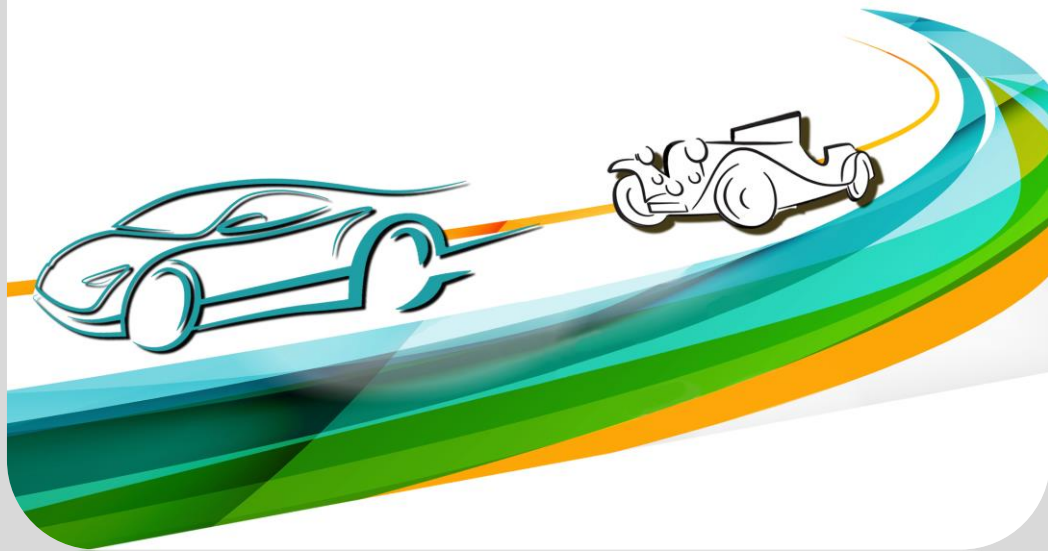


CARS e-Services | A new era begins

Michigan Secretary of State – Here to serve you



Driver Testing Businesses - Instructions for New Account Managers

Note: If you are a Driver Testing Business user but do not manage your organization's account, use the instructions for "**Driver Education Providers - Instructions for New Users**"



Payments and Fees

Calculate Fees or Make Payments

- > [Pay Invoice](#)
- > [Pay Record Lookup Invoice](#)
- > [Registration Fee Calculator](#)
- > [Renewal Fee Calculator](#)
- > [Plate Transfer Fee Calculator](#)



Notary Services

Notary Services

- > [Notary Application](#)
- > [Notary Public Search](#)



IRP

Perform IRP related transactions.

- > [IRP Services](#)
- > [Trip Permits](#)



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 \(TR-208\)](#)

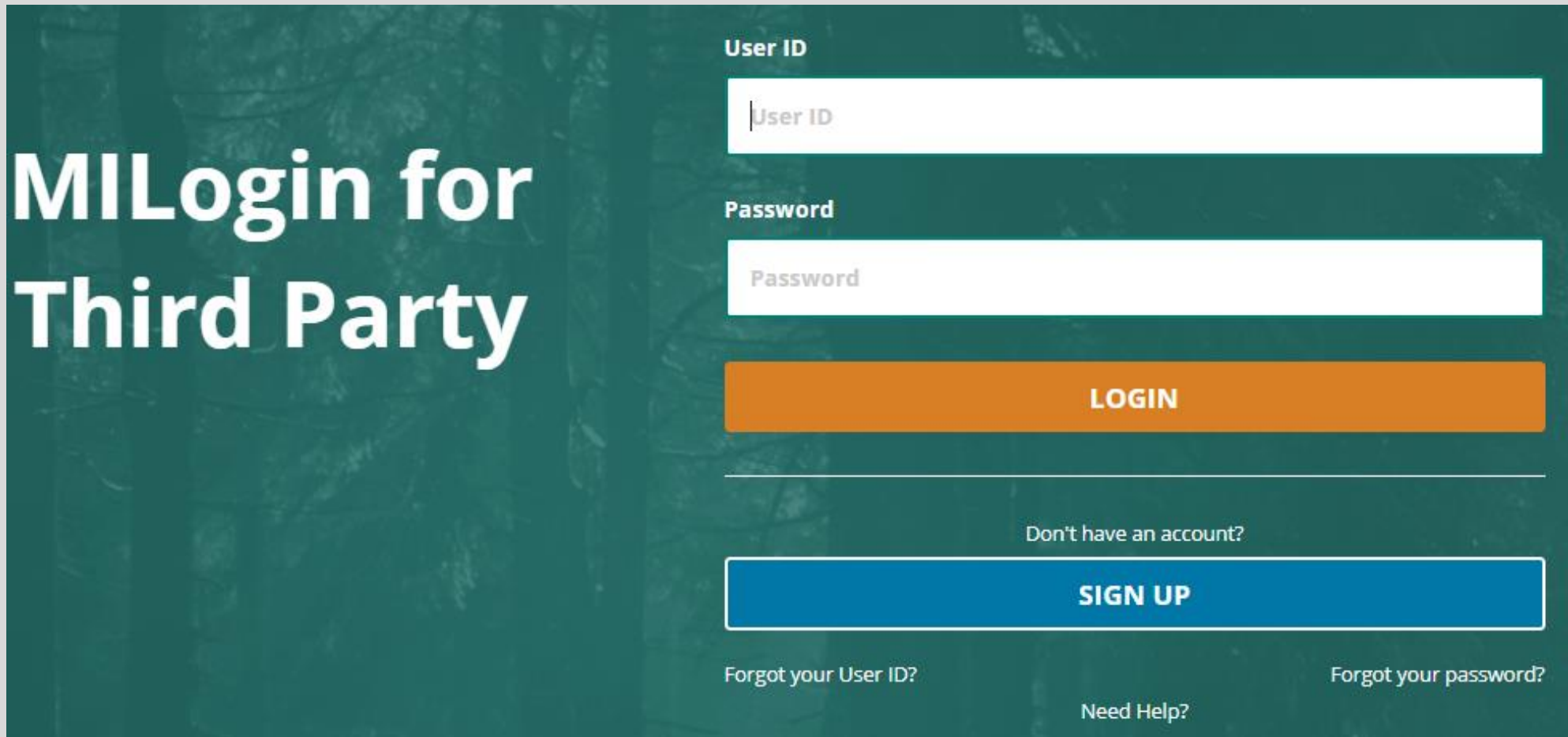
Navigate to the Michigan Department of State (MDOS) website to access [CARS e-Services](#) and select the **Driver Education and Testing Businesses** hyperlink.

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

You must have an account with the State of Michigan MILogin system.
Select the **Sign Up** button if you **DO NOT HAVE** a “MILogin for Third Party” account.

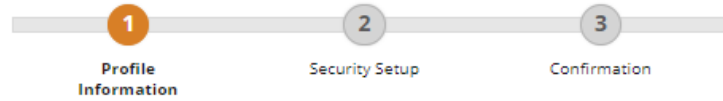
Enter your **User ID** and **Password** if you have a Third Party MILogin account (and skip to slide #7).



The image shows a login and sign-up interface for MILogin for Third Party. On the left, the text "MILogin for Third Party" is displayed in large white font on a dark teal background. On the right, there is a white form with the following elements:

- User ID** label above a white input field containing the placeholder text "User ID".
- Password** label above a white input field containing the placeholder text "Password".
- An orange **LOGIN** button.
- A horizontal line separator.
- The text "Don't have an account?" above a blue **SIGN UP** button.
- At the bottom, there are three links: "Forgot your User ID?", "Need Help?", and "Forgot your password?".

Create Your Account



Profile Information

Enter your profile information

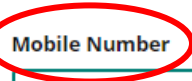
* Required

* First Name	Middle Initial	* Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Email Address	* Confirm Email Address
<input type="text"/>	<input type="text"/>

By providing an e-mail address, a new PIN can be sent to you to help with resetting a forgotten password.

* Work Phone Number	Mobile Number
<input type="text"/>	<input type="text"/>



By providing a mobile number, a text message can be sent to you to help with resetting a forgotten password.

* Verification Question: Which word from list "carload, exact, assail, portfolio" contains the letter "p"?

I agree to the terms & conditions.

NEXT

RESET

Enter your profile information as prompted. Fields with a red asterisk are required.

Security Setup

Provide user id and password information to complete your profile

* Required

* User ID

* Password

* Confirm New Password

User ID Guidelines:

- Enter your last name, first initial, and any 4 numbers with no space between them. For Example: John Smith and using 9999 as an example for the four digit number, you would enter smithj9999.
- User ID cannot contain space.

Password Guidelines:

- Must be at least 8 characters in length
- Must include characters from 3 of the following categories:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Special characters (!\$#,%@~^&* _+=><)
- Should not be one of the last 3 used passwords
- Should not be based on your User ID

* Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

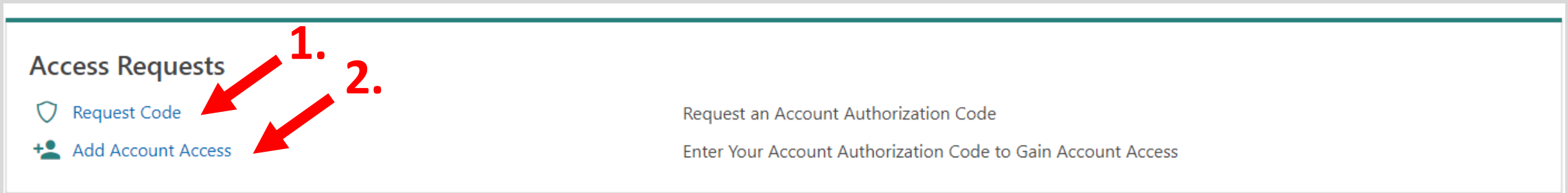


CREATE ACCOUNT

BACK

Enter your security setup information and follow the screen prompts. Make sure to follow all of the security guidelines carefully.

1. 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.
2. If you already have your authorization code, select the **Add Account Access** hyperlink and skip to slide #13.



The screenshot shows a white rectangular area with a thin green border at the top. On the left side, under the heading "Access Requests", there are two menu items: "Request Code" with a shield icon and "Add Account Access" with a plus and person icon. Two red arrows originate from the numbers "1." and "2." placed above the arrows. Arrow "1." points to the "Request Code" link, and arrow "2." points to the "Add Account Access" link. To the right of the menu items, there are two lines of text: "Request an Account Authorization Code" and "Enter Your Account Authorization Code to Gain Account Access".


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"/> 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"/> Repair Facility	<input type="radio"/> Salvage Vehicle Inspector
<input type="radio"/> 3rd Party Trip Permit	<input type="radio"/> Uniform Commercial Code

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

Cancel

< Previous

Next >

Request Account Access

Select

Account Type

Account Info

Account Details

Account Details

🛡 Logon Information

User ID: DriverTestingBusiness

📝 Enter your account information

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

Enter your Driver Testing Business ID *

Required



ℹ The letters DTB followed by 6 digits. Example: DTB123456

Enter the account address zip code *

Required



Cancel

< Previous

Next >

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

< Account Access Options

Request Account Access

Select

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

Email Option

Confirmation

i The email address on record is T*****T@GMAIL.COM

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

Yes No

Mailing Details

i 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

i The email address on record is T*****T@GMAIL.COM

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

Yes No

Cancel < Previous **Next** >

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

Select the **Submit** button.

< Account Access Options

Request Account Access

Select

Account Type

Account Info

Account Details

Email Option

Summary

Username : DriverTestingBusiness

Action : Requesting an Account Authorization Code

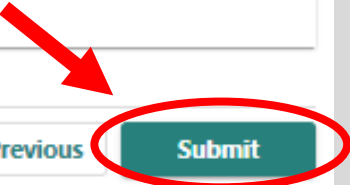
Account Type : Driver Testing Business

Account Number : DTB003065

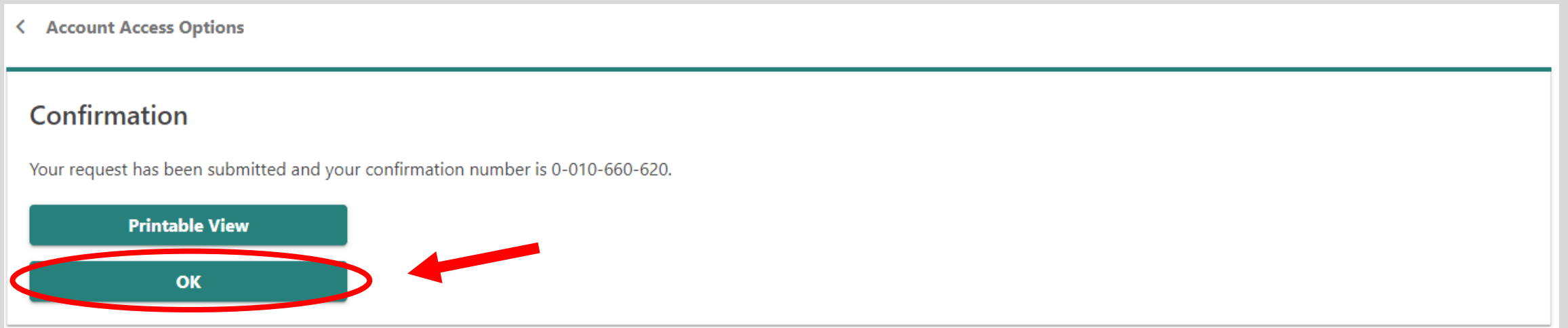
Notice : The account authorization code necessary for granting you online access will be mailed to your address on file.

Cancel

< Previous **Submit**






Select the **OK** button.



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

Access Requests

-  [Request Code](#)
-  [Add Account Access](#) 

Request an Account Authorization Code

Enter Your Account Authorization Code to Gain Account Access

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

Authorization Code

Enter your account authorization code

User ID: DriverTestingBusiness

Account Authorization Code

_____ ←

Cancel

< Previous **Next** >

Add Account Access

Access

Authorization Code

Account Info

Account Info

Logon Information

User ID: DriverTestingBusiness

Enter your account information

Enter your Driver Testing Business ID *

Required



i The letters DTB followed by 6 digits. Example: DTB123456

Enter the account address zip code *

Required



Cancel

< Previous

Next >

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

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 Confirm Email Address

🛡 Access Terms Agreement

I Agree to the Access Terms & Conditions *

Cancel < Previous Next >

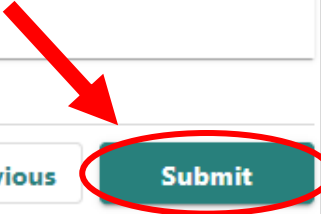
If all of the information is correct, select the **Submit** button.

< Account Access Options

Add Account Access

Access	Username : DriverTestingBusiness
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



Congratulations, you have reached your CARS e-Services business 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
[Request Code](#) Request an Authorization Code
[Add Account Access](#) Use an Authorization Code to Add Account Access

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

[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](#)