



BUREAU OF PROFESSIONAL LICENSING

**Michigan Professional Licensure User System
(MiPLUS)**

How to Add an Assumed Name in MiPLUS

August 2020

Add an Assumed Name in MiPLUS

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

Home Licenses Enforcement

Advanced Search

User Name or E-mail: Password: **Login >**

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:

General Information



Search for a Licensee

Add an Assumed Name in MiPLUS Pt 2

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

The screenshot displays the MiPLUS user interface. At the top, there is a navigation menu with three tabs: **Home**, **Licenses**, and **Enforcement**. A red arrow points to the **Licenses** tab. Below the navigation menu is a secondary menu with four items: **Dashboard**, **My Records**, **My Account**, and **Advanced Search**. Below the navigation menu is a white box containing a welcome message: **Welcome, John Smith**. The message states: "You are now logged in. If you have any questions regarding MiPLUS and how to link your existing license to your account, please visit our FAQ's page." Below the welcome message is a section titled **What would you like to do today?** with a red instruction: "Select one of the services listed below or if you need to renew your license click on the words **'My Records'** listed above." Below the white box is a dark blue section titled **General Information**. In the center of this section is a magnifying glass icon and the text **Search for a Licensee**. Below the dark blue section is a white box with the text **Licenses** in blue.

Add an Assumed Name in MiPLUS Pt 3

Select **Modification** next to your license number.

Home **Licenses** Enforcement

Apply for a License or Submit a Request (Certified License Verification)

Records

Showing 1-9 of 9 |

<input type="checkbox"/>	Action	Record Number	Record Type	Status	Expiration Date	Name
<input type="checkbox"/>	Modification	6504600024	Real Estate Broker Individual License	Active	08/18/2023	Smith, John

Add an Assumed Name in MiPLUS Pt 4

Select **Add Assumed Name** and then click **Continue Application**.

Home **Licenses** Enforcement

 Apply for a License or Submit a Request (Certified License Verification)

Select a Modification Type

Choose one of the following available modification types.

Add Assumed Name

Broker Company or Individual Information Change

License Reprint Request

Real Estate Branch Office Application

Remove Employee

Continue Application »



Add an Assumed Name in MiPLUS Pt 5

Select **Add a Row** to add the assumed name to your application record. If you have more than one (1) assumed name you wish to add to your license, click the down arrow to add multiple rows.

Step 1 : Assumed Names > Assumed Names

Add all Assumed Names pertaining to this license below. Each Assumed Name will be added to a separate row by selecting the Add a Row button and entering the Assumed Name in the field that displays. You may enter up to ten rows at a time by selecting the down arrow icon beside the Add a Row button, then selecting the option that meets your need. As many rows as needed to enter all Assumed Names can be added here.

* indicates a required field.

Assumed Names

Assumed Names

Showing 0-0 of 0

Assumed Name
No records found.

< | >

Add a Row ▼ **Edit Selected** **Delete Selected**

Save and resume later

Continue Application »


Add an Assumed Name in MiPLUS Pt 6

Enter your assumed name(s) in the box titled **Assumed Name**. Click **Submit**.

×

Assumed Names

* Assumed Name:

Submit  **Cancel**

Add an Assumed Name in MiPLUS Pt 7

Your assumed name has been added to your request. Click **Continue Application**.

Assumed Names

Assumed Names

Showing 1-1 of 1

<input type="checkbox"/>	Assumed Name	
<input type="checkbox"/>	Smith Real Estate	Actions ▾

▾

Save and resume later



Continue Application »

Add an Assumed Name in MiPLUS Pt 8

Review the information submitted. If a change is required, click **Edit**. If no changes are required, click **Continue Application**.

Add Assumed Name



Step 2: Review

Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on. You must check the box to agree to the certification at the bottom of the page before you can continue.

Record Type

Add Assumed Name

Assumed Names

Assumed Names

Edit

Assumed Name

Smith Real Estate

Save and resume later



Continue Application »

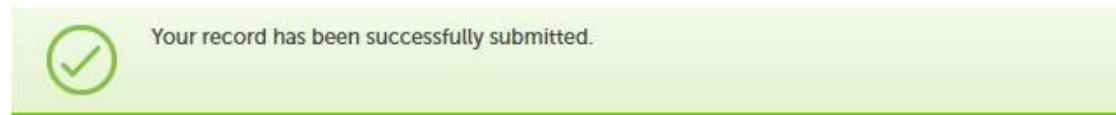
Add an Assumed Name in MiPLUS Pt 9

You will now see confirmation that your request was submitted successfully. Click **View Record Details** to view the approved Modification.

Add Assumed Name



Step 3: Record Submitted



Thank you for using MiPLUS.

Your record number for this transaction is: MOD20039H.

You will need this number to check the status of your application.

To review information submitted on this record, click View Record Details below.



Add an Assumed Name in MiPLUS Pt 10

Click the down arrow next to **More Details** and then click **Application Information Table** to view the Assumed Name(s) added to your license record.

License MOD20039H:

[Add Assumed Name](#)

Record Status: Approved

Record Info ▼ Payments ▼

Business Address

License Details

▼ More Details

<input checked="" type="checkbox"/> Application Information Table
Assumed Names
Assumed Name: Smith Real Estate