

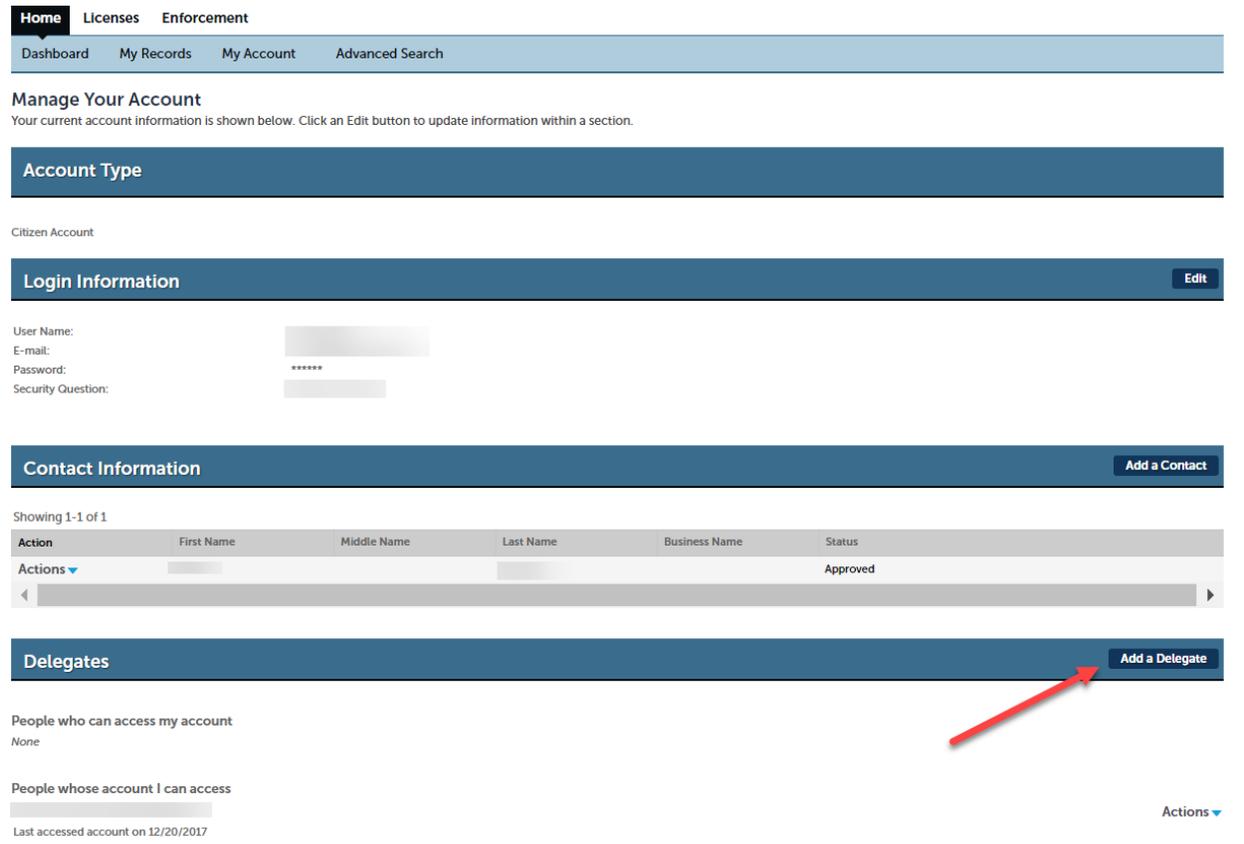
Delegation Process

Applicant/Licensee:

- Log into their www.michigan.gov/miplus account
- Click on “Account Management”



- Click on “Add a Delegate” under the “Delegates” section



- Add their delegate's information and selects the permission

Add a Delegate ×

Enter the name and e-mail address of the MiPLUS Account holder to whom you would like to grant delegate access to your account. The invitee **MUST** already be registered with an active MiPLUS Account.

• Name • E-mail Address

Set Delegate Permission
Delegates can view records across all categories unless you choose to restrict them to specific categories.
 View Records in all categories (Change)

For the following permissions, the available categories are limited to the ones that you have granted the delegate access to view records.

Manage Documents in all categories (Change)
 Make Payments in all categories (Change)

Add Personal Note

Enter the words below

Roma Calle

Delegated Party:

- Receives an email invitation with the instructions on how to either accept or reject the request

Dear Jodi Cornell,

thelenc10 would like to add you as a delegate to their MiPLUS account.

As a delegate, you may be able to manage documents and make payments on their behalf, based on permissions they've granted to you.

Log in and access "Account Management," then "Delegates" to accept or reject this request.

If you need further assistance, please contact us by email at BPLHelp@michigan.gov or by calling (517) 373-8068

Sincerely,
 Bureau of Professional Licensing

- Upon accepting the request, they can click on the application and either upload documentation or complete payment

Home Licenses Enforcement

Dashboard My Records My Account Advanced Search

Licenses

Showing 1 - 8 of 8 | Add to collection

<input type="checkbox"/>	Record Number	Record Type	Date	Name	Expiration Date	Status	Action
<input type="checkbox"/>	PIN-00052	License Link Record	12/13/2017				
<input type="checkbox"/>	4704335314REI17118	Health License Reinstatement Reclassification	11/27/2017			Submitted	Pay Fees Due

- To remove their access, they would click on “Account Management”
- Then under “Actions” select “Remove” next to the account they wish to remove their right to access from. (The applicant/licensee can also “remove” delegate access at any time using the same steps.)

Delegates Add a Delegate

People who can access my account
None

People whose account I can access
thelenc10 (thelenc10@michigan.gov)
Last accessed account on 12/20/2017

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Actions
View Permissions
Remove