



Instructions for Renewing Your License

The instructions below outline two acceptable options on how to renew your Michigan Department of Agriculture and Rural Development (MDARD) license. The first option is to use MDARD's new online licensing system, LPS. The second option is to mail in the renewal documentation along with a check to the department. Please follow the instructions below on how to properly submit your renewal application online, or by mail.

Please keep in mind, the instructions for renewing online are longer than the mail in instructions due to the initial creation of the MiLogin account. Most of these steps are only needed for first time users. Benefits of renewing online are, the ability to download the license credential immediately after payment has been made, and instant processing of the renewal application.

RENEW ONLINE

First-time User, Create a new MiLogin for Citizens user online

In order to access the Licensing Portal System (LPS), you'll need to create a MiLogin account. If you already have a MiLogin account, login, and request access to the LPS application. If you do not have a MiLogin for Citizens user account, open an internet browser and go to <https://milogin.michigan.gov> to create an account.

- Skip to the "After you've created a MiLogin User" section below if you already have a MiLogin for Citizens User Account.
- If you don't have a [MiLogin for Citizens](https://milogin.michigan.gov) user account, open an internet browser and go to [https://milogin.michigan.gov/](https://milogin.michigan.gov) to create an account.
 - From the MiLogin for Citizens sign-in screen select "Sign Up" to create an account.
- Completing the profile information (step 1).
 - The required fields are First name, Last name, and Verification Question.
 - Once step 1 is complete choose "Next" to move on.
- Continue creating an account by completing the Security Setup (step 2).
 - The required fields are User ID, Password, and Confirm New Password. Guidelines for creating a User ID and Password are displayed to assist in creating a valid User ID and Password.
 - Select your desired Security Option by selecting either EMAIL, MOBILE (Text/SMS), or Security Questions).
 - Selecting Email will display the email address provided in the Profile Information. The email will be used to send a new PIN to help with resetting a forgotten password.
 - Selecting Mobile (Text/SMS) will display the phone number provided in the Profile Information. The phone number will be used to send a new PIN to help with resetting a forgotten password.

- Selecting Security Questions will prompt you to select questions from the drop-down and answer each of the 4 questions and choose Select Create Account to progress to the Confirmation step.
- Once step 2 is complete choose "Create Account" to save your new account information.
- Once your account is successfully created you will be returned to the MiLogin for Citizens Home Page that displayed your new Username.

After you've created a MiLogin User, or if you already have an existing MiLogin User

- Login to [MiLogin for Citizens \(https://milogin.michigan.gov\)](https://milogin.michigan.gov) if you are not already logged in.
 - **Note:** If you just created your MiLogin for Citizens User account you will automatically be logged in, proceed to the next step.
- Select "Request Access" from the navigation bar at the top of the screen.
- Choose the Michigan Department of Agriculture and Rural Development (MDARD) from the "Select Agencies" drop-down.
- After selecting the Agency, a list of available applications is displayed below the Search for Application portion of the screen.
- Select the Licensing Portal System (LPS) application link from the lower portion of the screen.
- Complete the request by agreeing to the terms and conditions by selecting the radio button, and then selecting the "Request Access" button.
- Enter or confirm your "Email Address" on the Additional Information screen and select "Submit" to complete your request. A Confirmation screen is displayed with a "Success" message.
- Select the HOME button to return to the MiLogin for Citizens Home Page.
- A link to access the Licensing Portal System (LPS) application will be displayed on the Home Page once the request is processed.

Claim the Organization in the Licensing Portal System

- Skip to the "Submit Renewal Application" section below if you've previously claimed your Organization.
- Login to [MiLogin for Citizens \(https://milogin.michigan.gov\)](https://milogin.michigan.gov) if you are not already logged in.
- From the MiLogin for Citizens Home Page, choose Licensing Portal System (LPS) application to log into the Licensing Portal System (LPS).
- The Licensing Portal System Home screen will be displayed.
- From the Home screen Select the option to "Claim an Existing Organization"
- Enter the **Organization Name** and 6 digit **PIN** from the first page of the Nursery License Renewal Application.
- Select the Claim Organization option to complete the process.
- Once the Organization is claimed you can view the Organization by selecting it from the list of Organizations on the Home screen in the Licensing Portal System (LPS).
- Access to the Organization allows a user to apply for licenses, renew licenses, maintain the organization, and pay application fees for the organization.

Submit Renewal Application(s) in the Licensing Portal System

- Find the Renewal Application(s) you wish to renew from the Available to Purchase list on the Home screen, select them, and choose "Add to Cart". From the Cart list on the Home screen, Choose the "Review & Checkout" option.
- After you've reviewed your item(s) and choose "Checkout" and complete the online payment process. Once paid for, the Renewal Applications will be submitted.