

Driver Testing Business:

CARS account instructions

(New account manager)



1. Navigate to Michigan.gov/SOSonline.

SOS Home | MI.gov | FAQs | Contact Us

Michigan Department of State

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 **Driver Education and Testing Businesses** 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

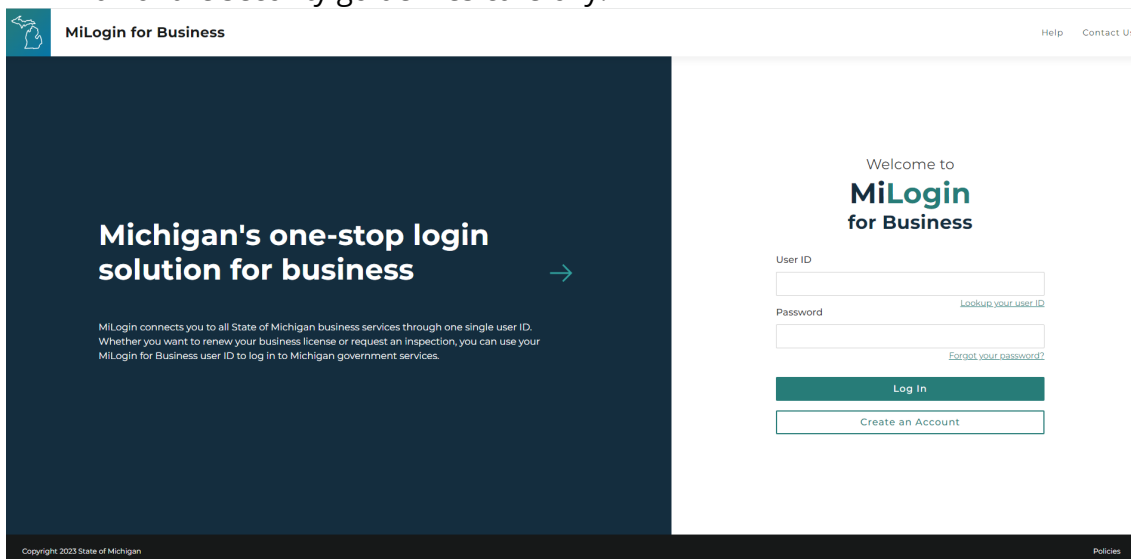
Law Enforcement
Request vehicle related documents.

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

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

Driver Education Instructors	
 Instructor Login	Login as a Drivers Education Instructor
 Apply	Apply to be a Drivers Education Instructor
 Search Instructor	Find a Drivers Education Instructor
Driver Education Providers	
 Provider Login	Login as a Drivers Education Provider
 Apply	Apply to be a Drivers Education Provider
 Search Classroom	Find a Driver Education Classroom
 Search Provider	Find a Drivers Education Provider
Driver Testing Business	
 Driver Testing Business Login 	Login for Driver Testing Businesses
 Search Driver Testing Business Locations	Find a Driver Testing Business location
BDIC Services	
 BDIC Sponsor Login	Login for Basic Driver Improvement Course Sponsors
 Online BDIC Sponsors	View a list of Online BDIC Sponsors
 BDIC Classrooms	View a list of BDIC Classrooms
MI-REP Sponsors	
 MI-REP Sponsor Login	Login for Motorcycle Rider Education Providers

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 #11*.

Request Access

[Request Code](#)

[Add Account Access](#)

Request an Authorization Code

Use an Authorization Code to Add Account Access

- 6. Select **Driver Testing Business** and then select the **Next** button.

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"/> BAID 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
<input type="radio"/> 3rd Party Trip Permit	<input type="radio"/> Uniform Commercial Code

Cancel

< Previous **Next** >

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

Request Account Access

Select Account Type

Account Info

Account Details

Account Details

Logon Information

User ID: DTB

Enter your account information

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

Enter your Driver Testing Business ID *

Required

Enter the account address zip code *

Required

The letters DTB followed by 6 digits. Example: DTB123456

Cancel

< Previous **Next** >

- 8. 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
- Account Info
- Account Details
- Email Option**

Email Option

Confirmation

The email address on record is T*****L@EMAIL.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
- Account Info
- Account Details
- Email Option**

Email Option

Confirmation

The email address on record is T*****L@EMAIL.COM

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

Yes No

Cancel Previous Next

- 9. Select the **Submit** button.

Request Account Access

Select

- Account Type
- Account Info
- Account Details
- Email Option
- Summary**

Username : DTB

Action : Requesting an Account Authorization Code

Account Type : Driver Testing Business

Account Number :

Notice : The account authorization code necessary for granting you online access will be mailed to your address on file.

Cancel Previous **Submit**

- 10. Select the **OK** button.

< Account Access Options

Confirmation

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

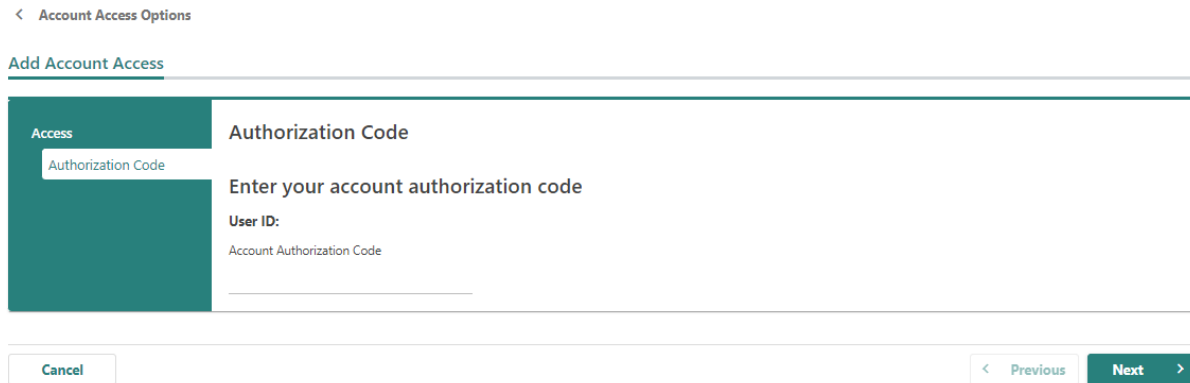
Print This Page

OK

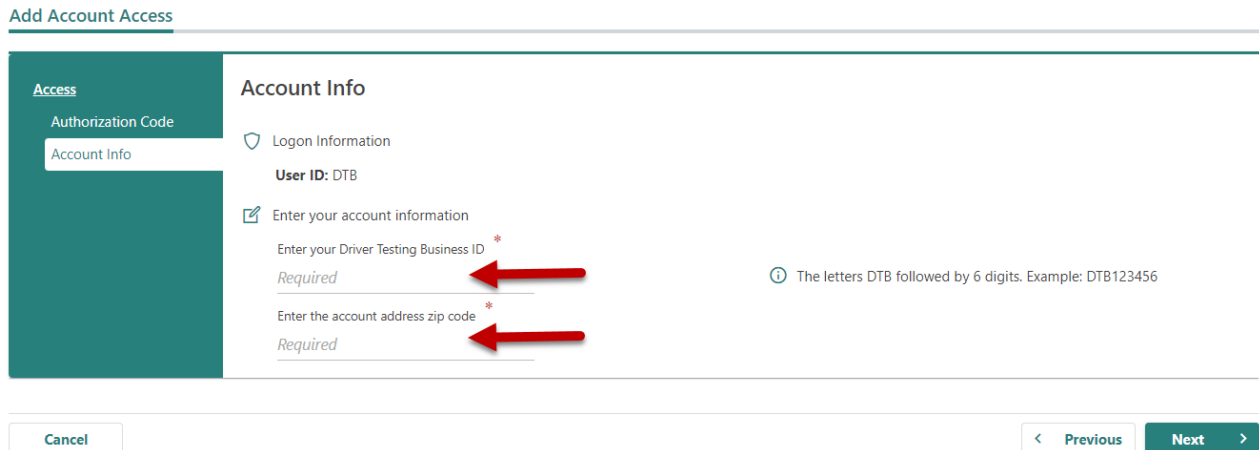
11. To continue, you must have your authorization code. Select the **Add Account Access** hyperlink.



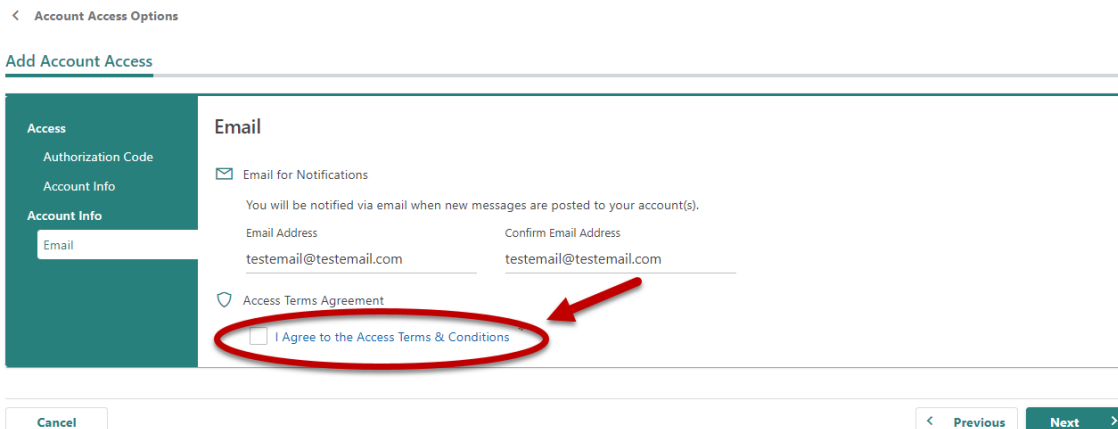
12. Enter your authorization code that you received by email or mail and then select the **Next** button.



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



14. Make sure to agree to the **Terms & Conditions** by selecting the checkbox or you won't be able to continue.



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

Add Account Access

Access	Username : DTB
Authorization Code	Action : Adding Account Access
Account Info	Account Type : Driver Testing Business
Account Info	E-Mail Address : testemail@testemail.com
Email	
Summary	

Cancel Previous **Submit**

16. **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

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

Request Access
[Request Code](#) Request an Authorization Code
[Add Account Access](#) Use an Authorization Code to Add Account Access

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

Driver Testing Business
DRIVER TESTING BUSINESS
7064 CROWNER DR
DIMONDALE MI 48821-5003 EATON COUNTY

Account
DTB003065

- > View and Manage Tests
- > View Completion Receipts
- > Add User Access
- > Modify User Access