



BUREAU OF PROFESSIONAL LICENSING

Michigan Professional Licensure User System
(MiPLUS)

How to Change/Update a Collection Agency Non-Owner Manager in MiPlus

March 2024

Change/Update Non-Owner Manager in MiPlus

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

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](#)

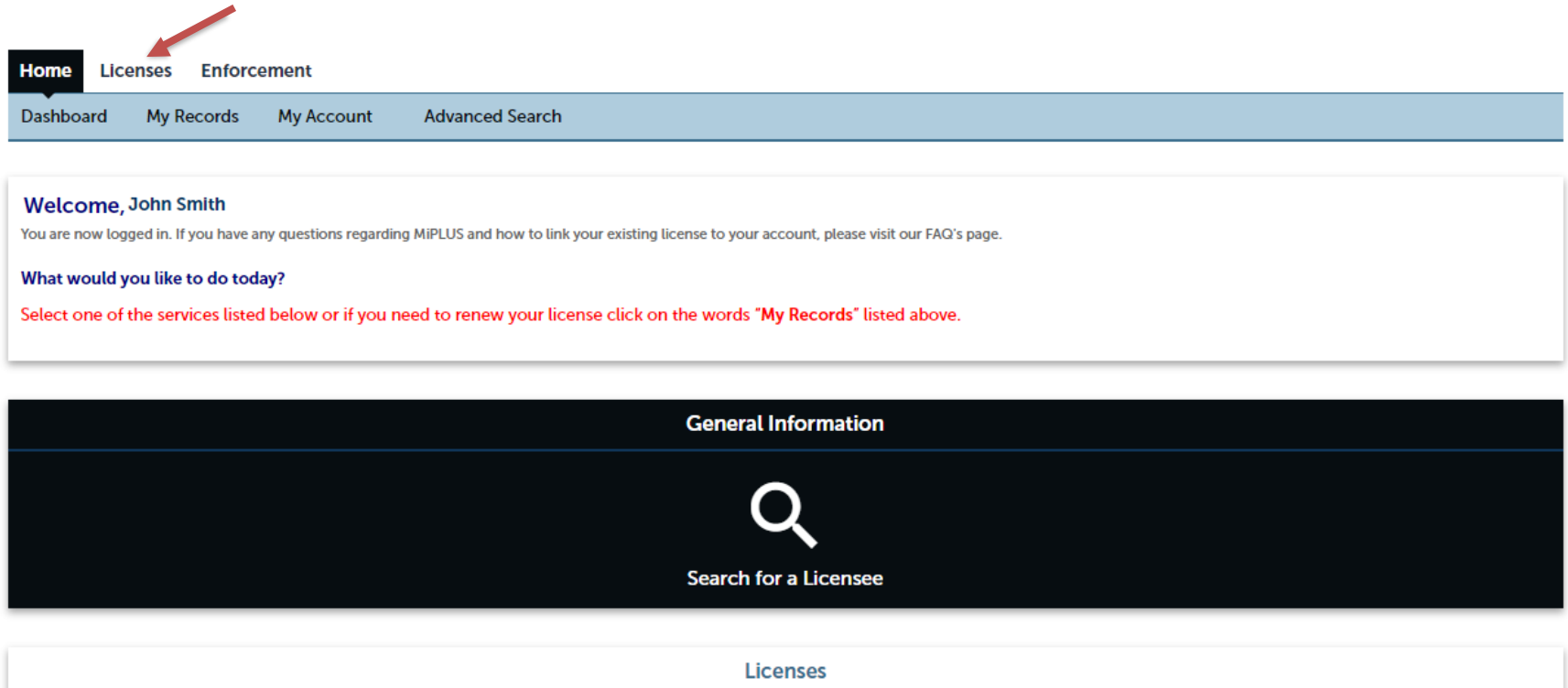
Please Login
Many online services offered by MiPLUS require login for security reasons. If you are an existing user, please enter your user name and password in the box above.

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:

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



The screenshot shows the MiPlus user interface. At the top, there is a navigation menu with tabs: **Home**, **Licenses**, and **Enforcement**. Below this is a secondary menu with **Dashboard**, **My Records**, **My Account**, and **Advanced Search**. A red arrow points to the **Licenses** tab. Below the navigation is a welcome message for John Smith, followed by a section titled "What would you like to do today?" with instructions to click on "My Records" or other services. At the bottom, there is a dark blue section titled "General Information" containing a search icon and the text "Search for a Licensee".


Home Licenses Enforcement

Dashboard My Records My Account Advanced Search

Welcome, John Smith
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.

What would you like to do today?
Select one of the services listed below or if you need to renew your license click on the words "My Records" listed above.

General Information


Search for a Licensee

Licenses

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


Home Licenses Enforcement

Dashboard **My Records** My Account Advanced Search

▾ Licenses

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<input type="checkbox"/>	Action	Record Number	Record Type	Status	Expiration Date	Name
<input type="checkbox"/>	Modification			Active	07/26/2023	



Change/Update Non-Owner Manager in MiPlus

Select the option **Collection Agency Non-Owner Manager Change**, 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.

Business Information Change

Collection Agency Annual Report

Collection Agency Non-Owner Manager Change

License Reprint Request

Continue Application »

Change/Update Non-Owner Manager in MiPlus

Step 1 in completing the Non-Owner Manager change/update is shown below. You will be required to enter the first, last name and license number of the NEW non-owner manager. Once the new information is entered, click **Continue Application**.

Collection Agency Non-Owner Manager Change

1 **New Non Owner Manager** | 2 Review | 3 Record Issuance

Step 1: New Non Owner Manager > New Non Owner Manager

* indicates a required field

New Non Owner Manager

Non-Owner Manager

* First Name:

Middle Name:

* Last Name:

* License Number:

Save and resume later

Continue Application »

Change/Update Non-Owner Manager in MiPlus

Step 2: Review. Please use this page to review all of the information that you have input into your non-owner manager change. You have the opportunity, should you choose, to click EDIT, and go back to make updates. Once you have submitted your non-owner manager change you will no longer have access to make changes so be sure to utilize the review page. ****There is NO fee to make this change.**

At the bottom of the review page the Non-Owner Manager of the collection agency must check the box agreeing to the certification.

Click **Continue Application**.

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

Collection Agency Non-Owner Manager Change

New Non Owner Manager

Non-Owner Manager

Edit

First Name:

Middle Name:

Last Name:

License Number:

I certify that the statements in this document are true and complete. I understand that any omitted statement, misrepresentation, or fraud may be cause for denial of my application, disciplinary action, or may be punishable by law.

By checking this box, I agree to the above certification.

Date:

Save and resume later

Continue Application »