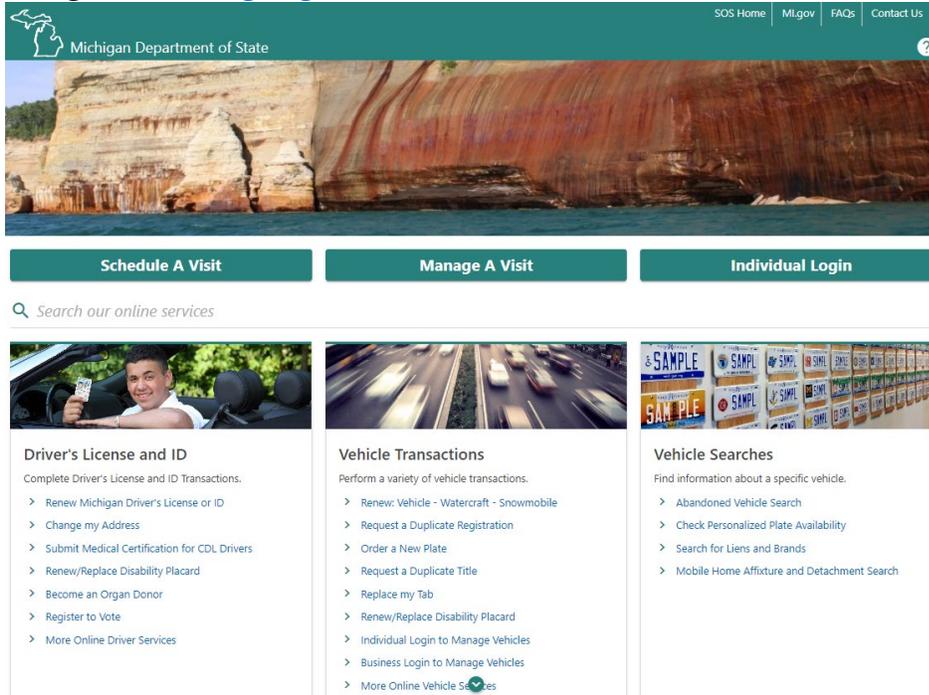


Mi-REP:

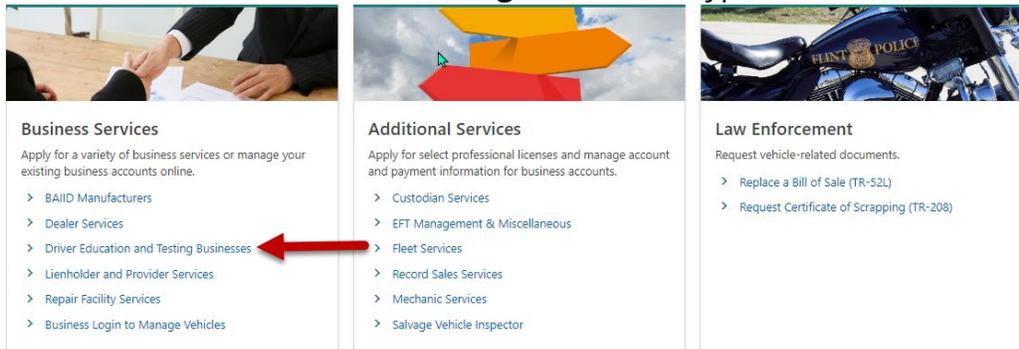
CARS account instructions (New account manager)



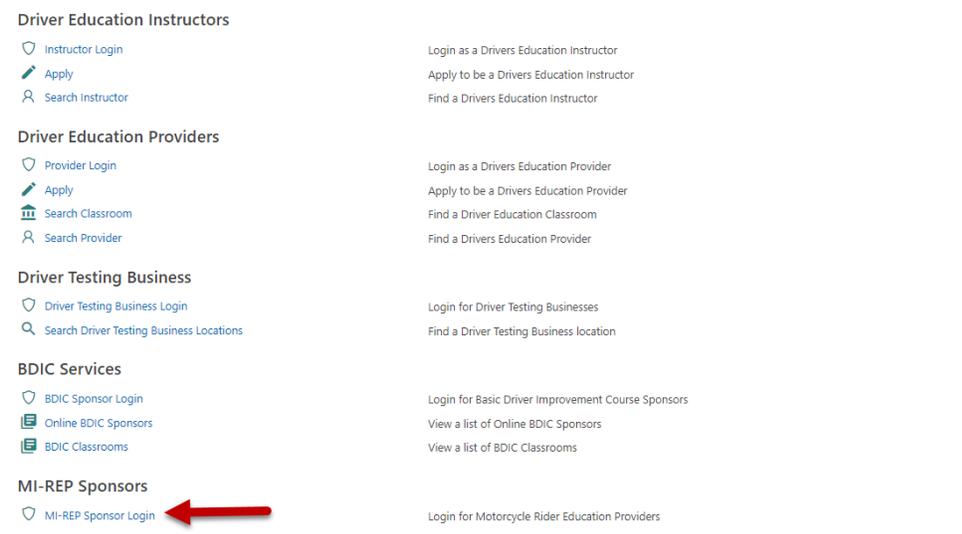
1. Navigate to Michigan.gov/SOSonline.



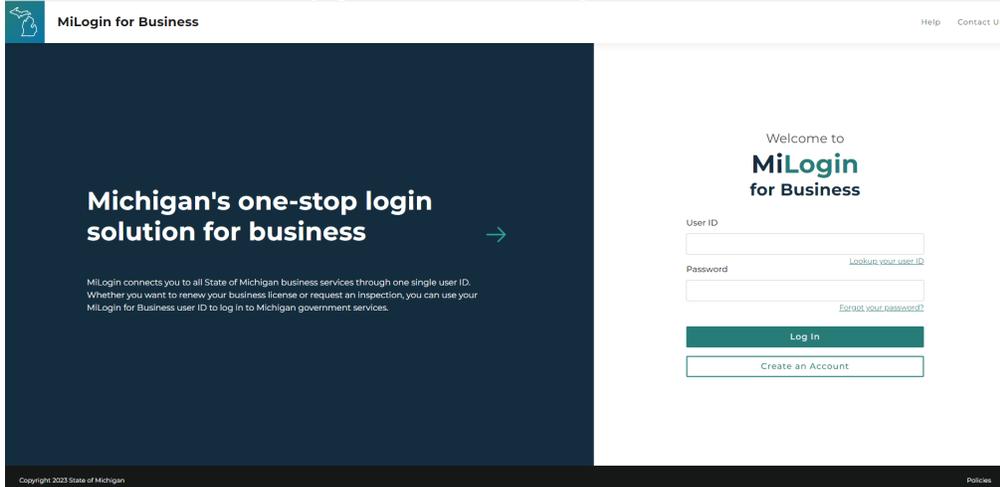
2. Select **Driver Education and Testing Businesses** hyperlink.



3. Select the **Mi-REP Sponsor Login** hyperlink.



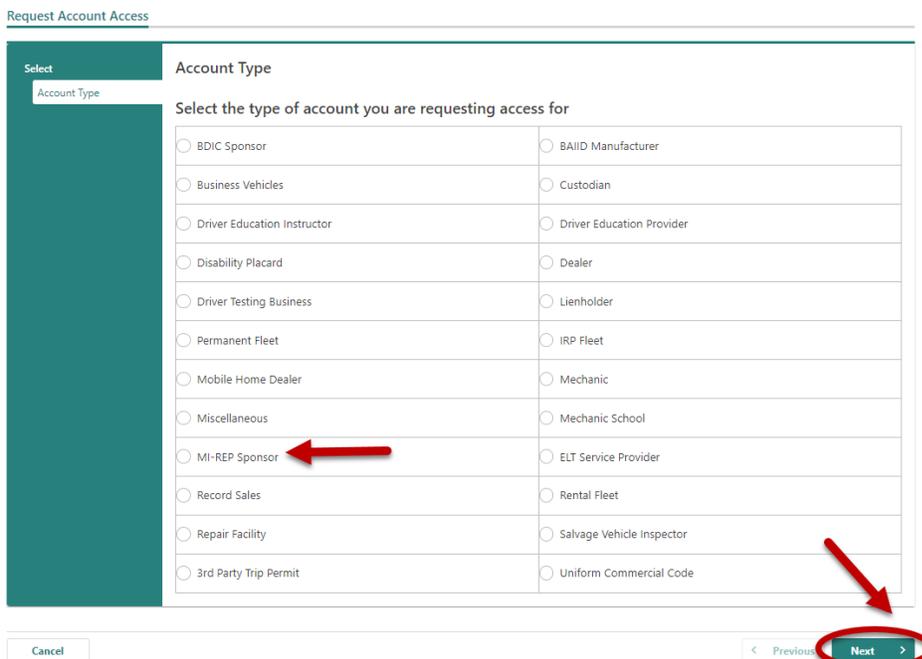
4. You must have an account with the State of Michigan MiLogin system. Select the **Create an Account** button if you **DO NOT HAVE** a MiLogin for Business account. Enter your **User ID** and **Password** if you already have a MiLogin for Business account (proceed to step #5).
 - a. There are 10 steps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



6. Select **MI-REP** and then select the **Next** button.



7. Enter your **MSF Rider Education Recognition Program Number** and the business **ZIP Code**.

Request Account Access

Select

- Account Type
- Account Info
- Account Details

Account Details

Logon Information

User ID: Mi-REP

Enter your account information

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

Enter your MSF Rider Education Recognition Program Number *
Required 6 Digits. Example: 123456

Enter the account address zip code *
Required

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 : Mi-REP

Action : Requesting an Account Authorization Code

Account Type : MI-REP Sponsor

Account Number : 135327

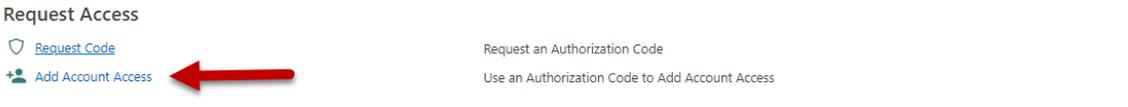
Notice : The account authorization code necessary for granting you online access will be mailed to your address on file.

Cancel Previous **Submit**

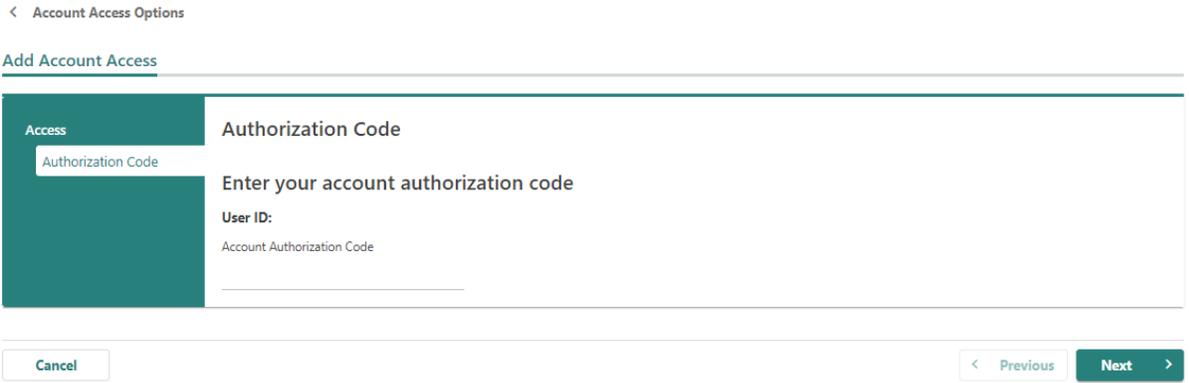
10. Select the **OK** button.



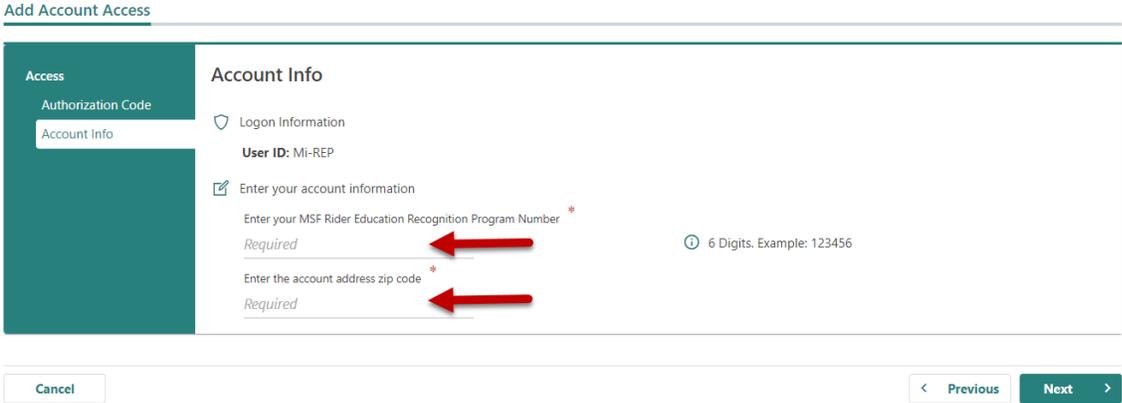
11. To continue, you must have your authorization code. Select the **Add Account Access** hyperlink.



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



13. Enter your **MSF Rider Education Recognition Program Number** 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.

< 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

testemail@testemail.com

testemail@testemail.com

Access Terms Agreement

I Agree to the Access Terms & Conditions

Cancel

Previous

Next

15. 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

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.

MIREP

-*4564

7064 CROWNER DR

DIMONDALE MI 48821-5003

Request Access

Request Code

Add Account Access

Request an Authorization Code

Use an Authorization Code to Add Account Access

Welcome, mirep

Manage My Profile

Summary

Action Center

Settings

More...

MI-REP Sponsor

MIREP

7064 CROWNER DR

DIMONDALE MI 48821-5003

Account

212147

Submit Course Results

View Completion Receipts

Add User Access

Modify User Access

Michigan Secretary of State | Contact Us | Privacy Statement

Copyright © 2019 State of Michigan - All rights reserved.