## **Delegation Process**

## Applicant/Licensee:

- Log into their <u>www.michigan.gov/miplus</u> account
- Click on "Account Management"

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Department of Licensing and Regulatory Affairs	Design of the second seco
n Home	Logged in as:Jodi Cornell Collections (0) Account Management Logout
Home Licenses Enforcement	

• Click on "Add a Delegate" under the "Delegates" section

Home	Licer	nses Enforce	ement	
Dashboa	ard	My Records	My Account	Advanced Search
Manage Your curren	e You	Ir Account	s shown below. Click	an Edit button to update information within a section.

Account Type						
Citizen Account						
Login Informa	tion					Edit
User Name: E-mail: Password: Security Question:		****				
Contact Inform	nation					Add a Contact
Showing 1-1 of 1						
Action	First Name	Middle Name	Last Name	Business Name	Status	
Actions -					Approved	
•						•
Delegates						Add a Delegate
People who can acces	ss my account					
People whose accour	nt I can access					Actions

Last accessed account on 12/20/2017

• Add their delegate's information and selects the permission

Add a Delegate			×
Enter the name and e-mail addres your account. The invitee MUST al	s of the MiPLUS Account holder to whom y ready be registered with an active MiPLUS	you would like to grant d Account.	elegate access to
*Name	*E-mail Address		
1			
Set Delegate Permission			
Delegates can view records across	all categories unless you choose to restric	t them to specific catego	ories.
View Records in all categori	es (Change)		
For the following permissions, the view records.	available categories are limited to the one:	s that you have granted t	he delegate access to
0			
0			
0			
0			
Manage Documents in all ca	tegories (Change)		
Make Payments in all catego	ories (Change)		43
Add Personal Note			
Enter the words below			
Roma	Calle 🖁		
Invite a Delegate	Cancel		

## **Delegated Party:**

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

Dear Jodi Cornell,

the lenc10 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 <u>BPLHelp@michigan.gov</u> 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

Hom	Home Licenses Enforcement						
Dash	board My Records	My Account Advanced Sear	ch				
⇒ Li	- Licenses						
Showing 1-8 of 8   Add to collection							
	Record Number	Record Type	Date	Name	Expiration Date	Status	Action
	PIN-00052	License Link Record	12/13/2017				
	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		View Permissions
		Remove
	© 2016 State of Michigan.	