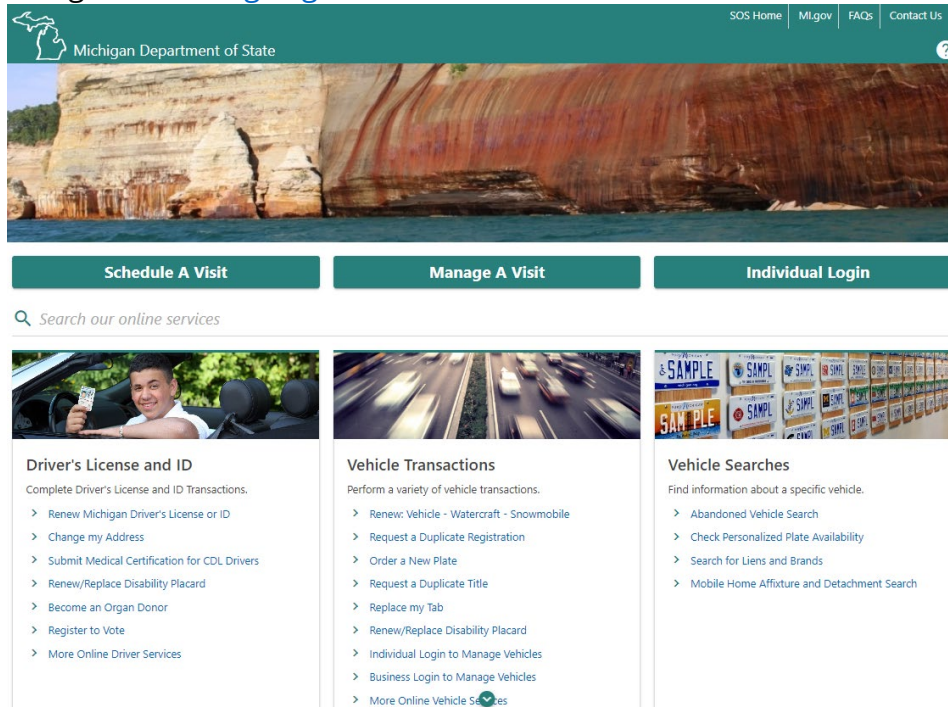


Mi-REP:

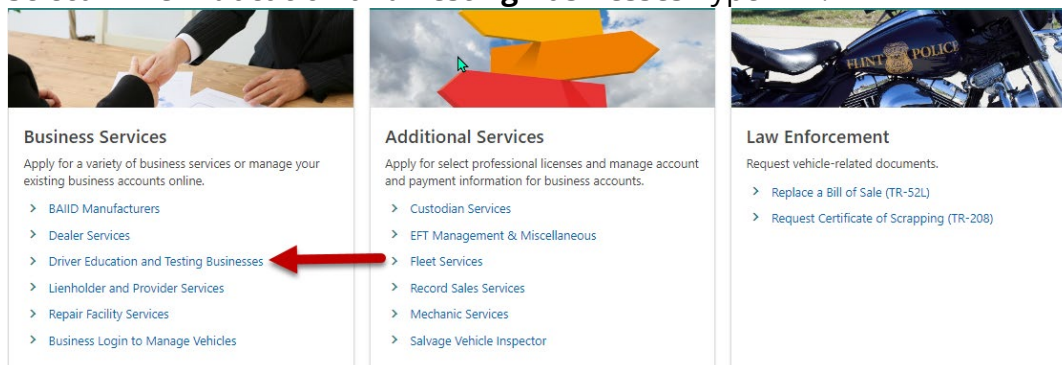
CARS account instructions (New user)



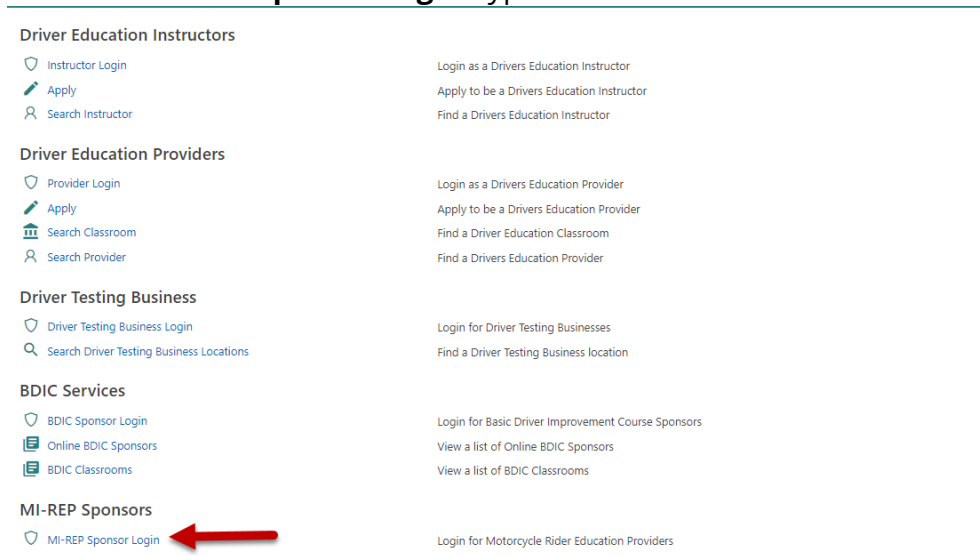
1. Navigate to Michigan.gov/SOSonline.



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



3. Select the **MI-REP Sponsor 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 **MSF Rider Education Recognition Program Number** 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 : Mi-REP

Action : Adding Account Access

Account Type : MI-REP Sponsor

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.

MIREP

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7064 CROWNER DR
DIMONDALE MI 48821-5003

Request Access

[Request Code](#) Request an Authorization Code

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

Welcome, mirep

[Manage My Profile](#)

Summary Action Center Settings More...

MI-REP Sponsor

MIREP

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Account

212147

- > [Submit Course Results](#)
- > [View Completion Receipts](#)
- > [Add User Access](#)
- > [Modify User Access](#)

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