

Disability Placard:

CARS account instructions

(New user)



1. Navigate to Michigan.gov/SOSonline.

The screenshot shows the Michigan Department of State SOSonline homepage. At the top, there is a teal header with the Michigan Department of State logo and navigation links: SOS Home, MI.gov, FAQs, and Contact Us. Below the header is a large banner image of a Michigan coastline. Underneath the banner are three teal buttons: "Schedule A Visit", "Manage A Visit", and "Individual Login". Below these buttons is a search bar with the text "Search our online services". The main content area is divided into three columns. The first column is titled "Driver's License and ID" and lists services like "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", and "More Online Driver Services". The second column is titled "Vehicle Transactions" and lists services like "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", and "More Online Vehicle Services". The third column is titled "Vehicle Searches" and lists services like "Abandoned Vehicle Search", "Check Personalized Plate Availability", "Search for Liens and Brands", and "Mobile Home Affixture and Detachment Search".

2. Select **Business Login to Manage Vehicles** hyperlink.

The screenshot shows the Michigan Department of State SOSonline Business Services section. It features three columns. The first column is titled "Business Services" and lists services like "BAIID Manufacturers", "Dealer Services", "Driver Education and Testing Businesses", "Lienholder and Provider Services", "Repair Facility Services", and "Business Login to Manage Vehicles". A red arrow points to the "Business Login to Manage Vehicles" link. The second column is titled "Additional Services" and lists services like "Custodian Services", "EFT Management & Miscellaneous", "Fleet Services", "Record Sales Services", "Mechanic Services", and "Salvage Vehicle Inspector". The third column is titled "Law Enforcement" and lists services like "Replace a Bill of Sale (TR-52L)" and "Request Certificate of Scrapping (TR-208)".

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 for Business account. Enter your **User ID** and **Password** if you already have a MiLogin for Business account (proceed to step #4).
 - 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.

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

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

6. Enter your **FEIN** and the business **ZIP code**.

7. 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 >

8. If all of the information is correct, select the **Submit** button.

< Account Access Options

Add Account Access

Access

Authorization Code
Account Info
Account Info
Email
Summary

Username :
Action : Adding Account Access
Account Type :
E-Mail Address : testemail@testemail.com

Cancel

< Previous

Submit

9. **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.

Request Additional Access

[Request Code](#)

[Add Account Access](#)

Request an Authorization Code

Use an Authorization Code to Add Account Access

Welcome, John Doe

[Manage My Profile](#)

[Summary](#) [Action Center](#) [Settings](#) [More...](#)

Filter

Organization Disability Placard

- > [Manage Disability Placards](#)
- > [Change Disability Placard Address](#)
- > [Add User Access](#)
- > [Modify User Access](#)