

Michigan Professional Licensure User System (MiPLUS)

How to Register for an Account in MiPLUS

Updated July 2019

Important Notes for Using MiPLUS

- We recommend using Internet Explorer to register your account.
- You must use a desktop or laptop computer to complete the registration process. You will NOT be able to register or renew using a mobile device (smartphone, iPad, etc.).



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Getting Started

- Proceed to the MiPLUS website at: www.michigan.gov/miplus. If you have never opened a MiPLUS account, select **Register for an Account**.
- Scroll down and click “Register Your Account Now” located under the Register With MiPLUS title and instruction video.

MI OFFICE FOR NEW Americans
Professional Licensing
MI Public Service Commission
Services for Blind Persons
Workers' Compensation

Register With MiPLUS

Follow the instructions in the video below to register your account with MiPLUS.



Register Your Account Now

Apply For Your First License

This video will walk you through how to apply for your first license with MiPLUS.



Get Your First License

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How to register for an account in MiPLUS

- On the next page, in the blue box, click on “New Users: Register for an Account

NOTE: If you would like to Renew your license follow these instructions:

- You must use a desktop or laptop computer to complete the registration and renewal process.
- Login to MiPLUS.
- Click on the “Licenses” tab.
- Find your License Number under the “Record Number” column. Click on the “Renew License” link located under the “Action” column.

Home

Licenses

Enforcement

Advanced Search

User Name or E-mail:

Password:

☐ Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

Please Login

Many online services offered by MiPLUS require login for security reasons. If you are an existing user, please enter your user name and password in the box above.

New Users

If you are a new user, you may register for a MiPLUS account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, paying fees, checking on the status of pending activities, and more.

What would you like to do today?

To get started, select one of the services listed below:

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Register and Accept Disclaimer

- Read the **General Disclaimer** first, then check the box next to **“I have read and accepted the above terms.”** Select **Continue Registration**.

The screenshot shows the LABA (Licensing and Regulatory Affairs) website's Account Registration page. The top navigation bar includes links for Home, Search, New, Request, and Help. The main navigation menu has tabs for Home, Licenses, Enforcement, Dashboard, My Records, My Account, and Search. The 'Search' tab is active, showing a search bar and a dropdown menu with options like 'Search for a Licensee' and 'Search Records/Applications'. The 'Account Registration' section is highlighted, indicating the user is in the process of creating an account. The page prompts the user to provide information and lists steps: 'Choose a user name and password' and 'Contact Information'. A 'General Disclaimer' is displayed, stating that the Agency's information is accurate and timely, and that users agree to the terms of use. Below the disclaimer, there is a checkbox labeled 'I have read and accepted the above terms.' which is checked. A red arrow points to this checkbox. To the right of the checkbox is a blue button labeled 'Continue Registration >'. Another red arrow points to this button. The bottom of the page features the LABA logo and the tagline 'CUSTOMER DRIVEN. BUSINESS MINDED.'



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Create User Name and Password

Under **Login Information**, fill in
***ALL** required lines before
proceeding. Under **Contact**
Information, select **Add New**.

Login Information

Enter your User Name and Password. You must also enter a unique email address.

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Enter Security Question:

* Answer:

Contact Information

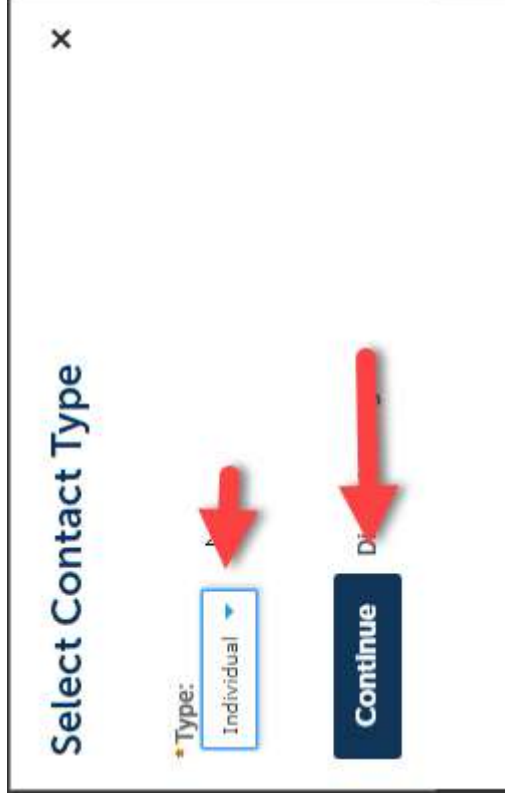
Please select whether you are registering as an individual or as an organization (business) and enter your contact information.

Add New

Continue Registration »

Select Contact Type

A box will appear. Under **Contact Type**, select **Individual**. Then select **Continue**.



×

Select Contact Type

Type: Individual

Continue

Contact Information

Enter **ALL** of your **Contact Information** in the boxes provided, including **SSN**. *If you are a current licensee enter the name exactly as it appears on your current license*. If you do not have a SSN, please complete a Social Security Number Affidavit for Licensure and upload to your documents found later in this presentation. Select preferred Channel as **Email**. Click on **Add Contact Address**.

The screenshot shows a web form titled "Contact Information" with a close button (X) in the top right corner. The form contains several input fields and a table at the bottom.

Contact Information

- First:
- Middle:
- Last:
- Suffix:
- Social Security Number:
- Birth Date:
- Primary Phone:
- Primary Extension:
- Secondary Phone:
- Secondary Extension:
- E-mail:
- Preferred Channel:

Add Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

Showing 0-0 of 0

Action	Address Type	Address	Status	Start Date	End Date
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Contact Information

A new window will appear. First enter the **Start Date**-today's date (mm/dd/yy), skip **End Date**, and type in the complete **Contact Address** (*city, state, zip, country*). Then, select **Save and Close**, or **Save and Add Another** address.

The screenshot shows a web application window titled "Contact Information". Inside, there is a section titled "Contact Address Information". The form contains the following fields and controls:

- Address Type:** A dropdown menu with "Mailing" selected.
- Start Date:** A date input field with a calendar icon. A red arrow points to this field.
- End Date:** A date input field with a calendar icon.
- Country/Region:** A dropdown menu with "United States" selected.
- Address Line 1:** A text input field.
- Address Line 2:** A text input field.
- Address Line 3:** A text input field.
- City:** A text input field.
- State:** A dropdown menu with "--Select--" selected.
- ZIP Code:** A text input field.

At the bottom right of the form, there are three buttons: "Save and Close", "Save and Add Another", and "Clear". Above the "Clear" button is the text "Discard Changes".

Contact Information

▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

✔ Contact address added successfully.

Showing 1-1 of 1

Action	Address Type	Address	Status	Start Date	End Date
Actions ▼	Mailing	1000 Ottawa St.	Active	10/24/2018	

Continue

Clear

Discard Changes

The address will now appear under the Contact Address box. Click **Continue**.

☐ I confirm the displayed contact as my own identity.

Confirm

Back

Check the box to confirm the information, click **confirm** and then **Continue Registration**.



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Your Account Has Been Created

Afterward, you should see a green banner confirming, “**Your account has been created successfully. You may now login.**” An automated message will be forwarded to your email confirming account registration. Please select **Home** , in the top left corner, then log in with the username/email, and password you created.

Home

Licenses

Enforcement

Advanced Search

Your account has been created successfully. You may now login.

Your account has been successfully created. Congratulations. You have successfully created an account with the Agency.

Account Information

User Name: girini11

E-mail: abcdefg@dogmail.com

Password: *****

Security Question: favorite food

Contact Information

Jane Jones
abcdefg@dogmail.com

Primary Phone: 0000000000

Secondary Phone:

Secondary Extension:

Primary Extension:

Preferred Method of Contact: Email

Contact Address List

▼ Contact Addresses

Showing 1-1 of 1

Action	Address Type	Address	Status	Start Date	End Date
	Mailing	1000 Main St	Active	10/25/2018	

LARA

LICENSING AND REGULATORY AFFAIRS

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Questions?

Email: BPLHelp@Michigan.gov

Phone: 517-241-0199

Additional information available at www.michigan.gov/miplus



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