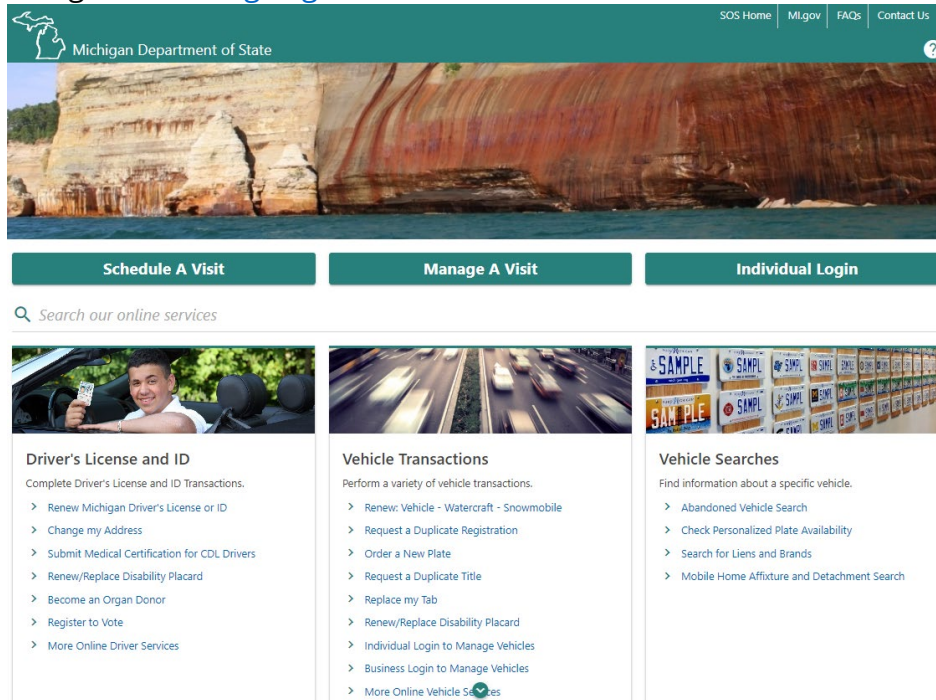


Mi-REP:

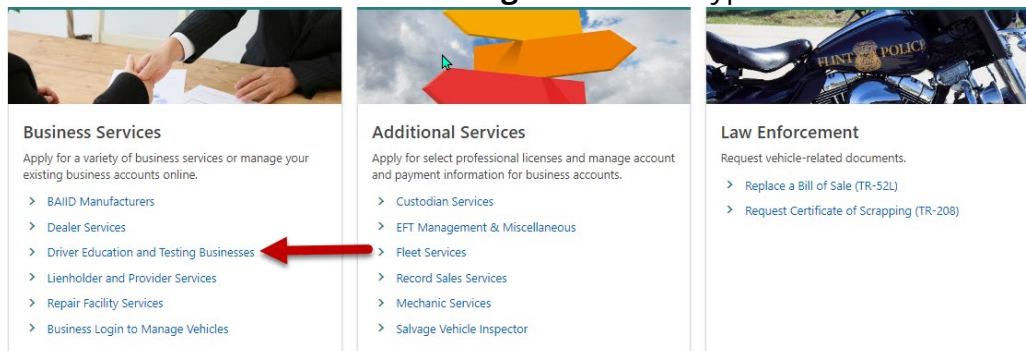
CARS account instructions (New account manager)



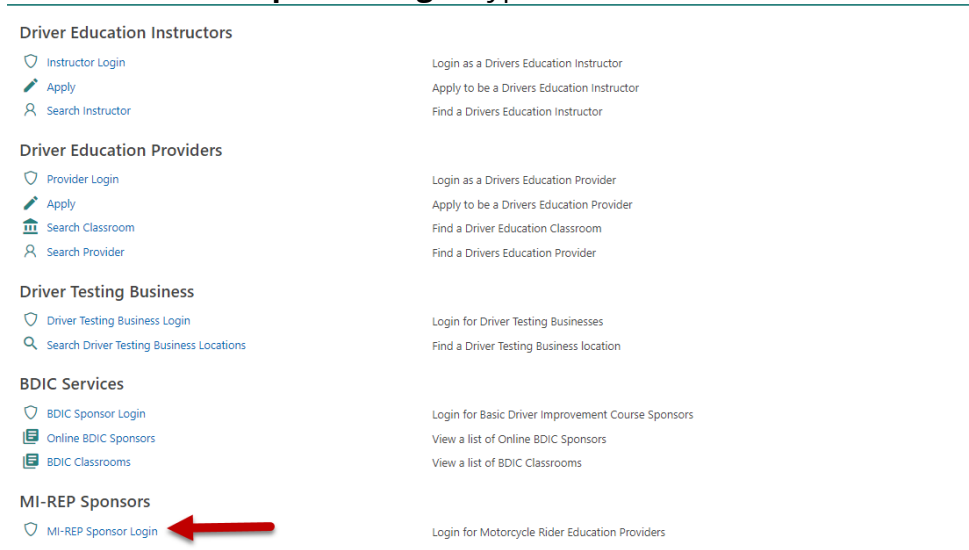
1. Navigate to Michigan.gov/SOSonline.



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.

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

- 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

- 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

- 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.

< 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.

Request Access

 [Request Code](#)

 [Add Account Access](#)

Request an Authorization Code

Use an Authorization Code to Add Account Access

12. 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

Enter your account authorization code

User ID:

Account Authorization Code

Cancel

< Previous **Next** >

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


Add Account Access

Access


Authorization Code

Account Info

Account Info

 Logon Information

User ID: Mi-REP


 Enter your account information

Enter your MSF Rider Education Recognition Program Number *

Required _____

Enter the account address zip code *

Required _____

 6 Digits. Example: 123456

Cancel

< Previous **Next** >

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: testemail@testemail.com

Confirm Email Address: 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](#) 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
7064 CROWNER DR
DIMONDALE MI 48821-5003

Account

212147

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

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