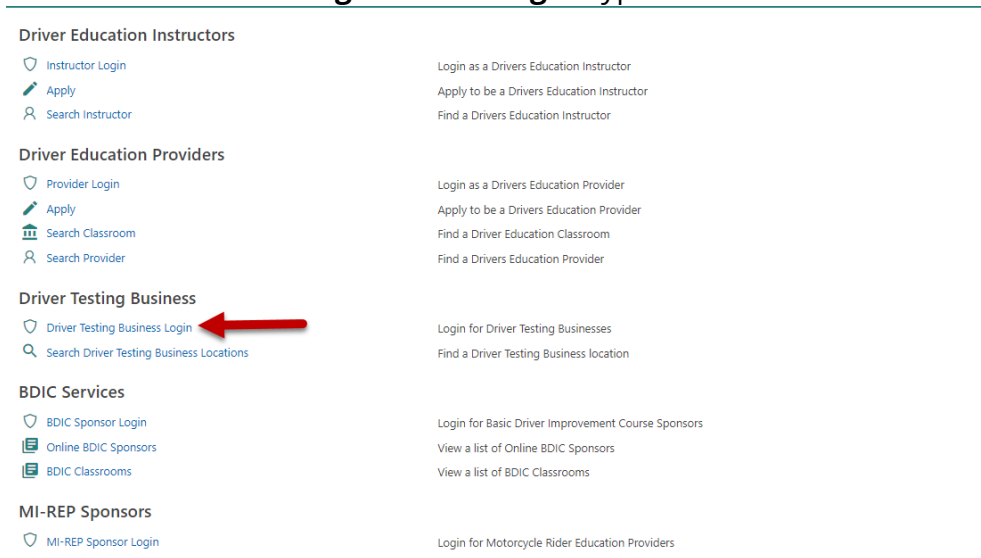
1. Navigate to [Michigan.gov/SOSonline](https://Michigan.gov/SOSonline).



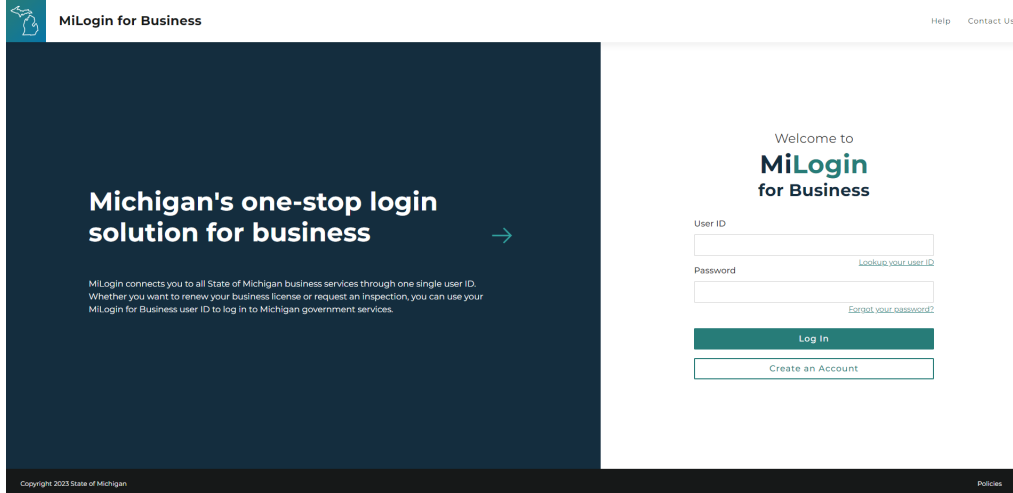
2. Select **Driver Education and Testing Businesses** hyperlink.



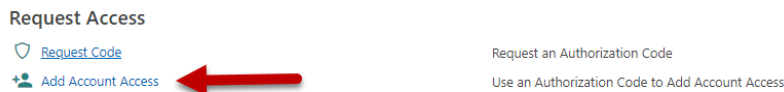
3. Select the **Driver Testing Business Login** hyperlink.



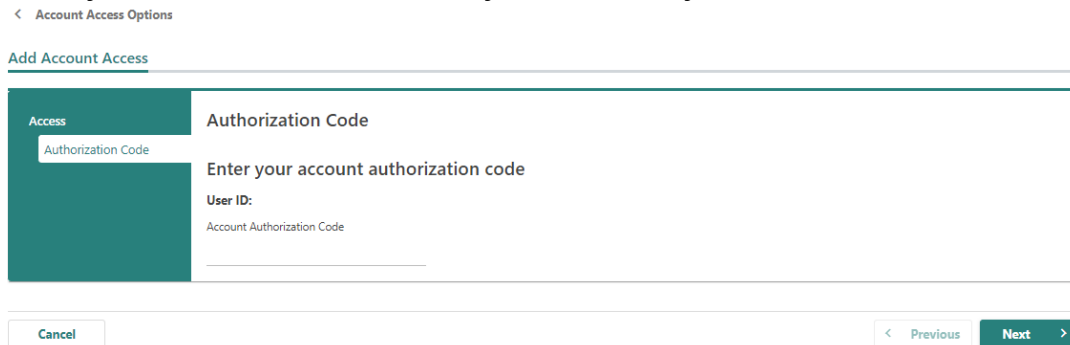
4. You must have an account with the State of Michigan MiLogin system. Select the **Create an Account** button if you **DO NOT HAVE** a MiLogin for Business account. Enter your **User ID** and **Password** if you already have a MiLogin for Business account (proceed to step #5).
  - a. There are 10 steps 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.



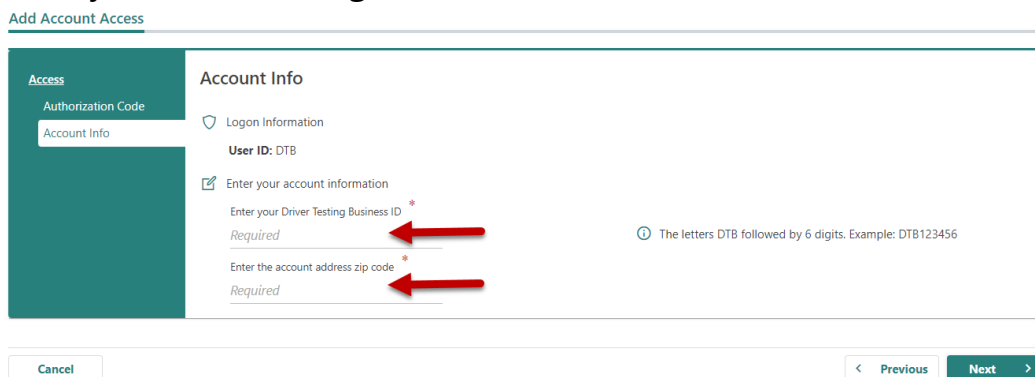
5. To continue, you must have your authorization code. Select the **Add Account Access** hyperlink.



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



7. Enter your **Driver Testing Business ID** and the business **ZIP Code**.



- 8. 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

Cancel      < Previous      Next >

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

Add Account Access

**Access**  
Authorization Code  
Account Info  
**Account Info**  
Email  
Summary

Username : DTB  
Action : Adding Account Access  
Account Type : Driver Testing Business  
E-Mail Address : testemail@testemail.com

Cancel      < Previous      **Submit**

- 10. **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.

**DRIVER TESTING BUSINESS**  
\*\*-\*\*\*6464  
7064 CROWNER DR  
DIMONDALE MI 48821-5003 EATON COUNTY

**Request Access**

<a href="#">Request Code</a>	Request an Authorization Code
<a href="#">Add Account Access</a>	Use an Authorization Code to Add Account Access

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

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

<b>Driver Testing Business</b> DRIVER TESTING BUSINESS 7064 CROWNER DR DIMONDALE MI 48821-5003 EATON COUNTY	<b>Account</b> DTB003065	<ul style="list-style-type: none"><li>&gt; View and Manage Tests</li><li>&gt; View Completion Receipts</li><li>&gt; Add User Access</li><li>&gt; Modify User Access</li></ul>
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