LARA
LICENSING AND REGULATORY AFFAIRS

BUREAU OF PROFESSIONAL LICENSING

Michigan Professional Licensure User System
(MiPLUS)

How to Apply for a Real Estate Salesperson License in MiPLUS

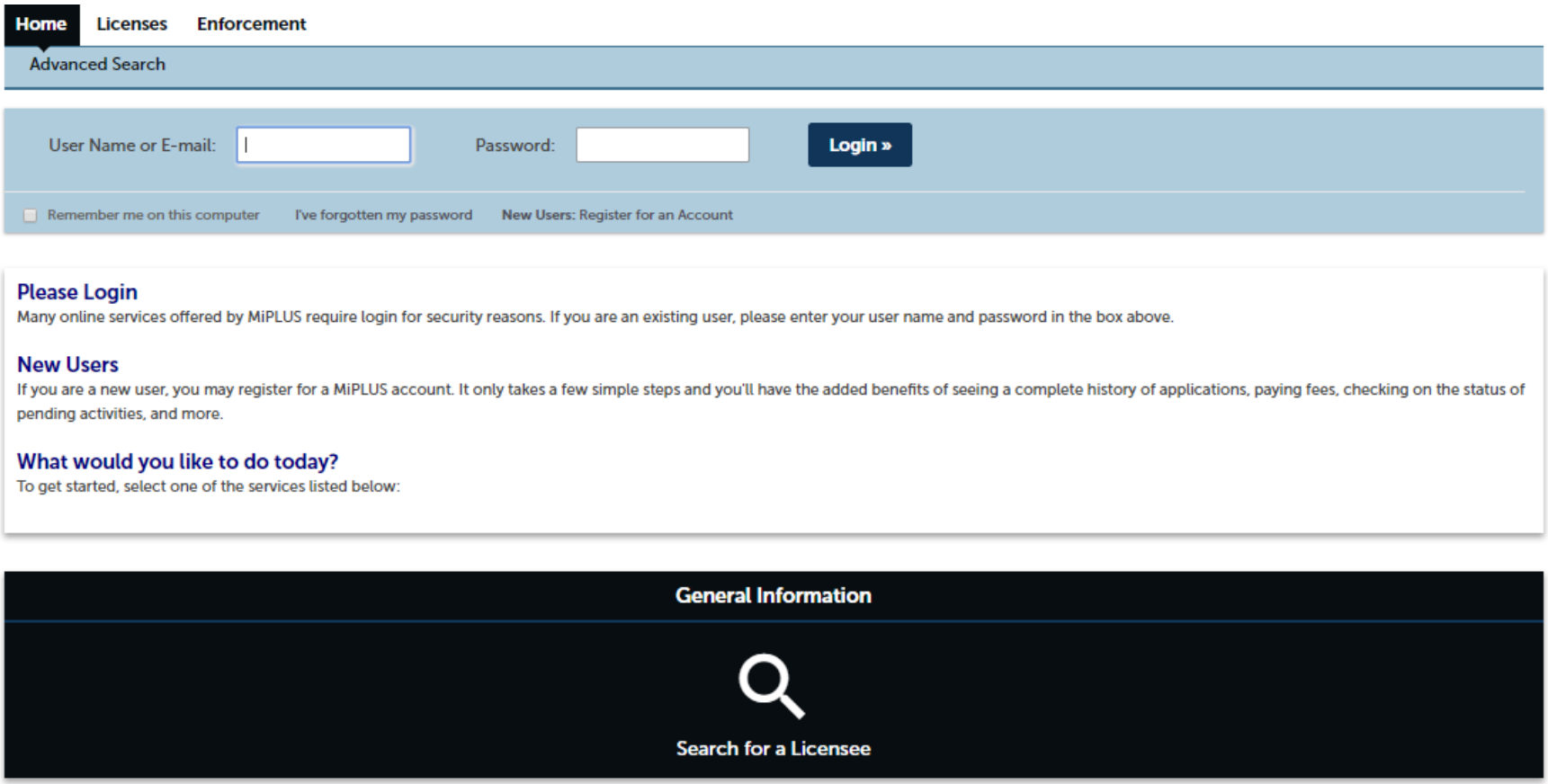
August 2020

LARA
LICENSING AND REGULATORY AFFAIRS

BUREAU OF PROFESSIONAL LICENSING

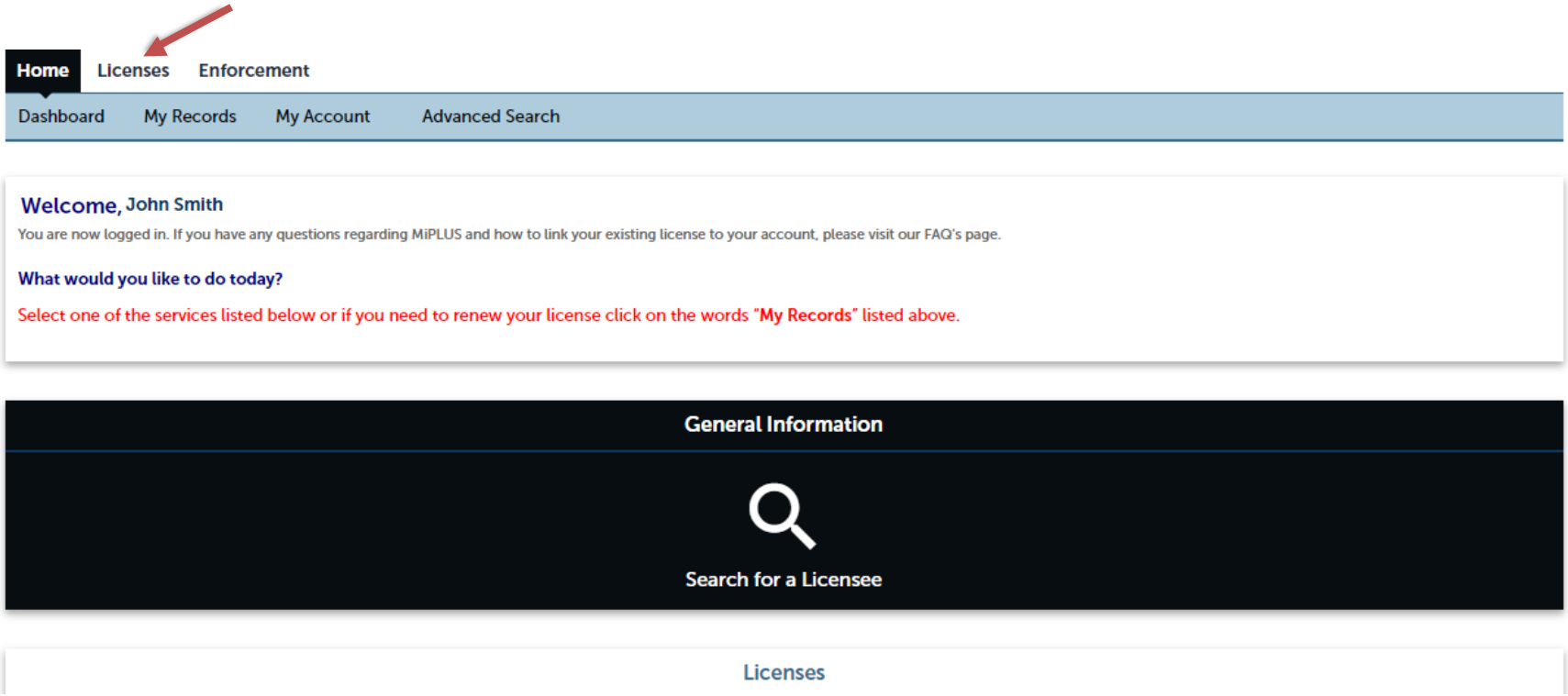
Apply for a Real Estate Salesperson License in MiPLUS

Proceed to the MiPLUS website at: www.michigan.gov/miplus. Please use the username/email, and password you created.



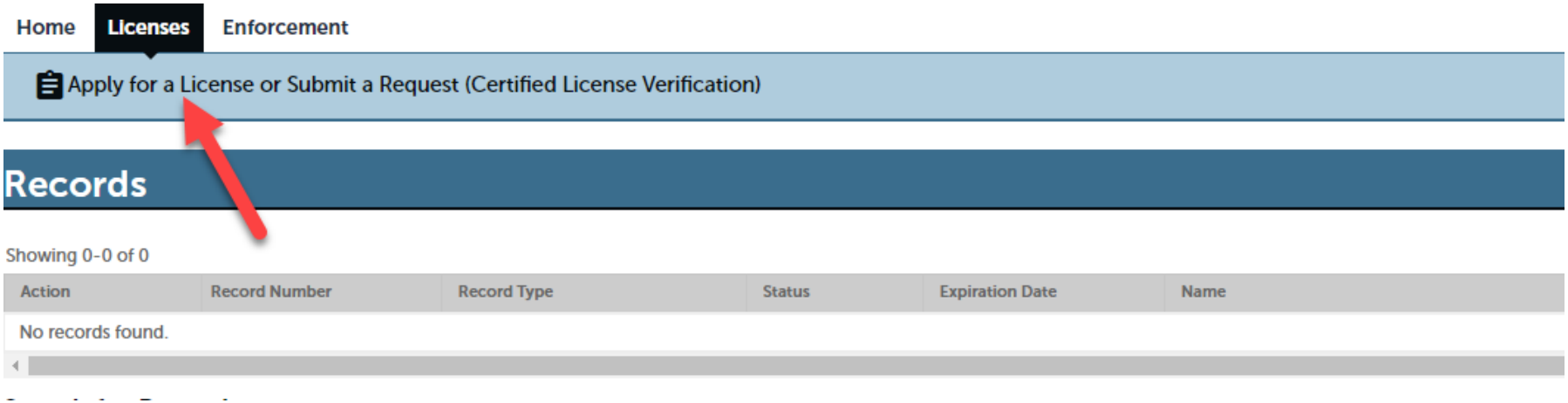
Apply for a Real Estate Salesperson License in MiPLUS Pt 2

Above the welcome message, select the **Licenses** tab.



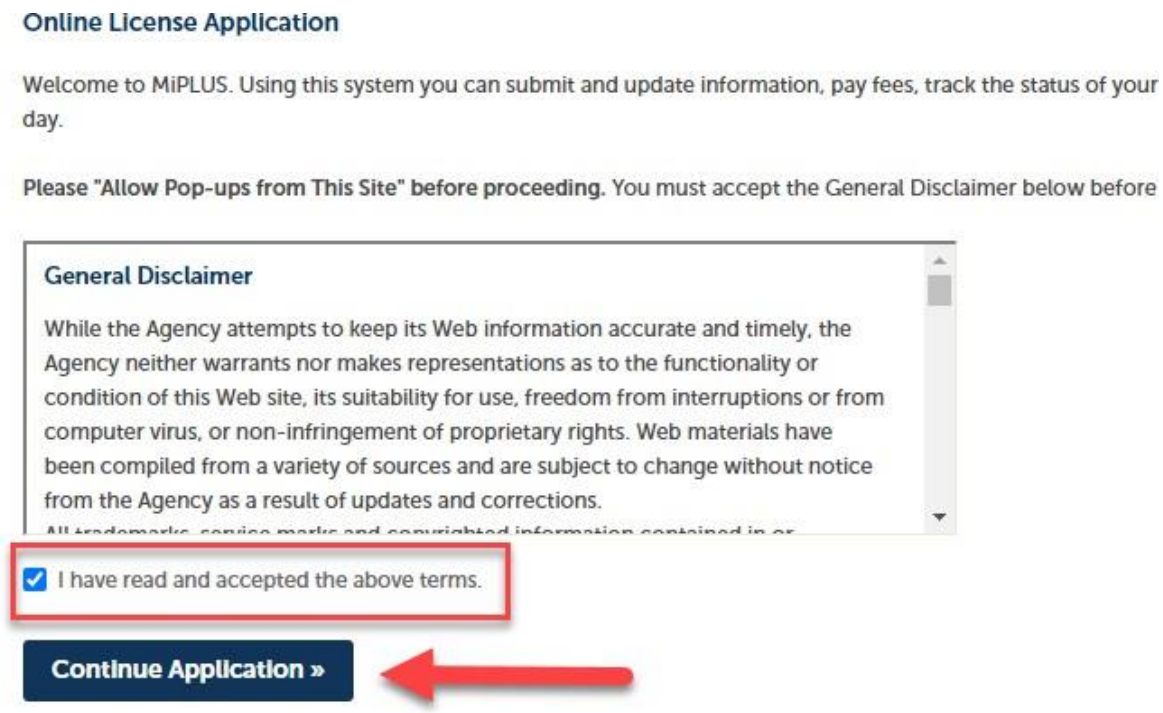
Apply for a Real Estate Salesperson License in MiPLUS Pt 3

Select **Apply for a License or Submit a Request**.



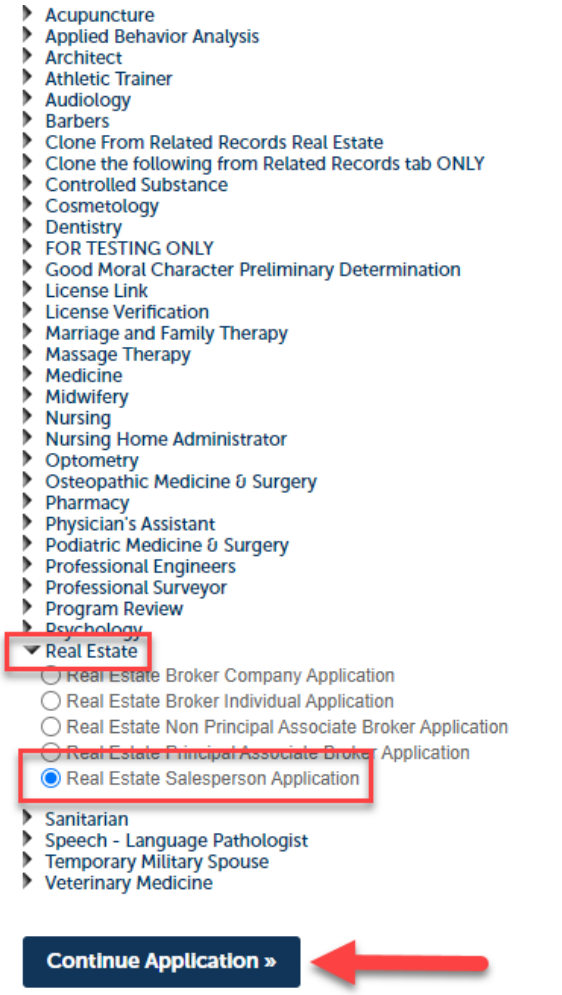
Apply for a Real Estate Salesperson License in MiPLUS Pt 4

Read the **General Disclaimer**, then check the box next to **"I have read and accepted the above terms."** Select **Continue Application**.



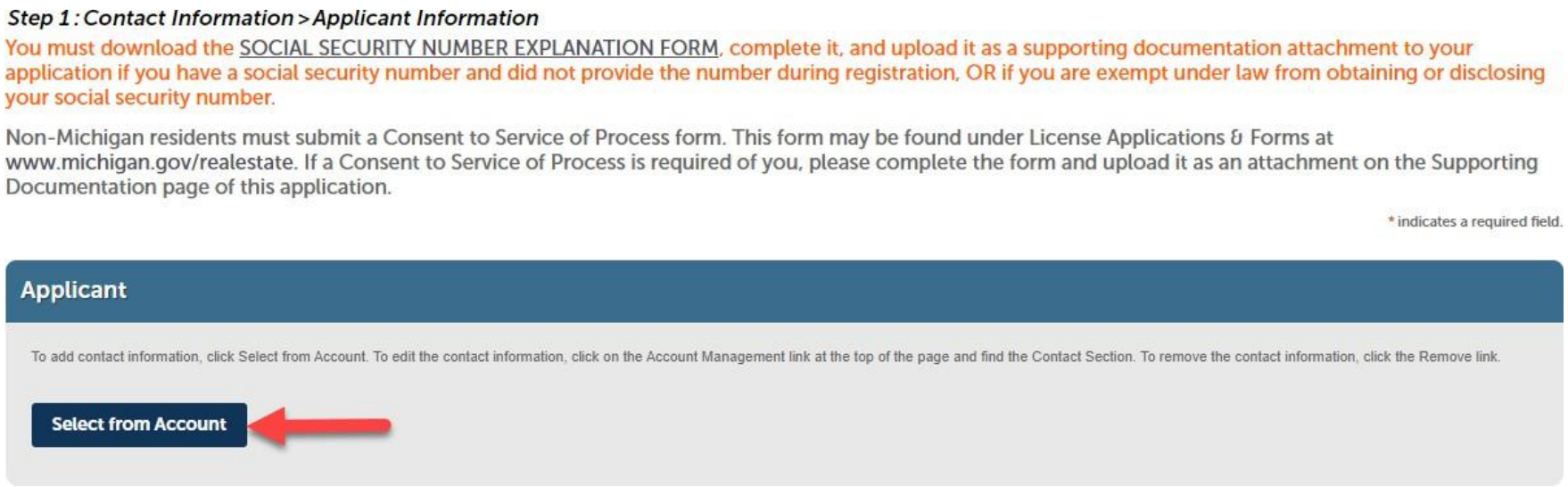
Apply for a Real Estate Salesperson License in MiPLUS Pt 5

Select **Real Estate** and then click **Real Estate Salesperson** from the list of License or Request Types. Select **Continue Application**.



Apply for a Real Estate Salesperson License in MiPLUS Pt 6

Click **Select from Account** to add your contact information to your license application record.

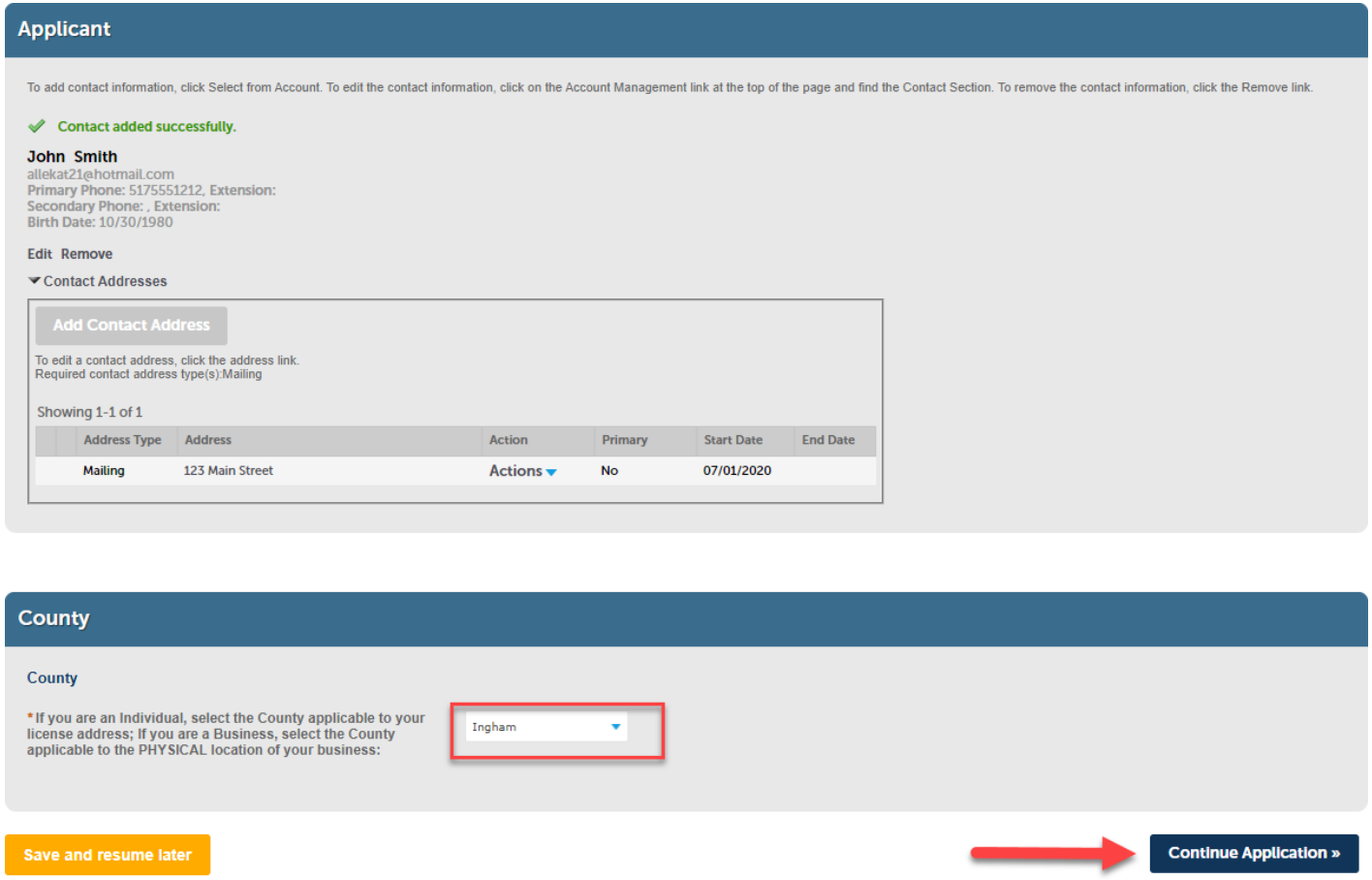


Apply for a Real Estate Salesperson License in MiPLUS Pt 7

You will see your contact address from your previously created account. Select **Continue**.

Apply for a Real Estate Salesperson License in MiPLUS Pt 8

Use the drop-down list to select the **County** applicable to your license address. Select **Continue Application**.

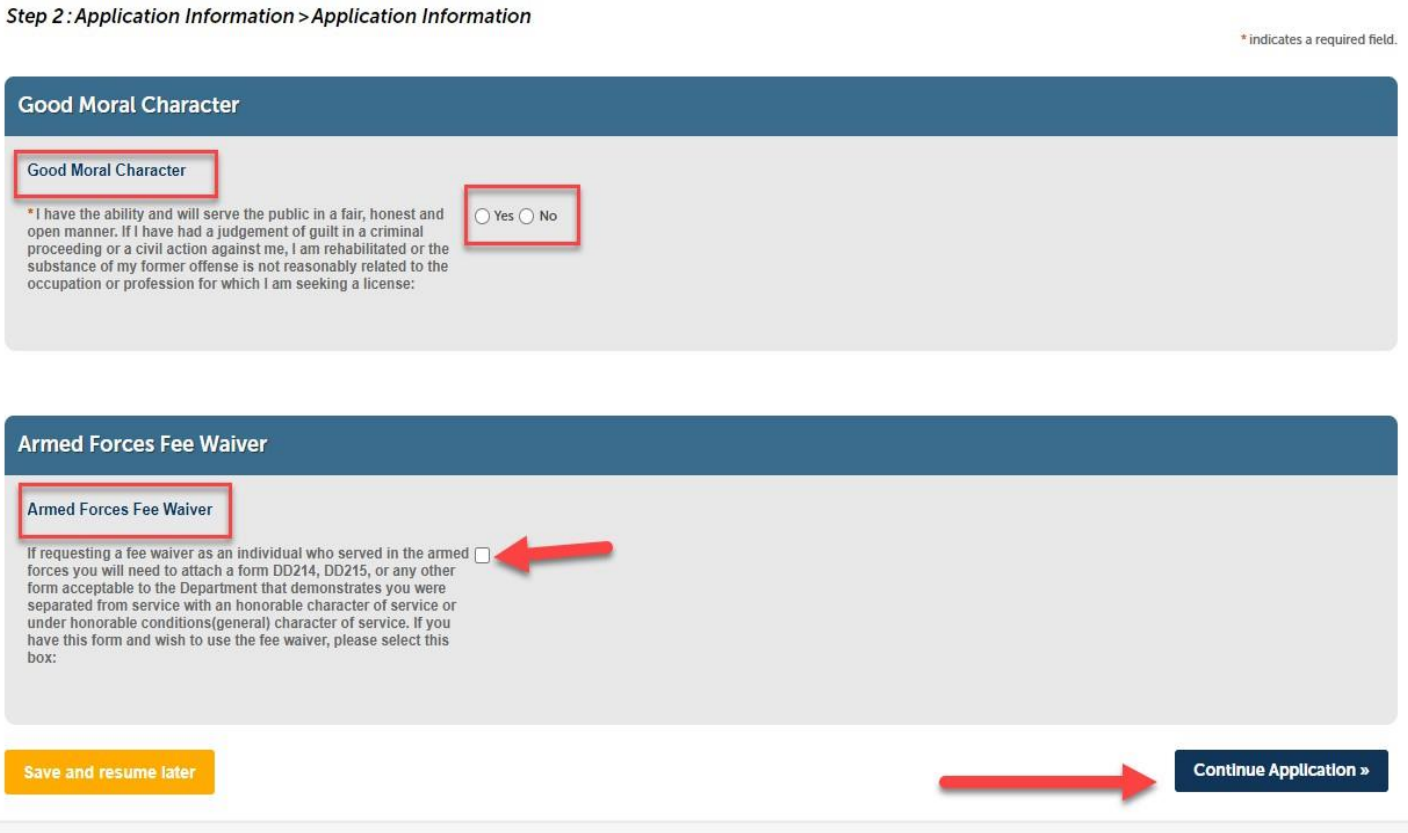


Apply for a Real Estate Salesperson License in MiPLUS Pt 9

Good Moral Character: Read the Good Moral Character statement and select appropriate answer.

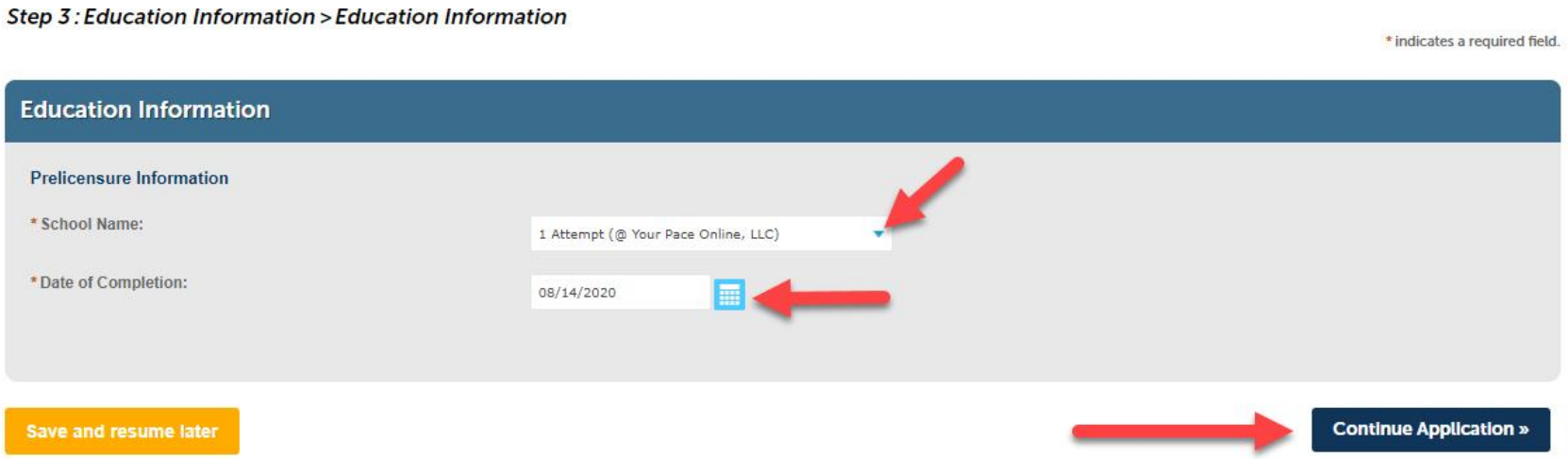
Armed Forces Fee Waiver: If requesting a fee waiver as an individual who served in the armed forces, check the box under **Armed Forces Fee Waiver.**

Select **Continue Application.**



Apply for a Real Estate Salesperson License in MiPLUS Pt 10

Use the drop-down list to select the name of the **Prelicensure School** attended and enter the **Date of Completion**. Select **Continue Application**.



Apply for a Real Estate Salesperson License in MiPLUS Pt 11

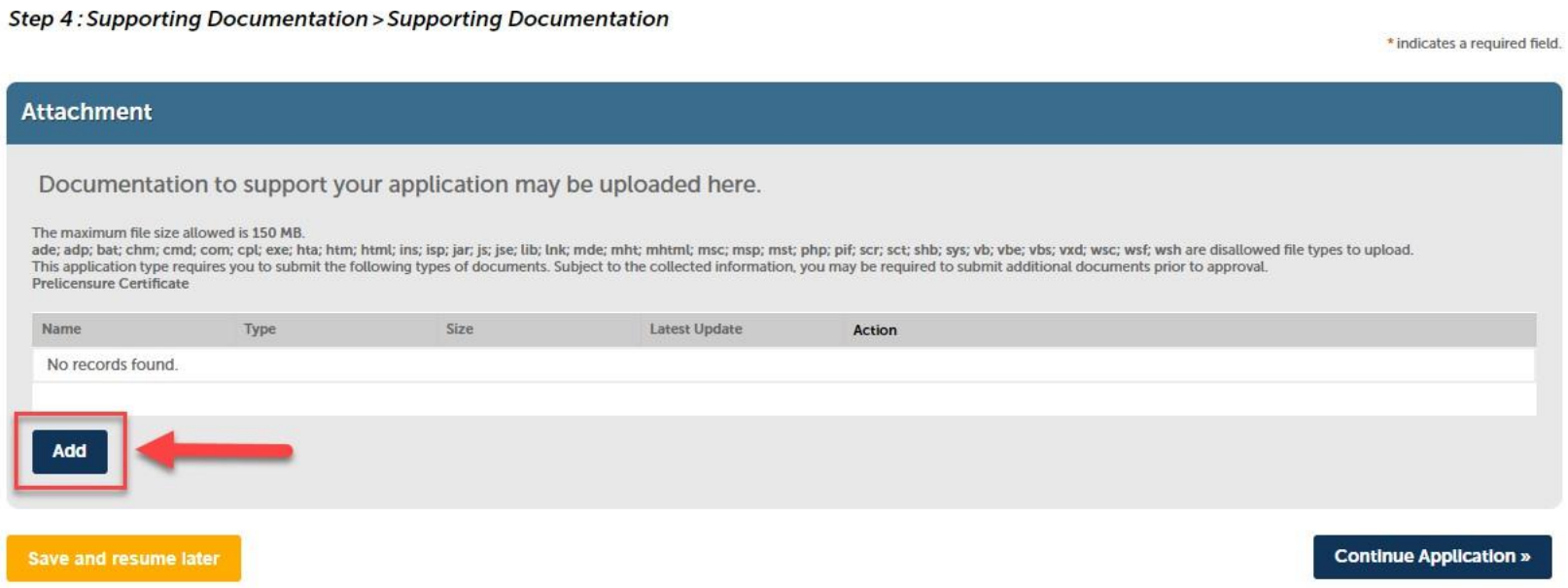
Select **Add** to upload documentation to support your application such as:

Prelicensure course completion certification (required for **ALL APPLICANTS**)

Consent to Service of Process (required for non-Michigan residents)

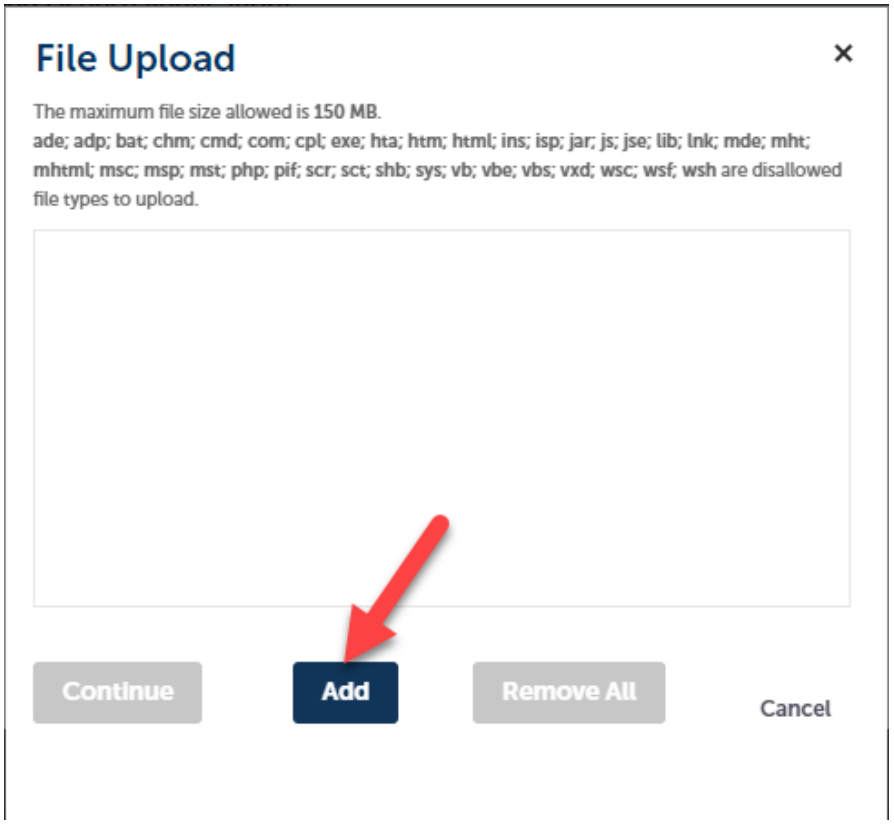
Social Security Affidavit (required for applicants that do not have a U.S. Social Security Number)

DD214 or DD215 (required for applicants requesting the Armed Forces Fee Waiver)



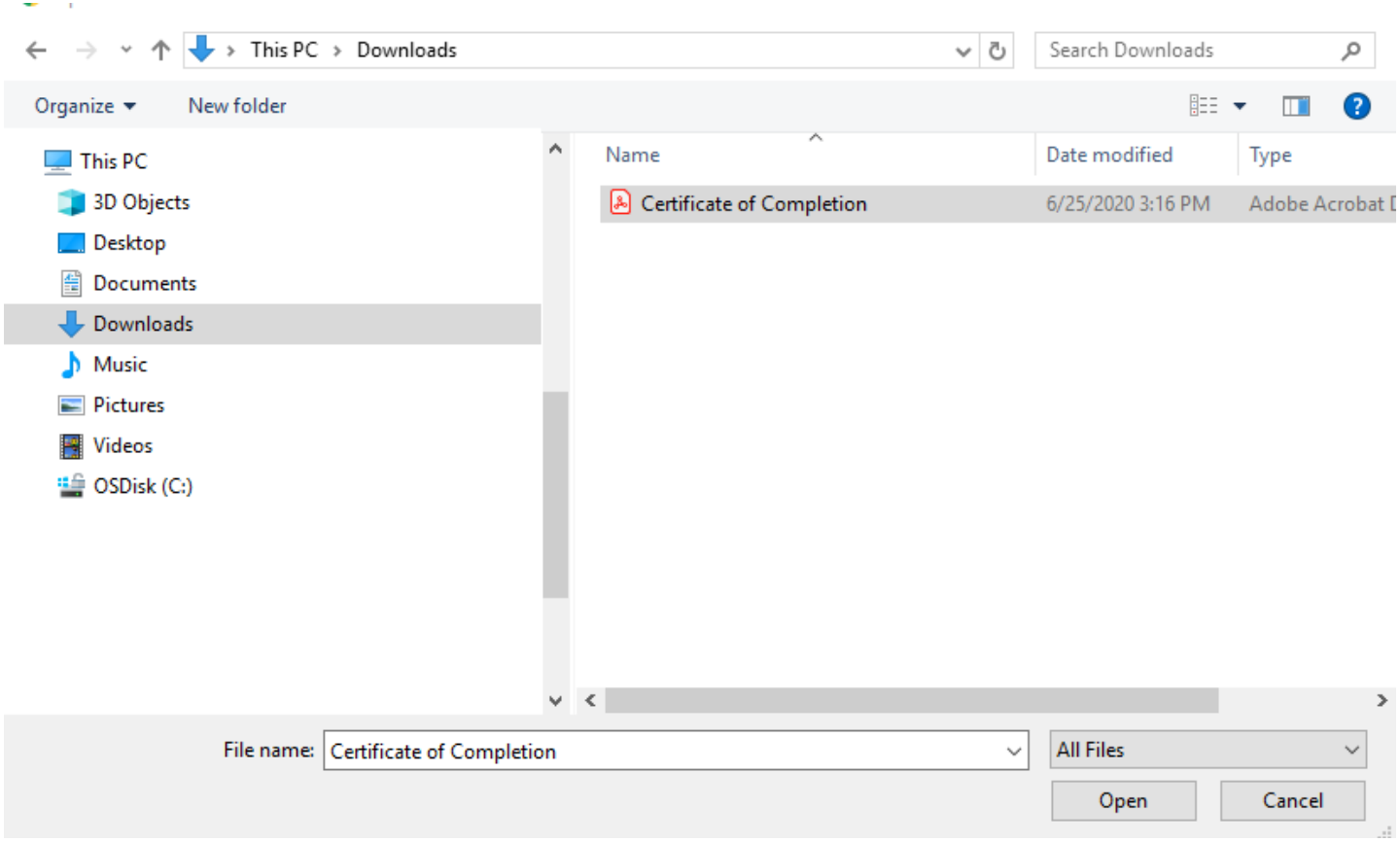
Apply for a Real Estate Salesperson License in MiPLUS Pt 12

Select **Add** in the **File Upload** box.



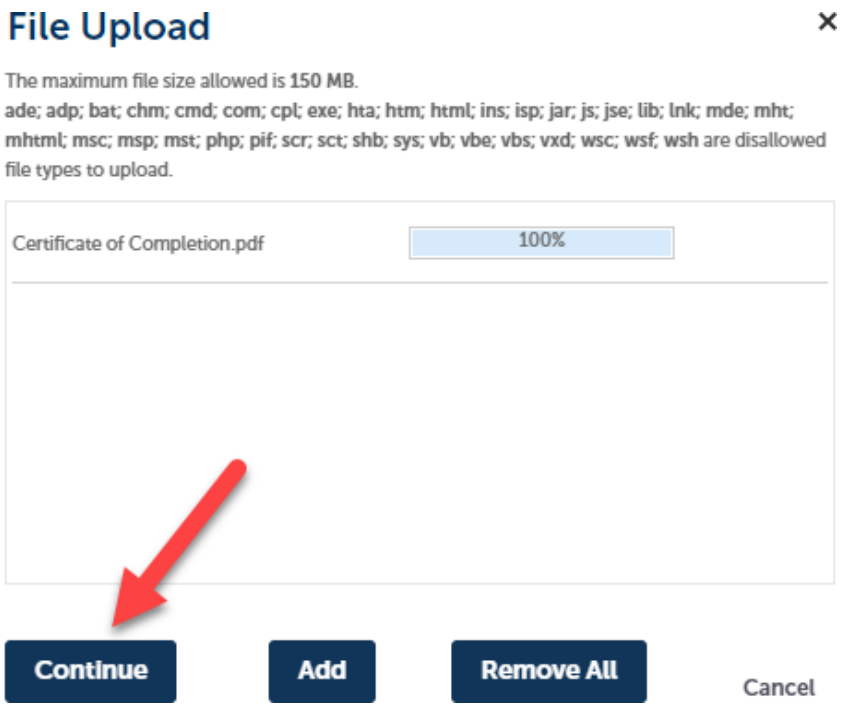
Apply for a Real Estate Salesperson License in MiPLUS Pt 13

Navigate to your document(s) where saved on your personal device. **PLEASE NOTE:** Example below may be different from your computer or electronic device.



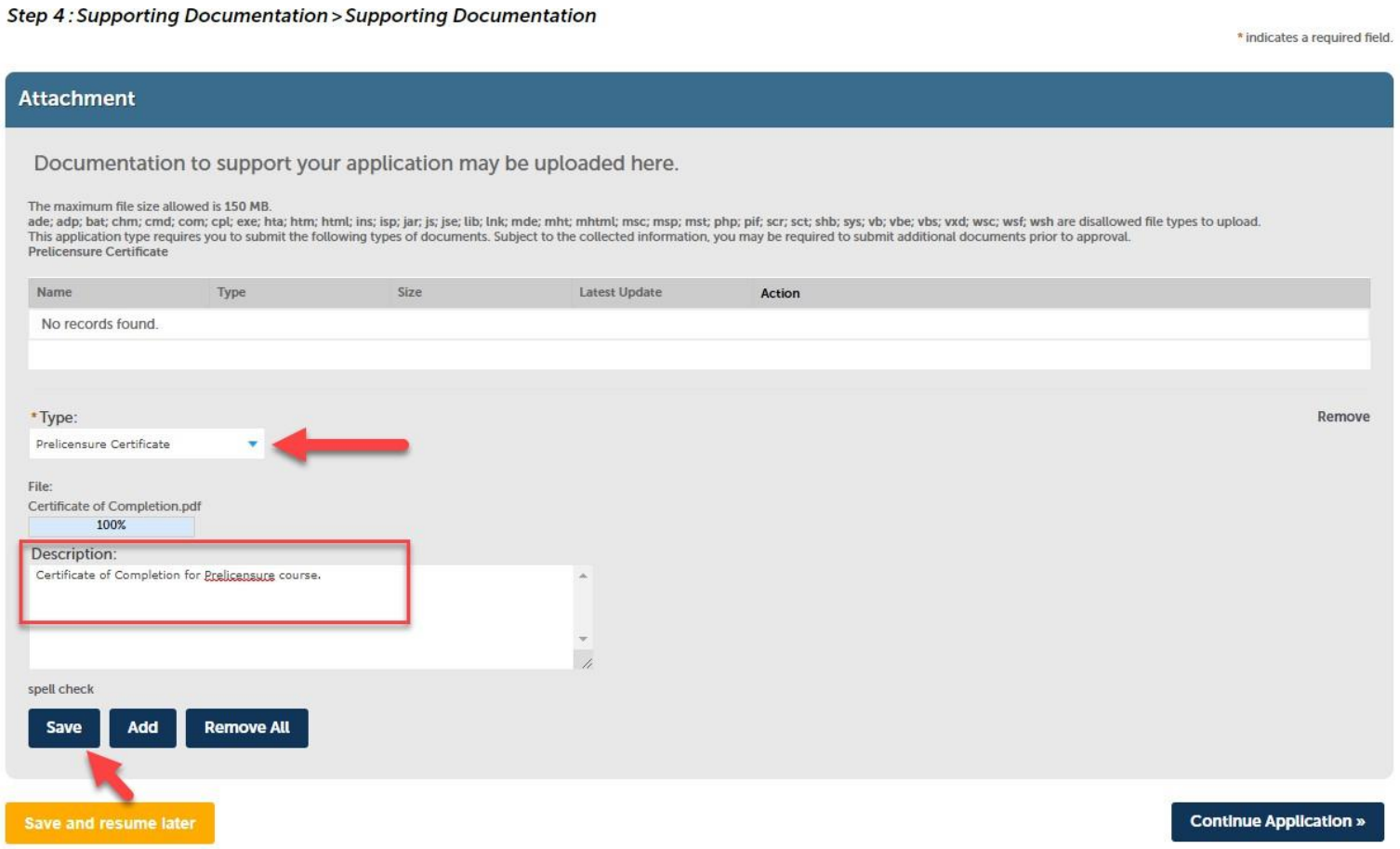
Apply for a Real Estate Salesperson License in MiPLUS Pt 14

After adding the supporting document(s), click **Continue** to complete the file upload.



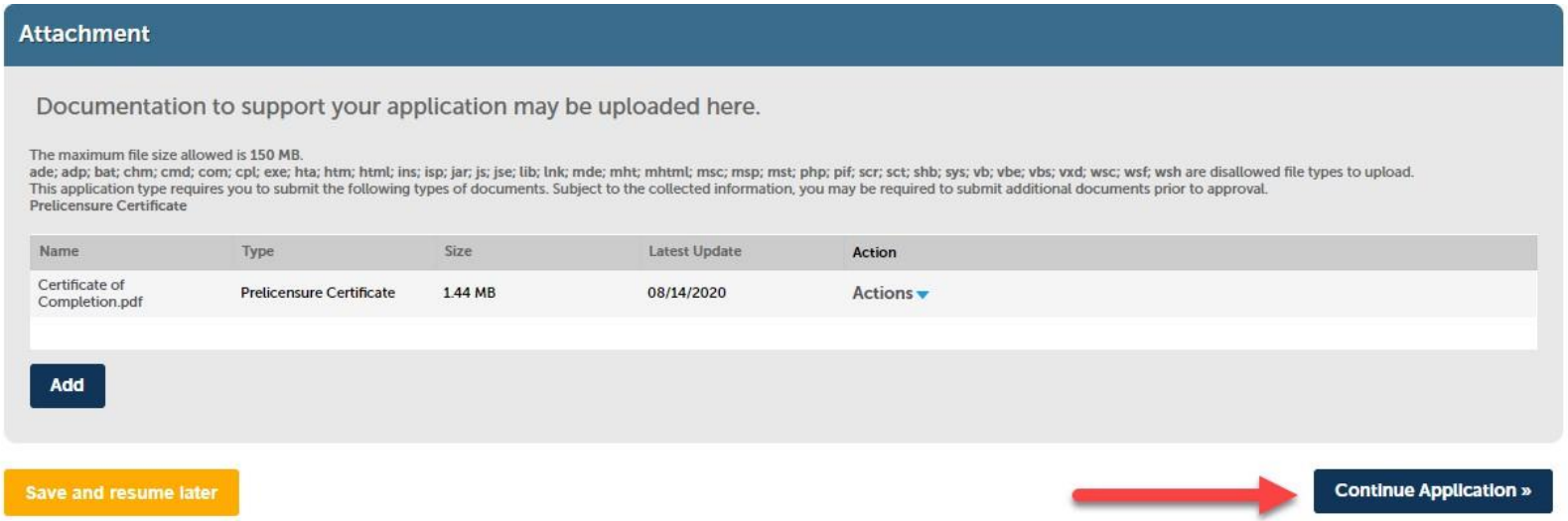
Apply for a Real Estate Salesperson License in MiPLUS Pt 15

Click the drop-down list to select the **Type** of document attached, enter a **Description** as applicable and click **Save**.



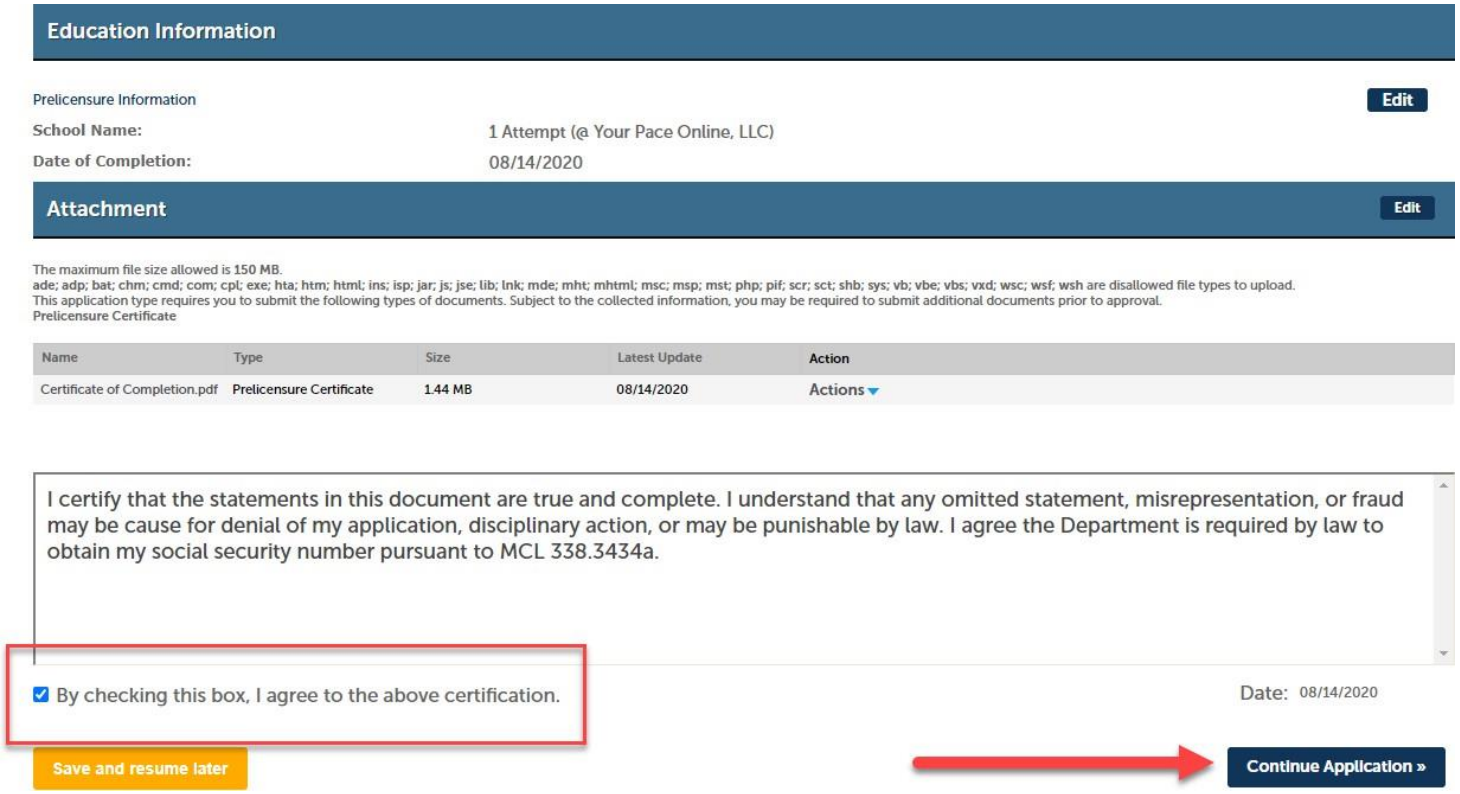
Apply for a Real Estate Salesperson License in MiPLUS Pt 16

After you have successfully added your supporting documentation. Select **Continue Application**.



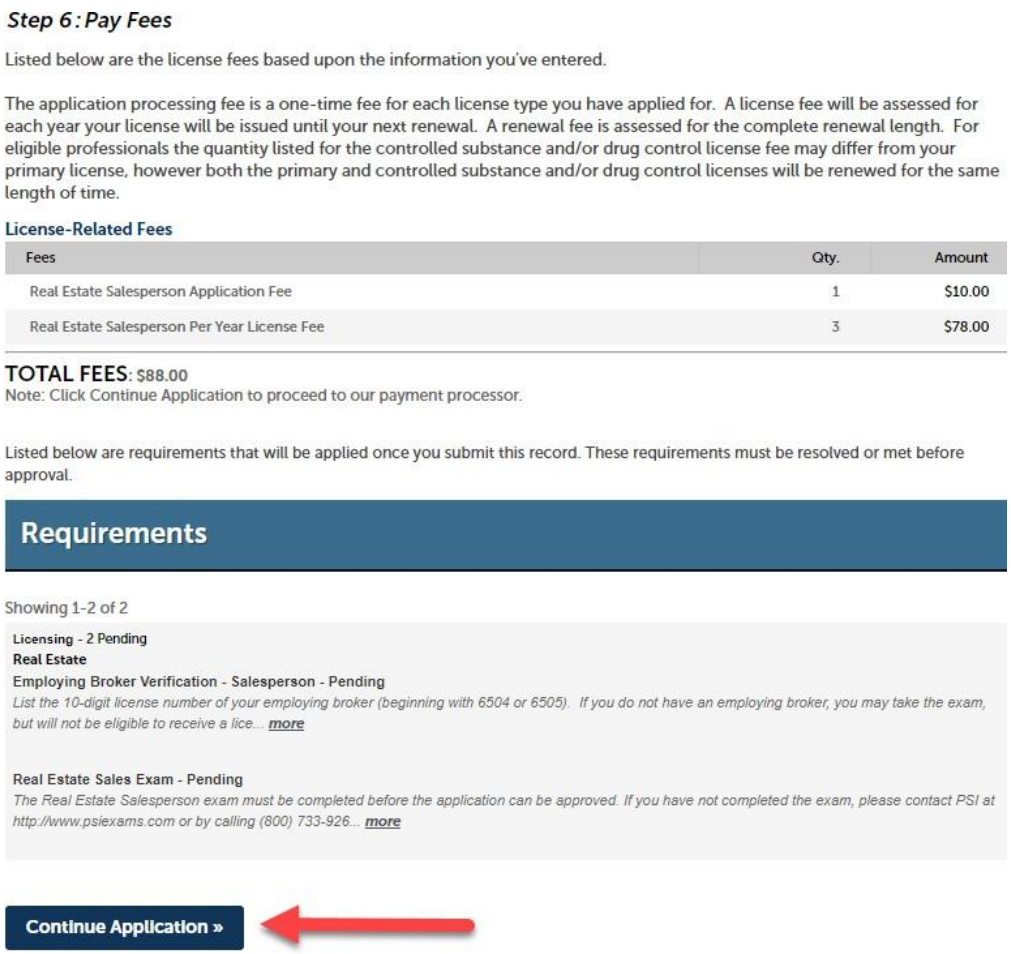
Apply for a Real Estate Salesperson License in MiPLUS Pt 17

Review your application information. Read the certification statement, then check the box next to **"By checking this box, I agree to the above certification."** Select **Continue Application**.



Apply for a Real Estate Salesperson License in MiPLUS Pt 18

Review the fee payment information. Additional **Requirements** for licensure will also be listed on this page. Select **Continue Application**.



Step 6 : Pay Fees

Listed below are the license fees based upon the information you've entered.

The application processing fee is a one-time fee for each license type you have applied for. A license fee will be assessed for each year your license will be issued until your next renewal. A renewal fee is assessed for the complete renewal length. For eligible professionals the quantity listed for the controlled substance and/or drug control license fee may differ from your primary license, however both the primary and controlled substance and/or drug control licenses will be renewed for the same length of time.

License-Related Fees

Fees	Qty.	Amount
Real Estate Salesperson Application Fee	1	$10.00
Real Estate Salesperson Per Year License Fee	3	$78.00

TOTAL FEES: $88.00
Note: Click Continue Application to proceed to our payment processor.

Listed below are requirements that will be applied once you submit this record. These requirements must be resolved or met before approval.

Requirements

Showing 1-2 of 2

Licensing - 2 Pending
Real Estate
Employing Broker Verification - Salesperson - Pending
*List the 10-digit license number of your employing broker (beginning with 6504 or 6505). If you do not have an employing broker, you may take the exam, but will not be eligible to receive a lice... **more***

Real Estate Sales Exam - Pending
*The Real Estate Salesperson exam must be completed before the application can be approved. If you have not completed the exam, please contact PSI at http://www.psiexams.com or by calling (800) 733-926... **more***

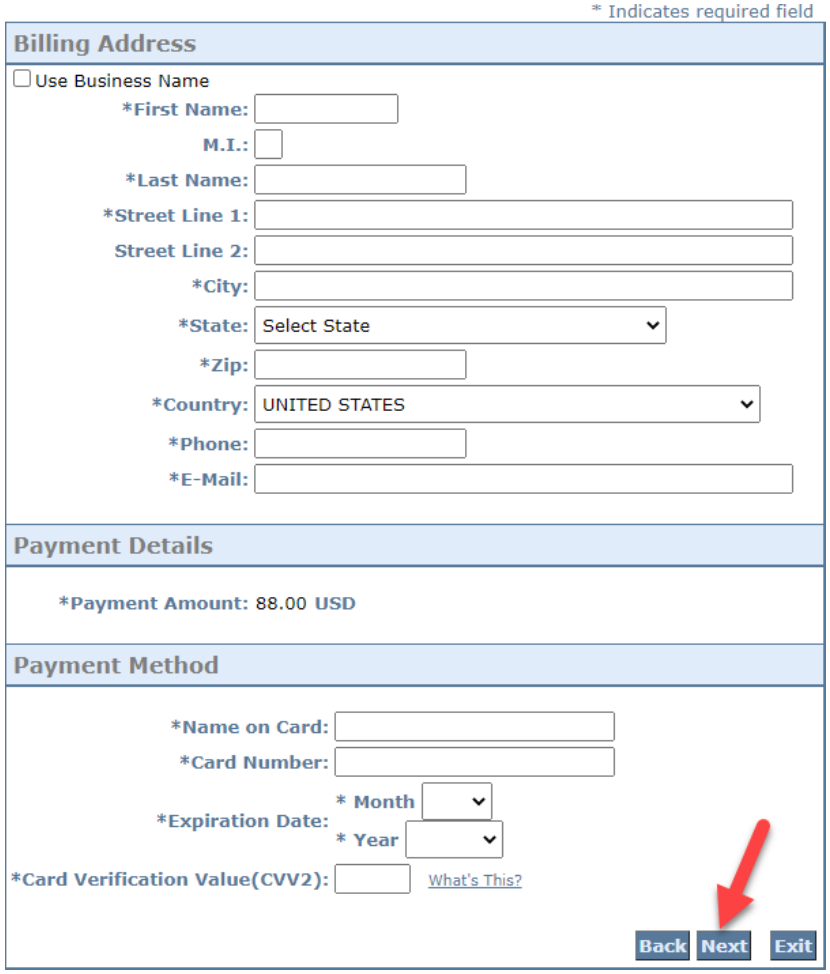
Continue Application »

Apply for a Real Estate Salesperson License in MiPLUS Pt 19

Application fees may be paid using a **credit/debit card** with the **VISA, MasterCard or DISCOVER** symbol. Click **Next** to proceed to payment.

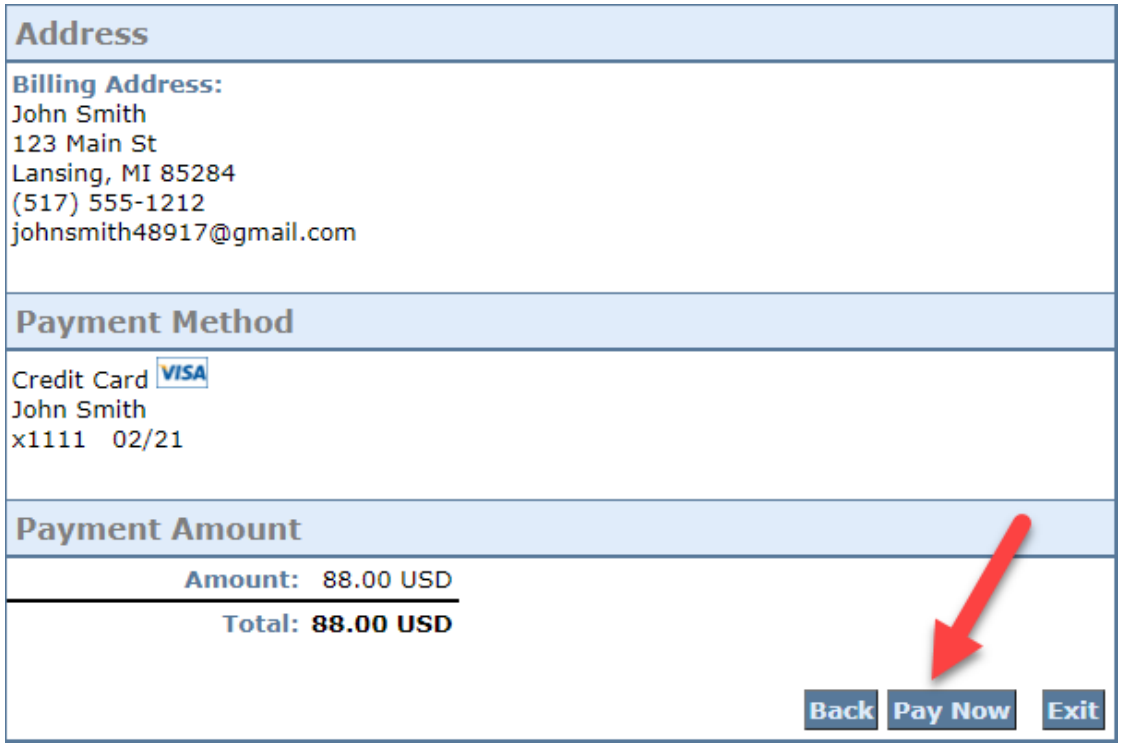
Apply for a Real Estate Salesperson License in MiPLUS Pt 20

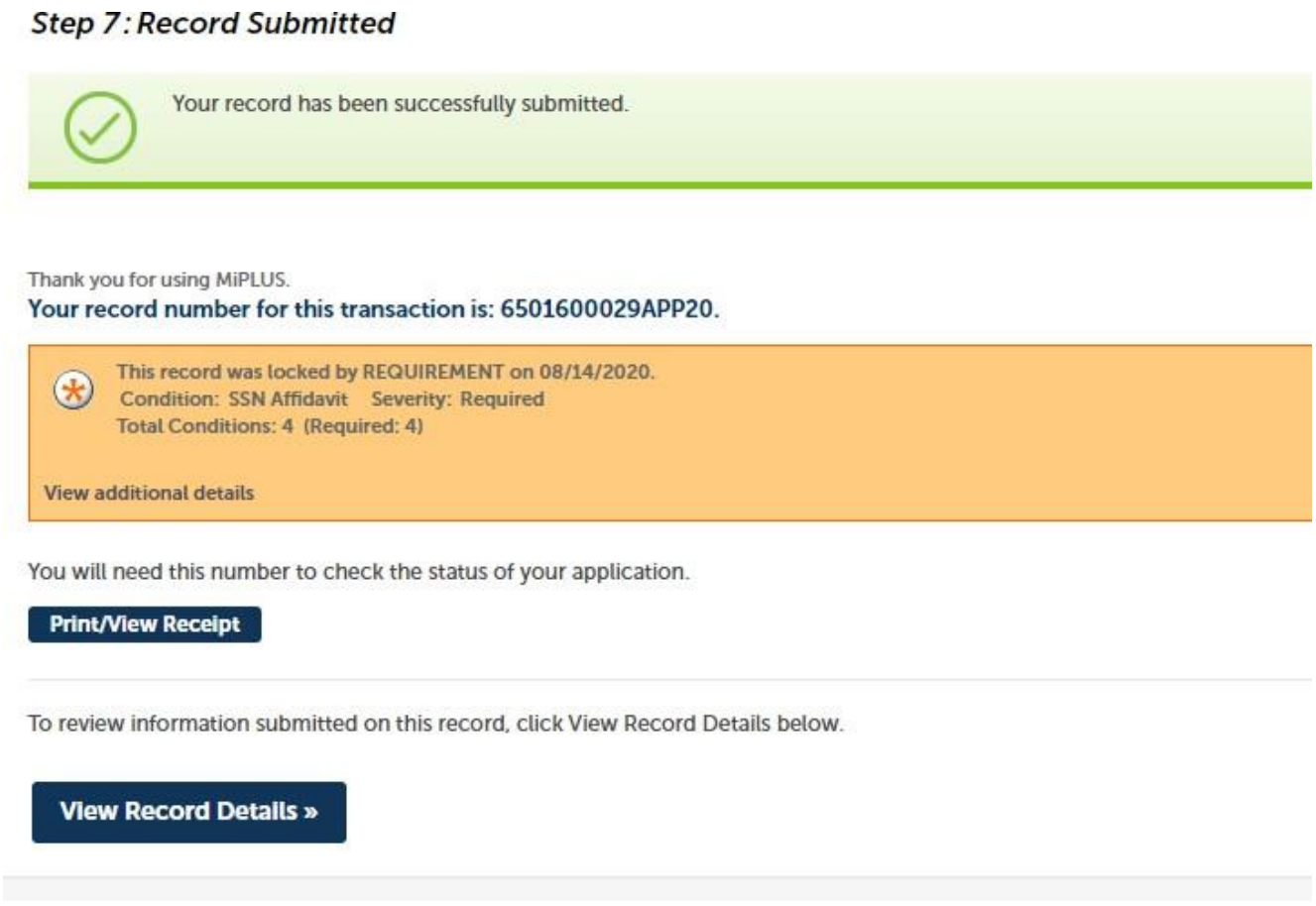
Enter the **Billing Address** information and **Payment Method** information as required. Click **Next**.



Apply for a Real Estate Salesperson License in MiPLUS Pt 21

Review the the payment information entered and then click **Pay Now**.



Apply for a Real Estate Salesperson License in MiPLUS Pt 22

You will now see confirmation that your application was submitted successfully. You will receive an email containing your authorization to test after you application has been processed.