

**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.).



CUSTOMER DRIVEN. BUSINESS MINDED.

## Getting Started

- Proceed to the MiPLUS website at: [www.michigan.gov/miplus](http://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.



### 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.



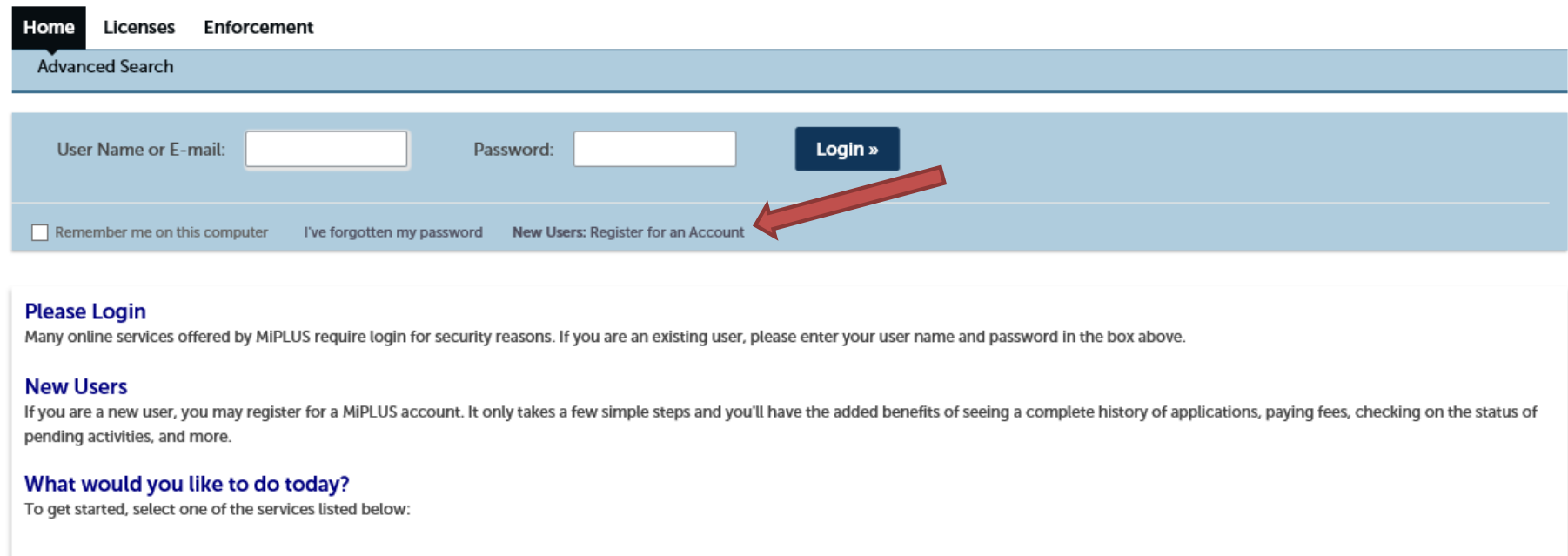
[Get Your First License](#)

## 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.



The screenshot shows the MiPLUS user interface. At the top, there are navigation tabs: Home, Licenses, and Enforcement. Below these is a blue header bar with 'Advanced Search'. The main login area contains two input fields: 'User Name or E-mail:' and 'Password:', followed by a 'Login »' button. Below the input fields, there are three links: 'Remember me on this computer' (with an unchecked checkbox), 'I've forgotten my password', and 'New Users: Register for an Account'. A red arrow points to the 'New Users: Register for an Account' link. Below the login area, there is a white box with the following text:

**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:

## 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 LARA website's registration process. At the top, there is a navigation bar with links for Home, Search, New, Request, and Help. Below this is a secondary navigation bar with Home, Licenses, and Enforcement. The main content area is titled 'Account Registration' and includes a search bar for licenses and records. The 'General Disclaimer' section is highlighted with a red arrow, and the checkbox for 'I have read and accepted the above terms.' is also highlighted with a red arrow. The 'Continue Registration' button is highlighted with a red arrow.

Home Licenses Enforcement

Dashboard My Records My Account Advanced Search

Advanced Search menu, press tab to expand

Search for a Licensee

Search Records/Applications

**Account Registration**

You will be asked to provide the following information to:

- Choose a user name and password
- Contact Information

Please review and accept the terms below to proceed.

**General Disclaimer**

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

All trademarks, service marks and copyrighted information contained in or on this website are the property of their respective owners.

I have read and accepted the above terms.

**Continue Registration >**

## 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 »**

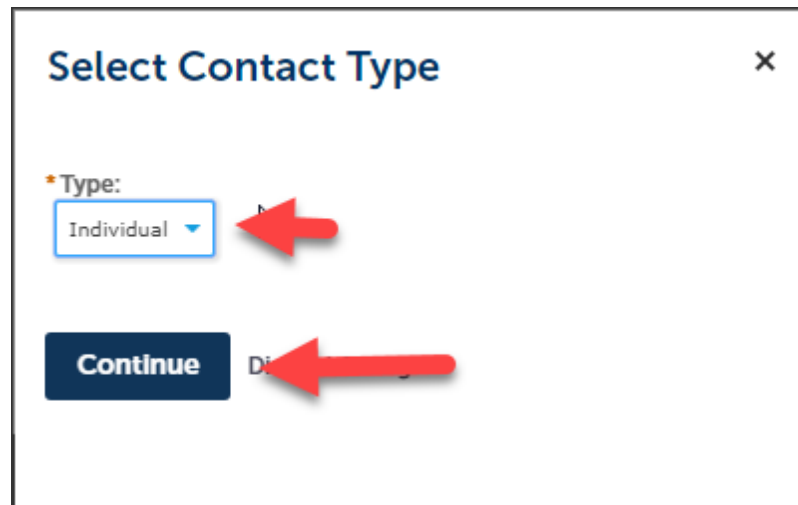


CUSTOMER DRIVEN. BUSINESS MINDED.

## 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**.

### Contact Information

\*First:  Middle:  \*Last:  Suffix:

Social Security Number:  \*Birth Date:

\*Primary Phone:  Primary Extension:

Secondary Phone:  Secondary Extension:

\*E-mail:  \*Preferred Channel:

▼ Contact Addresses

[Add Contact Address](#)

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

Showing 0-0 of 0

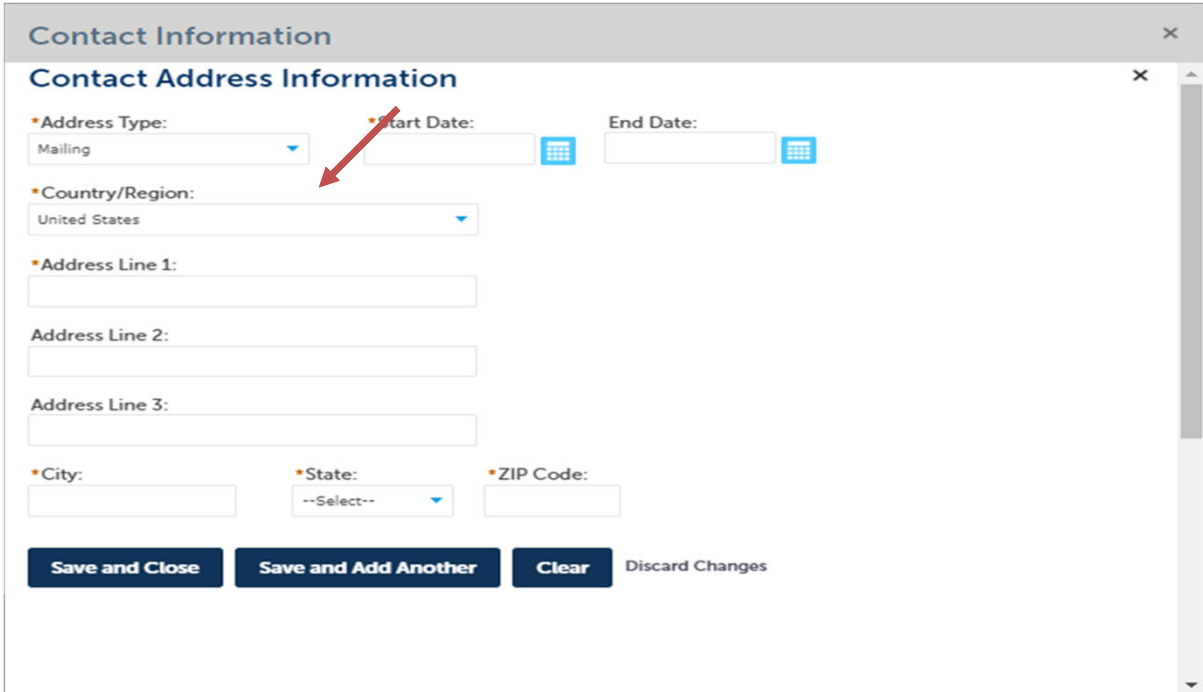
Action	Address Type	Address	Status	Start Date	End Date
--------	--------------	---------	--------	------------	----------



## 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" with a close button (X) in the top right corner. Below the title bar is a sub-section titled "Contact Address Information" with its own close button (X) and a scroll bar on the right. The form contains the following fields and controls:

- Address Type:** A dropdown menu with "Mailing" selected.
- Start Date:** A text input field with a calendar icon to its right. A red arrow points to this field.
- End Date:** A text input field with a calendar icon to its right.
- 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 of the form are three buttons: "Save and Close", "Save and Add Another", and "Clear". To the right of the "Clear" button is the text "Discard Changes".



CUSTOMER DRIVEN. BUSINESS MINDED.

## 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**.



CUSTOMER DRIVEN. BUSINESS MINDED.


# 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

Rectangular Snip

 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: girlnik1  
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	



## Questions?

---

Email: [BPLHelp@Michigan.gov](mailto:BPLHelp@Michigan.gov)

Phone: 517-241-0199

Additional information available at [www.michigan.gov/miplus](http://www.michigan.gov/miplus)



CUSTOMER DRIVEN. BUSINESS MINDED.