## Individuals:

## CARS account instructions

## (New account manager)



## 1. Navigate to <u>Michigan.gov/SOSonline</u>.



Q Search our online services



Complete Driver's License and ID Transactions.

- > Renew Michigan Driver's License or ID
- > Change my Address
- > Submit Medical Certification for CDL Drivers
- > Renew/Replace Disability Placard
- > Become an Organ Donor
- > Register to Vote
- > More Online Driver Services

Perform a variety of vehicle transactions.

- > Renew: Vehicle Watercraft Snowmobile
- > Request a Duplicate Registration
- > Order a New Plate
- > Request a Duplicate Title
- > Replace my Tab
- > Renew/Replace Disability Placard
- > Individual Login to Manage Vehicles
- > Business Login to Manage Vehicles
- > More Online Vehicle Sectes

- Find information about a specific vehicle.
- > Abandoned Vehicle Search
- > Check Personalized Plate Availability
- > Search for Liens and Brands
- > Mobile Home Affixture and Detachment Search
- 2. Select the Renew Michigan Driver's License or ID or Individual Login to Manage Vehicles hyperlink. & SAMPLE SAMPL & SAMPL IN SIMPL SUME # SAMPL @ SAMPL Vehicle Searches Driver's License and ID Vehicle Transactions Complete Driver's License and ID Transactions. Find information about a specific vehicle. Perform a variety of vehicle transactions. > Renew Michigan Driver's License or ID > Renew: Vehicle - Watercraft - Snowmobile > Abandoned Vehicle Search > Change my Address > Request a Duplicate Registration > Check Personalized Plate Availability > Submit Medical Certification for CDL Drivers > Order a New Plate > Search for Liens and Brands > Mobile Home Affixture and Detachment Search > Renew/Replace Disability Placard > Request a Duplicate Title > Become an Organ Donor > Replace my Tab > Register to Vote > Renew/Replace Disability Placard > More Online Driver Services > Individual Login to Manage Vehicles > Business Login to Manage Vehicles

> More Online Vehicle Services

- 3. 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 account. Enter your **User ID** and **Password** if you already have a MiLogin account, enter your user ID and password and proceed to step #4.
  - a. There are 8 steps to creating a new MiLogin account.
    - i. Email verification, profile information, 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.

| ARC I | MiLogin   | Help Contact Us News  |
|-------|---|---|
|       |   | Welcome to<br><b>MiLogin</b>  |
|       | Michigan's one stop login   | Secretary of State Online Services is using<br>MiLogin to sign in to your account safely and<br>securely. |
|       | solution $\rightarrow$  | User ID or Email  |
| 3     | MiLogin connects you to all State of Michigan services through one single user ID. Whether you<br>want to renew your driver's license, file for unemployment, view your state tax return status, or apply<br>for health benefits, you can use your MiLogin user ID to log in to Michigan government services. | Forgot your password?   |
|       | Contact the Secretary of State Online Services Help Desk $ >$   | Log In  |
|       |   | Create an Account   |

4. Select the checkbox to agree to the **Terms and Conditions**, then select the **Launch Services** button.



- 5. Enter the following information:
  - a. First and Last Name
  - b. Driver's License or State Identification Number
  - c. Date of Birth
  - d. Last Four of SSN. If you do not have an SSN, you do not need to fill out the SSN field.
  - e. Answer the question "Do you have the issuance date of your ID?".
    - i. If you say yes, you will be required to enter the most recent issue date of your driver's license or State ID.
    - ii. If you say no, you will be unable to complete any change of address transactions.
  - f. Before continuing you must select the checkbox for "I Agree to the Access Terms & Conditions". Select the Confirm button.

| Username:                               | Jsername:     |   |  |  |  |
|---|---------------|---|--|--|--|
| First Name                              | Last Name *   | Last Four of SSN - What if I don't have an SSN?                   |  |  |  |
| Required                                | Required      |   |  |  |  |
| ID Number - Where do I find this? *     | Date of Birth | Do you have the issuance date of your ID? - Where do I find this? |  |  |  |
| Required                                | Required      | Yes No  |  |  |  |
| ID Issue Date - Where do I find this? * |               | K   |  |  |  |
| Required                                |               |   |  |  |  |
| I Agree to the Access Terms & C         | Conditions    | •   |  |  |  |
| se confirm you are not a robot          |               |   |  |  |  |
| se commi you are not a robot.           |               |   |  |  |  |
|   |               |   |  |  |  |
|   |               |   |  |  |  |

Cancel Confirm

6. **Congratulations**! You have reached your CARS e-Services account "springboard." This is where you will view and manage your accounts associated with the Michigan Department of State. Always remember to log off when you are finished.

| Summary | Action Center <sup>①</sup> | Settings | More |                              |   |
|---------|----------------------------|----------|------|------------------------------|---|
| Filter  |                            |          |      |                              |   |
|         |                            |          |      | Querrate l'inner             | Renew Driver's License                                  |
|         |                            |          |      | This ID is REAL ID Compliant | Replace Driver's License                                |
|         |                            |          |      | Expiration                   | > Change My Address                                     |
|         |                            |          |      |                              | Request Driving Record                                  |
|         |                            |          |      | Credential Status<br>Valid   | > More  |
|         |                            |          |      | Additional Actions           | Renew Multiple Vehicles                                 |
|         |                            |          |      | •                            | Renew a Vehicle Not In My List View Transaction History |
|         |                            |          |      | •                            | View Appointments                                       |