

Michigan Professional Licensure User System (MiPLUS)

Instructions: Uploading
Apprenticeship Documents
August 13, 2019

## \*\*First, sign into the Establishment's MiPLUS account and choose "Licenses"

Documents for Apprenticeship programs are to be uploaded to the Apprentice Registration record. In the Establishment's MiPLUS account, click on the apprentice PERMIT record number.

•	Fina your License i	numper	under the Ke	ecora	Number column.	Click on the		Mark as Read r tn	e Action	column.	
Ho	me Licenses Enforcer	nent									
Apply for a License or Submit a Request											
Re	cords										
Show	ing 1-20 of 20 l										
	Action		Record Number		Record Type	Status	Expiration Date	Name			
			2765196726PER	B	Cosmetology Apprentice Registration	Permit Issued	06/27/2019				
			1702258901APP19	Ü	Barbershop Application	License Issued	06/19/2019				
	Modification		1702258901		Barbershop License	Active	06/19/2021	Jareds Barbeshop			
			2765196721PER		Cosmetology Apprentice	Permit Issued	06/19/2019				



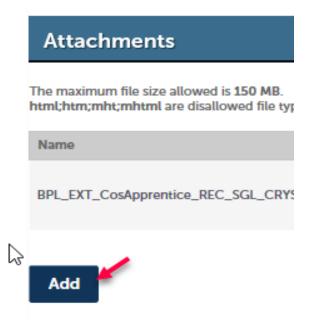
## Click "Record Info" dropdown then - click "Attachments"

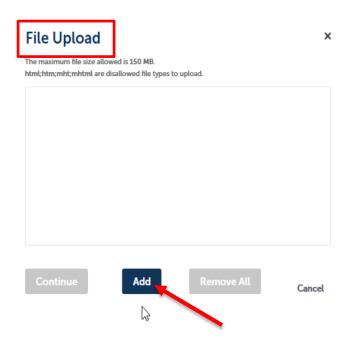
_							
	License 2765196726PER:						
	Cosmetology Apprentice Registration						
	Record Status: Permit Issued						
	Expiration Date: 0	6/27/2019					
	Record Info ▼	Payments ▼					
	License Details						
	Processing Status	5					
	Related Records						
$\longrightarrow$	Attachments						
	Licelise Details						
<b>,</b>	More Details						





Click "Add" button for the File Upload box to appear then click "Add" again.





Then select the file to be uploaded, then save. Once the upload reaches 100% the file has successfully uploaded, click continue.

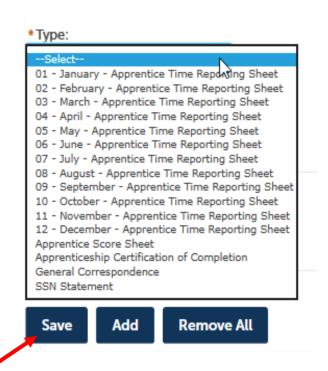


## Click the "Type" dropdown

Attachments		
The maximum file size allowed is 150 MB. html;htm;mht;mhtml are disallowed file types to upload.		
Name	Record ID	Record Type
BPL_EXT_CosApprentice_REC_SGL_CRYS_20190627_152303.pdf	2765196726PER	Cosmetology A Registration
A.T.		
*Type:		
**Selection		
File:		
AccelaError.png 100%		
Description:		
		^
		~
spell check		
Save Add Remove All		



Select a document type from the "Type" dropdown, then click "Save" and the document will attach.



If you have multiple Time Reporting Sheets to add, each month must be uploaded individually. Once the upload is complete, our office will review your document(s).

