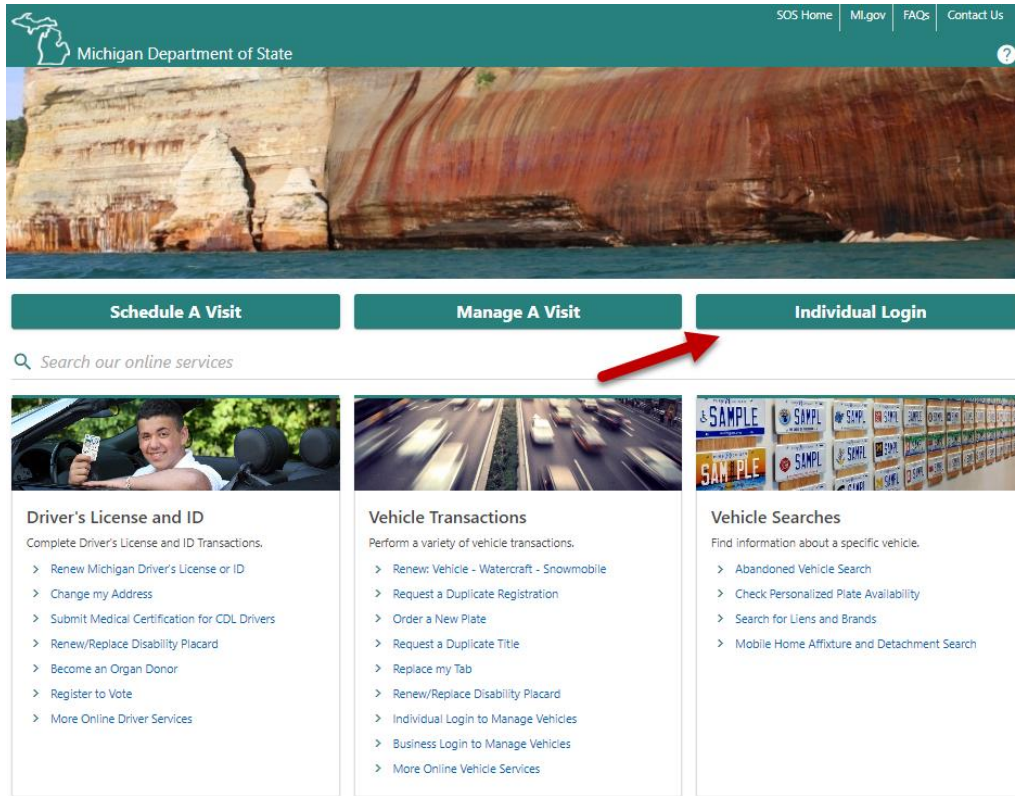


Online Title Transfer: Buyer Code and Buyer Transfer



1. Navigate to Michigan.gov/SOSonline and select **Individual Login**.



2. After logging in through MILogin, the following information must be entered to verify identity. This includes entering:
 - a. First and last name
 - b. The last four of the user's Social Security number
 - c. ID number
 - d. Date of birth
 - e. ID issue date
 - i. The ID issue date must be entered to request a buyer code and process an online title transfer.

Note: If the seller has completed their portion of the online title transfer, please proceed to the Buyer Confirmation section on page 5.

Obtaining a buyer code

3. Select the **Purchase a Vehicle** link.

The screenshot shows a user interface with two main sections. The top section is titled 'Operator License' and includes the text 'This ID is REAL ID Compliant' and 'Expiration 16-May-2025'. Below this, it says 'Credential Status Valid'. To the right of this section are several links: '> Renew Driver's License', '> Replace Driver's License', '> Change My Address', '> Request Driving Record', and '> More...'. The bottom section is titled 'Additional Actions' and includes links: '> Renew Multiple Vehicles', '> Renew a Vehicle Not In My List', '> Notary Application', '> Purchase a Vehicle' (which is highlighted with a red rectangular box), and '> More...'. The 'Purchase a Vehicle' link is the one the user is instructed to click.

4. The **Generate Buyer Code** transaction is displayed. Review the information that is required before selecting the **Next** button.

The screenshot shows the 'Generate Buyer Code' page. At the top, it says 'Buyer Code' and 'Getting Started'. Below this is a warning box: 'The online title transfer is not an instant process. Once the buyer and seller complete their portion of the transfer, it can take up to 3 days to approve the transfer. If the seller does not complete their portion of the vehicle transfer within 48 hours, a new buyer code is required.' There are two main sections: 'Purpose' and 'Eligibility'. The 'Purpose' section has a checkbox that is checked and the text 'To generate a buyer code for an online title transfer.' The 'Eligibility' section has a checkbox that is checked and lists requirements: 'Vehicle must be a car, mini-van, SUV, motorcycle, pick-up, or van.' and 'Additional eligibility checks will be performed during the transaction to determine if the vehicle is eligible for a buyer code.' There is also an 'Estimated Time to Complete: 5 min' indicator. To the right, there is a 'Required Materials' section with a list: 'Vehicle Identification Number (VIN) of vehicle for sale' and 'Buyer's email address'. At the bottom, there are three buttons: 'Cancel', '< Previous', and 'Next >'. A red arrow points to the 'Next >' button.

5. Two questions will be asked in the **Vehicle Search** section.

- If **Yes** is selected for either of these questions, the vehicle transfer must be completed at a Secretary of State office.
- If **No** is selected for both questions, enter the VIN of the vehicle being purchased and select the **Next** button.

The screenshot shows the 'Vehicle Search' section of the 'Generate Buyer Code' page. It contains two questions with radio button options: 'Will there be more than one buyer listed on the title?' and 'Will the vehicle be financed?'. Both 'No' options are selected, and red arrows point to them. Below these questions is a text input field labeled 'Enter the vehicle's VIN (Vehicle Identification Number) *' with 'Required' written below it. A red arrow points to this input field. At the bottom, there are three buttons: 'Cancel', '< Previous', and 'Next >'. A red arrow points to the 'Next >' button.

- The vehicle details will be displayed. Confirm this is the correct vehicle. If so, enter and confirm the buyer's email address, and select the **Next** button.

Generate Buyer Code

Buyer Code

- Getting Started
- Vehicle Search
- Vehicle Details

Vehicle Details

Year	Make	Model	VIN	Lien Status
2006	FORD	TAURUS		No Active Lien

Is the vehicle information correct? *

Yes No

Buyer's Email Address * Required

Confirm Email Address * Required

Cancel Previous Next

- The Summary section will be displayed. Confirm the correct vehicle and email address have been entered and select the **Submit** button.

Generate Buyer Code

Buyer Code

- Getting Started
- Vehicle Search
- Vehicle Details
- Summary

Vehicle :
Buyer's Email :

Cancel Previous Submit

- A confirmation is displayed.

Confirmation

Your request has been submitted and is valid for 48 hours. Please check your email.

OK

The buyer code will be sent to your email address.

Important:

- The buyer code is valid for 48 hours. If the seller does not complete their portion of the online title transfer within 48 hours, the buyer has two options:
 - Generate a new buyer code.
 - Transfer the title at a Secretary of State office.

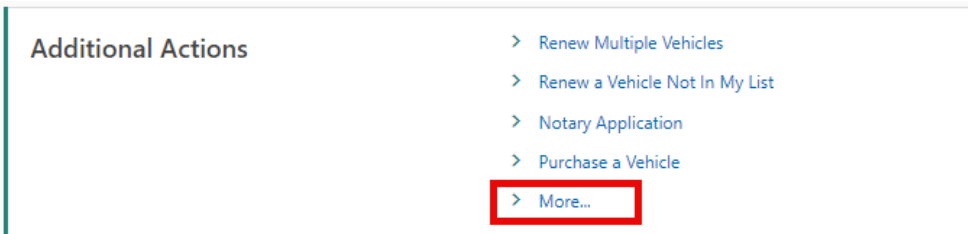
Completing the Transfer

Once a seller has completed their portion of the online title transfer, an email will be sent to the buyer to complete their final portion of the sale. The buyer has 48 hours to complete the online title transfer.

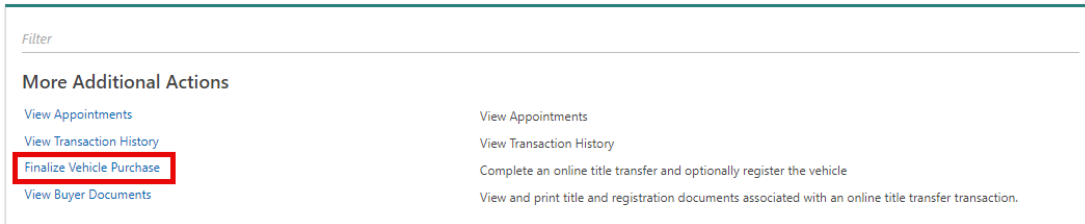
A new buyer code is required if the buyer does not complete their portion within 48 hours.

Once the buyer has logged in and authenticated through online services:

1. Select the **More...** link under the **Additional Actions** section.



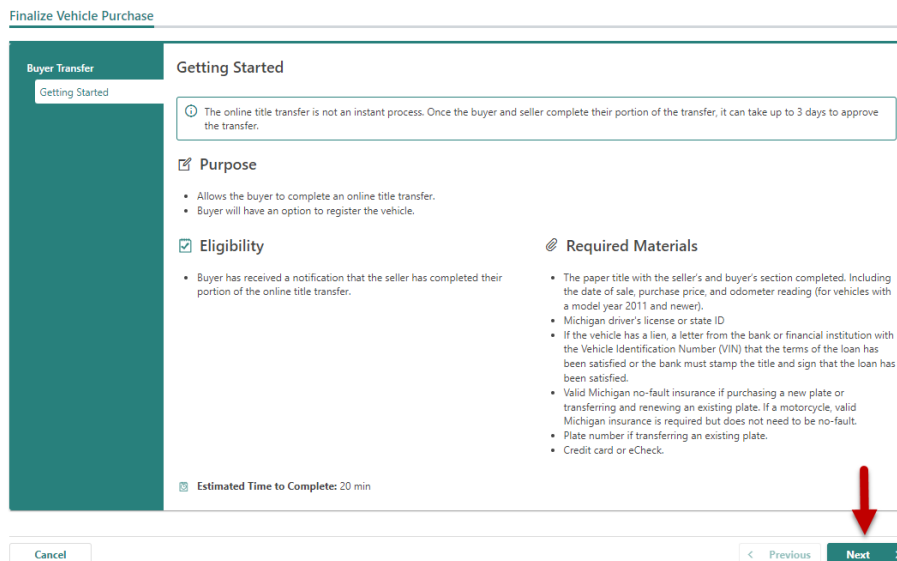
2. Select the **Finalize Vehicle Purchase** link from the **Additional Actions (continued)** page.



3. All open buyer transfers will be displayed. Select the **Confirm Transfer** link for the correct vehicle.



4. The **Finalize Vehicle Purchase** transaction is displayed. Review the information that is required before selecting the **Next** button.



- The buyer will confirm the vehicle displayed is correct and select the **Next** button.

Finalize Vehicle Purchase

Buyer Transfer

Getting Started

Title

Vehicle Details

Vehicle Details

Year	Make	Model	VIN	Lien Status
2006	FORD	TAURUS		No Active Lien

Is the vehicle information correct? *

< Previous

>

- The buyer must enter and confirm the following and select the **Next** button:
 - Title number
 - Issue date
 - Purchase price
 - Date of sale

Note: If any of this information was entered incorrectly, the buyer must visit a Secretary of State office to complete the title transfer.

Finalize Vehicle Purchase

Buyer Transfer

Getting Started

Title

Vehicle Details

Title Information

Title Information

Title Number *

Issue Date *

Verify Sale Information

Was the vehicle purchased for \$500.00? *

Is 03-Jun-2022 the date of sale? *

Final determination of the correct tax liability will be made by the Michigan Department of Treasury. You may be required to document your tax return or prove you are entitled to the exemption claimed. If you cannot support your claim, minimum penalties can be imposed including criminal prosecution or assessing up to 175% of the tax due.

< Previous

>

- Under the **Address Options** section, the buyer can update their vehicle address or mailing address and select the **Next** button.

Note: Updating the vehicle address will not update your driver's license or state ID address.

Finalize Vehicle Purchase

Buyer Transfer

Getting Started

Title

Vehicle Details

Title Information

Address

Address Options

Address Options

Note: Changing your vehicle address will **NOT** update your driver's license or state ID address.

Your title will be mailed to 22456 WEST RD APT 147 WOODHAVEN MI 48183-3136.

Does your vehicle address need to be updated? *

Would you like to add a vehicle mailing address? *

< Previous

>

8. The buyer will determine if they would like to register their new vehicle and select the **Next** button.
 - a. If **Yes** is selected, the buyer can either purchase a new plate or transfer an existing plate. If a new plate is purchased, the plate will be mailed to the buyer. A temporary plate will be available to print under the buyer's account once the online title transfer is approved by MDOS.

Finalize Vehicle Purchase

Buyer Transfer

Getting Started

Title

Vehicle Details

Title Information

Address

Address Options

Registration

Registration Options

Registration Options

Do you want to register the vehicle?

Yes No

Select the usage for this vehicle - [What is this?](#)

Regular/Non-Commercial Regular/Commercial

i Note: A vehicle must be registered to drive on public roads. The vehicle will not be registered until the online title transfer is approved.

i If the title transfer is approved, a 60-day permit will be available under your account to use until the new plate is received in the mail.

Cancel
Next >

9. The buyer will confirm the seller and buyer sections of the title have been completed and select the **Next** button.

Finalize Vehicle Purchase

Buyer Transfer

Getting Started

Title

Vehicle Details

Title Information

Address

Address Options

Registration

Registration Options

Acknowledgements

Acknowledgements

i Please keep the paper title until you receive a notification the transaction has been approved.

Has the seller section of the title been completed, including the seller's signature? *

Yes No

Have you signed the buyer section of the title? *

Yes No

Cancel
Next >

10. The buyer must upload the front and back of the vehicle title and the front and back of their driver's license or state ID and select the **Next** button.

Any additional documents needed will be listed under Attachments.

Finalize Vehicle Purchase

Buyer Transfer

Getting Started

Title

Vehicle Details

Title Information

Address

Address Options

Registration

Registration Options

Attachments

Attachments

Please upload clear and readable images. These will be reviewed before the title is issued.

Attachment Name	Status	File Name	Action
Vehicle Title Front	✔	Front of title.jpg	Remove File
Vehicle Title Back	✔	Back of title.jpg	Remove File
Driver's License or State ID Front	✔	Front of DL.jpg	Remove File
Driver's License or State ID Back	✔	Back of DL.jpg	Remove File

The following file types are accepted: .pdf .bmp .tiff .png .jpg .jpeg

Cancel
Next >

11. Confirm the fees and select the **Next** button.

Finalize Vehicle Purchase


- Buyer Transfer
- Getting Started
- Title
- Vehicle Details
- Title Information
- Address
- Address Options
- Registration
- Registration Options
- Attachments
- Acknowledgements
- Attachments
- Payment
- Fees

Fees

State Use Tax	30.00
Standard Title Fee	15.00
	45.00

Cancel

< Previous
Next >



12. In the **Summary** section, confirm the correct information is displayed and select the **Submit** button.

Finalize Vehicle Purchase

- Buyer Transfer
- Getting Started
- Title
- Vehicle Details
- Title Information
- Address
- Address Options
- Registration
- Registration Options
- Attachments
- Acknowledgements
- Attachments
- Payment
- Fees
- Summary

Vehicle : 2006 FORD


Register Vehicle : No

Total Fees : \$45.00

Note : The title application will be reviewed within the next three business days. You will receive a notification when the review is completed.

Cancel

< Previous
Submit



13. Select **Check out** to make a payment or **I have more to do before I checkout** to complete additional transactions.

Items


Driver's License:		
Finalize Vehicle Purchase	\$45.00	Delete

Payment

Due Now: \$45.00

Checkout

I have more to do before I checkout



14. Select your payment type and select the **OK** button. Follow the prompts to complete your payment.

Fee 📄 🌐 ✕

Please select a payment method

Pay Using a Credit Card

Pay From a Checking Account

Penalties will be assessed on checks or drafts that are not paid upon first presentation as authorized under Michigan law.

A Credit Card Service Fee of 0.65 will be added to this transaction.

When using the credit card payment method, you agree to pay the full amount of 45.65 which includes this credit card processing fee.

You will be redirected to the State of Michigan's Centralized Electronic Payment Authorization System (CEPAS) Payment Module to enter your credit card information for processing. After your credit card transaction has been successfully completed, do not close the Internet browser window from the CEPAS website. You will be automatically redirected back to the Michigan e-Services website to complete your transaction. The Michigan e-Services system does not store personal credit card information.

You have now completed the buyer's portion of the online title transfer.

Some key notes are:

- The online title transfer will be reviewed within three business days.
- An email will be sent to the buyer and seller once the review process has been completed.
- If the online title transfer is approved, the buyer will log in through Online Services to print their title application, registration, and temporary permit (if a new plate was purchased).
- If the online title transfer is denied, the buyer will be notified of the reason for the denial. Some reasons why an online title transfer is denied are the:
 - Information entered is incorrect,
 - Required documents are missing,
 - Documents uploaded are incomplete, illegible, or inaccurate.
- If the online title transfer is denied, the buyer will need to schedule a visit at a Secretary of State office to transfer the title.
 - Credit from payment received will remain on system for 14 days and may be used for the title transfer transaction. A refund request will automatically be generated after 14 days