

Michigan Professional Licensure User System (MiPLUS)

How to Upload Monthly School Reports

October 2019

How to Upload Monthly School Reports

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](#)

What would you like to do today?
To get started, select one of the services listed below:

General Information



Search for a Licensee



How to Upload Monthly School Reports

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



The screenshot shows the LARA dashboard interface. At the top, there is a navigation bar with three tabs: "Home", "Licenses", and "Enforcement". The "Licenses" tab is highlighted, and an orange arrow points to it from the text above. Below this is a secondary navigation bar with four items: "Dashboard", "My Records", "My Account", and "Advanced Search". Below the navigation bars, there is a greeting "Hello, [redacted]". Underneath the greeting is a dark blue bar with the text "Work in progress" and a help icon on the left, and a "View All Records" button on the right. Below this bar is a table with the following columns: "Record Name", "Record ID", "Module", "Creation Date", and "Action". The table content shows "No records found".

How to Upload Monthly School Reports

Select Modification next to your Cosmetology School license number.

Home Licenses Enforcement

Apply for a License or Submit a Request

Records

Showing 1-3 of 31


<input type="checkbox"/>	Action	Record Number	Record Type	Status	Expiration Date	Name
<input type="checkbox"/>		PIN-33382	License Link Record			
<input type="checkbox"/>	Modification	2707000538	Cosmetology School License	Active	06/03/2022	
<input type="checkbox"/>	Modification	4704248515	Registered Nurse License	Active	06/29/2020	



How to Upload Monthly School Reports

Select the **Cosmetology School Monthly Report** that you would like to upload then click **Continue Application**.

Home **Licenses** Enforcement

 Apply for a License or Submit a Request

Select a Modification Type

Choose one of the following available modification types.

Business Information Change

Cosmetology School Branch Application

Cosmetology School Monthly Report June 2019

Cosmetology School Monthly Report May 2019

License Holder Mailing Addr Phone Email Change

License Reprint Request


Continue Application »




CUSTOMER DRIVEN. BUSINESS MINDED.

How to Upload Monthly School Reports

Enter the number of **New/Transferred/Reregistered students** and then click **Continue Application**.

Home **Licenses** Enforcement

 Apply for a License or Submit a Request

Cosmetology School Monthly Report May 2019

1 New Student Registration

2 Monthly Reports

3 Review

4 Pay Fees

5 Record Issuance

Step 1: New Student Registration > New Student Registration

* Indicates a required field.

Student Registration

Registration Information

* Enter the number of New/Transferred/Reregistered students:

Save and resume later

Continue Application »



CUSTOMER DRIVEN. BUSINESS MINDED.

How to Upload Monthly School Reports

Click **Add** to upload monthly school report:

Cosmetology School Monthly Report May 2019

1 New Student Registration	2 Monthly Reports	3 Review	4 Pay Fees	5 Record Issuance
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Step 2: Monthly Reports > Monthly Reports

* indicates a required field.

Attachments

Documentation to support your application may be uploaded here.

The maximum file size allowed is 230 MB.
html;htm;mht;mhtml are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Monthly Report

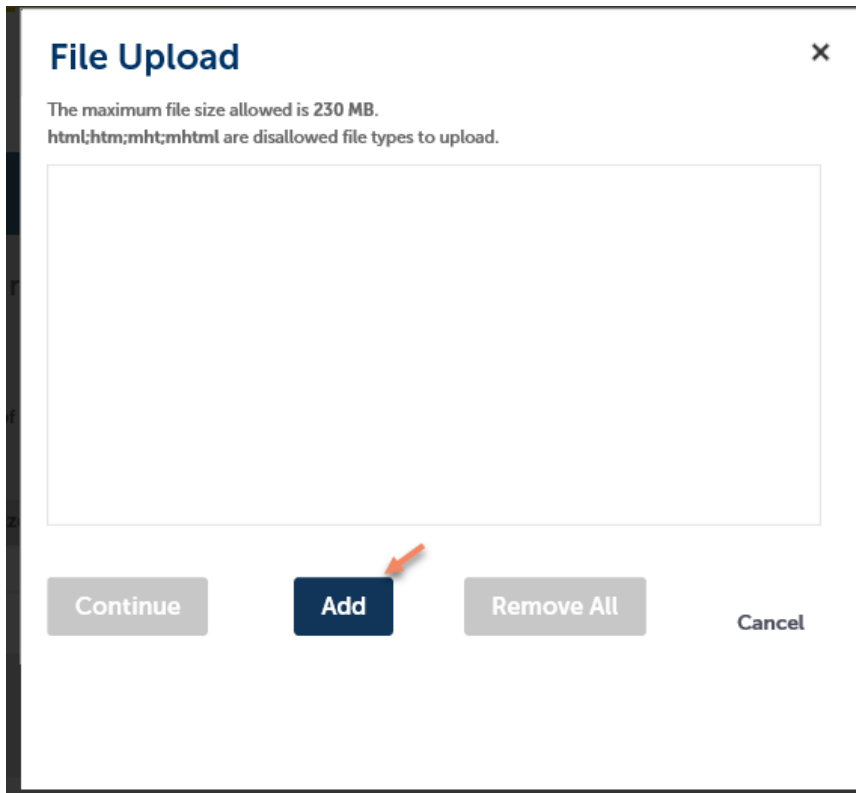
Name	Type	Size	Latest Update	Action
No records found.				

Add

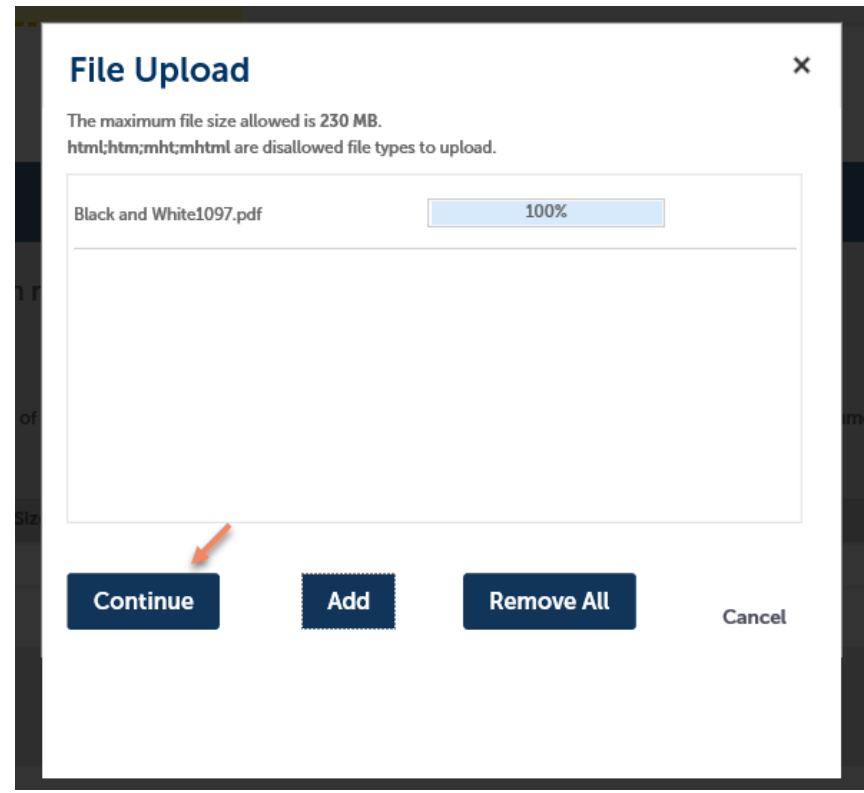


How to Upload Monthly School Reports

Click **Add**:



Select monthly school report saved on your computer to be uploaded and then click **Continue**:



How to Upload Monthly School Reports

From the drop down select **Monthly Report** then click **Save**. The attachment will now be added. Click **Continue Application**.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Monthly Report

Name	Type	Size	Latest Update	Action
Black and White1097.pdf	Monthly Report	43.68 KB	10/08/2019	Actions ▼

•Type:

Monthly Report

Remove

File:

Black and White1098.pdf

100%

Description:

spell check

Save

Add

Remove All



CUSTOMER DRIVEN. BUSINESS MINDED.

How to Upload Monthly School Reports

Please review all information. If you need to make a correction, click **Edit** otherwise click **Continue Application**.

Record Type

Cosmetology School Monthly Report May 2019

Student Registration

Registration Information

[Edit](#)

Enter the number of New/Transferred/Reregistered students: 10

Attachments

[Edit](#)

The maximum file size allowed is 230 MB.
html;htm;mht;mhtml are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Monthly Report

Name	Type	Size	Latest Update	Action
Black and White1097.pdf	Monthly Report	43.68 KB	10/08/2019	Actions ▾
Black and White1098.pdf	Monthly Report	33.42 KB	10/08/2019	Actions ▾

[Save and resume later](#)

[Continue Application »](#)




CUSTOMER DRIVEN. BUSINESS MINDED.

How to Upload Monthly School Reports

Review Related Fees (If Applicable) and click **Continue Application**.

Home **Licenses** Enforcement

 Apply for a License or Submit a Request

Cosmetology School Monthly Report May 2019



Step 4: 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
Student Registration Application Fee	10	\$150.00

TOTAL FEES: \$150.00

Note: Click Continue Application to proceed to our payment processor.


Continue Application »



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How to Upload Monthly School Report

Visa, Mastercard and Discover are accepted. Click **Next** to be redirected to a secure payment portal to make payment.

Payment Method

MI Professional Licensing

Welcome to the CEPAS Credit Card Processing Payment Module for MI Professional Licensing.

This process is being used as a secure means of processing online payments 24 hours a day, seven days a week.

Payment may be made using a valid Credit or Debit card (Visa, MasterCard, or Discover).

In order to make a payment, please select 'Next' below.

* Indicates required field

Choose method of payment

Pay by credit card





How to Upload Monthly School Report

Complete all payment information being requested and click **Next**.

Billing Address	
<input type="checkbox"/> Use Business Name	
*First Name:	<input type="text"/>
M.I.:	<input type="text"/>
*Last Name:	<input type="text"/>
*Street Line 1:	<input type="text"/>
Street Line 2:	<input type="text"/>
*City:	<input type="text"/>
*State:	Select State <input type="button" value="v"/>
*Zip:	<input type="text"/>
*Country:	UNITED STATES <input type="button" value="v"/>
*Phone:	<input type="text"/>
*E-Mail:	<input type="text"/>
Payment Details	
*Payment Amount: 150.00 USD	
Payment Method	
*Name on Card:	<input type="text"/>
*Card Number:	<input type="text"/>
*Expiration Date:	* Month <input type="button" value="v"/> * Year <input type="button" value="v"/>
*Card Verification Value(CVV2):	<input type="text"/> What's This?
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Exit"/>	



How to Upload Monthly School Report

To confirm your payment information, click **Pay Now**. Once you click pay now the screen will go blank and you will receive a confirmation receipt in your email.


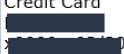
Payment Review

MI Professional Licensing

Upon submission of your payment, you will receive an email confirmation; this email is your RECEIPT.

To confirm your payment information, click on "Pay Now" in the box below.

****NOTE:** If you receive any type of error message at any point hereafter please do not resubmit payments; contact the BPL office at 517-241-0199.

Address
Billing Address: 
Payment Method
Credit Card 
Payment Amount
Amount: 150.00 USD
Total: 150.00 USD
Back Pay Now Exit

