



BUREAU OF PROFESSIONAL LICENSING

Michigan Professional Licensure User System  
(MiPLUS)

# How to View Active Employees in MiPLUS

August 2020

## How to View Active Employees in MiPLUS

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

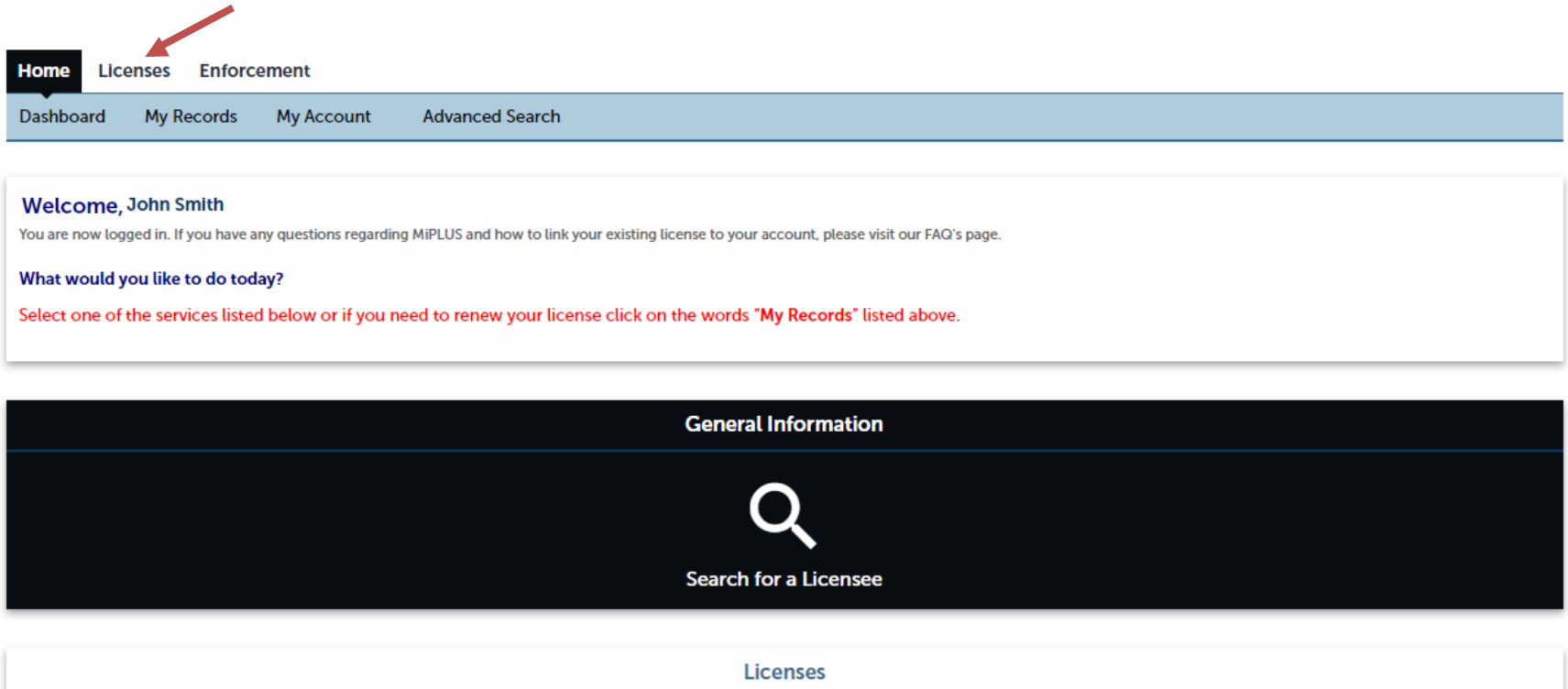
### General Information



Search for a Licensee

## How to View Active Employees in MiPLUS

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



The screenshot shows the MiPLUS dashboard interface. At the top, there is a navigation menu with three items: **Home**, **Licenses**, and **Enforcement**. A red arrow points to the **Licenses** item. Below this menu is a secondary navigation bar with four items: **Dashboard**, **My Records**, **My Account**, and **Advanced Search**. Below the navigation bars 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 this 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**. At the bottom of the page, there is a white box with the word **Licenses** in blue text.

## How to View Active Employees in MiPLUS

Click the down arrow next to **Reports (2)** at the top of the page and select **Real Estate Active Employees**.

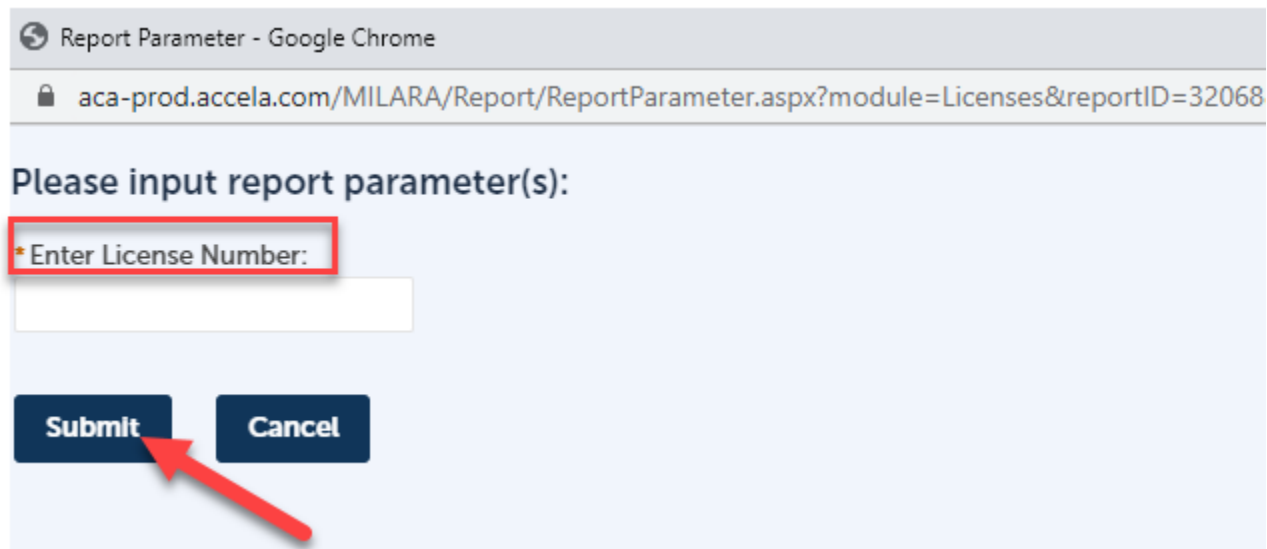


NOTE: If you would like to Renew your license follow these instructions:

- You must use a desktop or laptop computer to complete the registration a
- 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.

## How to View Active Employees in MiPLUS

Enter the **License Number** of the Broker Company or Individual Broker, click **Submit**.



The screenshot shows a web browser window titled "Report Parameter - Google Chrome". The address bar displays the URL: [aca-prod.accela.com/MILARA/Report/ReportParameter.aspx?module=Licenses&reportID=32068](https://aca-prod.accela.com/MILARA/Report/ReportParameter.aspx?module=Licenses&reportID=32068). Below the address bar, the text "Please input report parameter(s):" is displayed. A red rectangular box highlights the label "\* Enter License Number:" which is positioned above an empty text input field. At the bottom of the form, there are two dark blue buttons: "Submit" and "Cancel". A red arrow points from the bottom right towards the "Submit" button.



## How to View Active Employees in MiPLUS

You are now able to access a list of Active and pending employees.



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Telephone: (517) 241-0199  
[www.michigan.gov/bpl](http://www.michigan.gov/bpl)  
[BPLHelp@michigan.gov](mailto:BPLHelp@michigan.gov)

### Active Employees of REAL ESTATE BROKER COMPANY LICENSE 6505000018

ABC Real Estate  
123 Main Street  
Lansing, MI 48917

<u>License Number</u>	<u>Employee Name</u>	<u>License Status</u>	<u>Start Date</u>	<u>Employment Status</u>
6501000123	Smith, John T.	Active	08/01/2019	Approved
6501000001	Sue, Sally	Active	08/01/2019	Approved
6501000047	Cruise, Tom	Active	07/26/2019	Approved
6502000081	Jones, Karen	Active	07/26/2019	Approved