

**Michigan Professional Licensure User System  
(MiPLUS)**

**How to Register for an  
Account in MiPLUS**

Updated July 2019

## Important Notes for Using MiPLUS

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- We recommend using Google Chrome or Microsoft Edge to register your account.
- You must use a desktop or laptop computer to complete the registration process. You will NOT be able to register or renew using a mobile device (smartphone, iPad, etc.).



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## Getting Started

- Proceed to the MiPLUS website at: [www.michigan.gov/miplus](http://www.michigan.gov/miplus). If you have never opened a MiPLUS account, select **Register for an Account**.
- Scroll down and click “Register Your Account Now” located under the Register With MiPLUS title and instruction video.



### Register With MiPLUS

Follow the instructions in the video below to register your account with MiPLUS.



[Register Your Account Now](#)

### Apply For Your First License

This video will walk you through how to apply for your first license with MiPLUS.



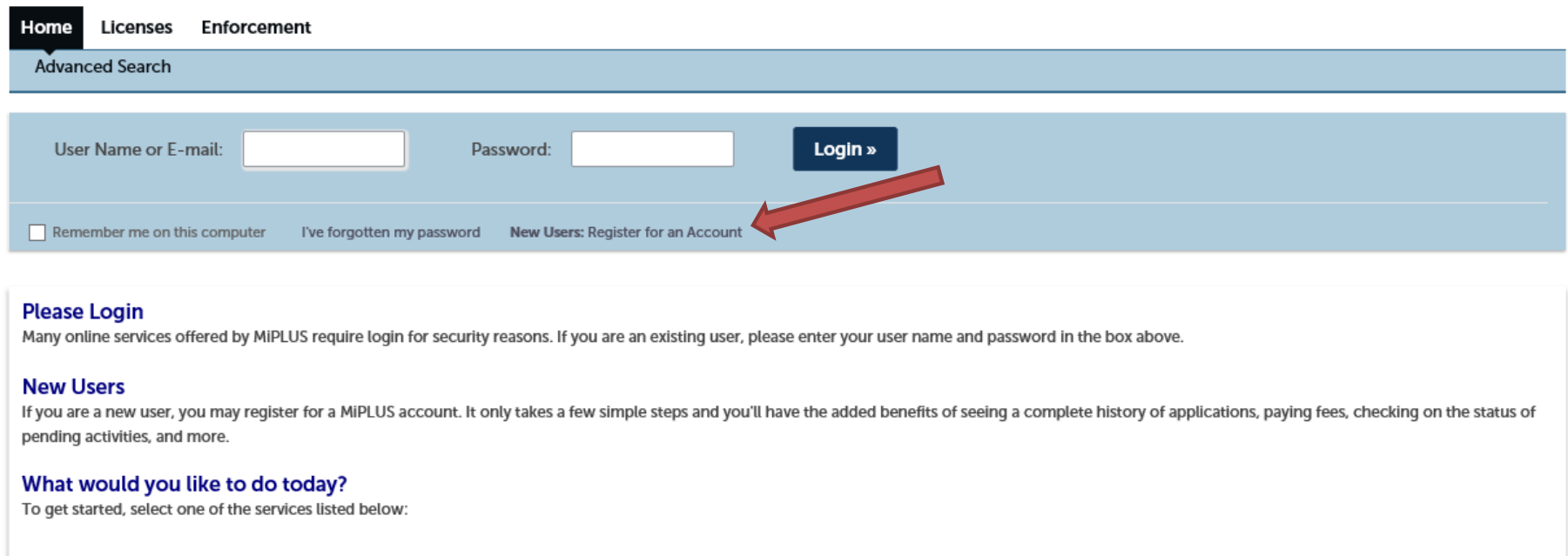
[Get Your First License](#)

## How to register for an account in MiPLUS

- On the next page, in the blue box, click on “New Users: Register for an Account

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

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



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:

## Register and Accept Disclaimer

- Read the **General Disclaimer** first, then check the box next to “I have read and accepted the above terms.” Select **Continue Registration**.

The screenshot shows the LARA website's registration process. At the top, there is a navigation bar with links for Home, Search, New, Request, and Help. Below this is a secondary navigation bar with Home, Licenses, and Enforcement. The main content area is titled 'Account Registration' and lists the information required for registration: a user name and password, and contact information. A 'General Disclaimer' is presented in a scrollable box, stating that the agency does not warrant the accuracy or functionality of its website. Below the disclaimer, there is a checkbox labeled 'I have read and accepted the above terms.' which is checked. A red arrow points to this checkbox. Below the checkbox is a dark blue button labeled 'Continue Registration >'. A second red arrow points to this button. A tooltip is visible over the 'Advanced Search' link, indicating that the search menu can be expanded by pressing the tab key.

## Create User Name and Password

Under **Login Information**, fill in \***ALL** required lines before proceeding. Under **Contact Information**, select **Add New**.

### Login Information

Enter your User Name and Password. You must also enter a unique email address

\*User Name:

\*E-mail Address:

\*Password:

\*Type Password Again:

\*Enter Security Question:

\*Answer:

### Contact Information

Please select whether you are registering as an individual or as an organization (business) and enter your contact information.

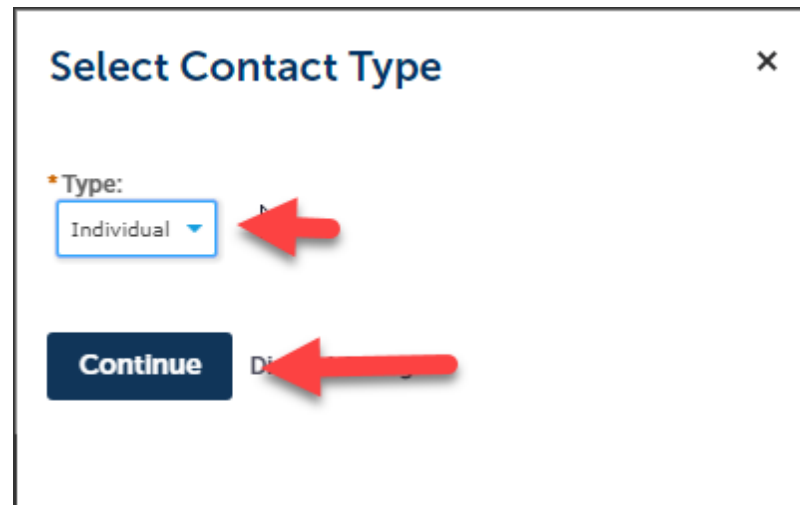


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## Select Contact Type

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A box will appear. Under **Contact Type**, select **Individual**. Then select **Continue**.



Select Contact Type

\*Type:

Individual

Continue

## Contact Information

Enter **ALL** of your **Contact Information** in the boxes provided, including **SSN**. *If you are a current licensee enter the name exactly as it appears on your current license.* If you do not have a SSN, please complete a Social Security Number Affidavit for Licensure and upload to your documents found later in this presentation. Select preferred Channel as **Email**. Click on **Add Contact Address**.

### Contact Information

\*First:  Middle:  \*Last:  Suffix:

Social Security Number:  \*Birth Date:

\*Primary Phone:  Primary Extension:

Secondary Phone:  Secondary Extension:

\*E-mail:  \*Preferred Channel:

▼ Contact Addresses

[Add Contact Address](#)

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

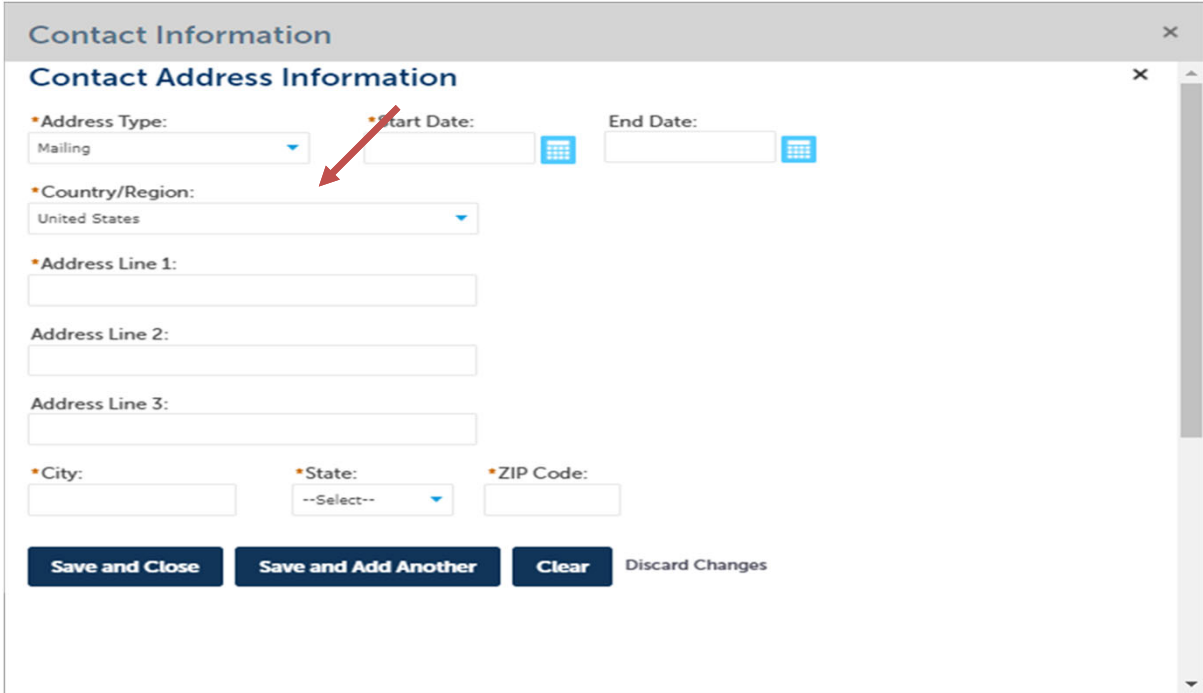
Showing 0-0 of 0

| Action | Address Type | Address | Status | Start Date | End Date |
|--------|--------------|---------|--------|------------|----------|
|--------|--------------|---------|--------|------------|----------|



## Contact Information

A new window will appear. First enter the **Start Date**-today's date (mm/dd/yy), skip **End Date**, and type in the complete **Contact Address** (*city, state, zip, country*). Then, select **Save and Close**, or **Save and Add Another** address.



The screenshot shows a web application window titled "Contact Information" with a close button (X) in the top right corner. Below the title bar is a sub-section titled "Contact Address Information" with its own close button (X) and a scroll bar on the right. The form contains the following fields and controls:

- Address Type:** A dropdown menu with "Mailing" selected.
- Start Date:** A text input field with a calendar icon to its right. A red arrow points to this field.
- End Date:** A text input field with a calendar icon to its right.
- Country/Region:** A dropdown menu with "United States" selected.
- Address Line 1:** A text input field.
- Address Line 2:** A text input field.
- Address Line 3:** A text input field.
- City:** A text input field.
- State:** A dropdown menu with "--Select--" selected.
- ZIP Code:** A text input field.

At the bottom of the form are three buttons: "Save and Close", "Save and Add Another", and "Clear". To the right of the "Clear" button is the text "Discard Changes".



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## Contact Information

▼ Contact Addresses

**Add Contact Address**

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

✔ **Contact address added successfully.**

Showing 1-1 of 1

| Action    | Address Type | Address        | Status | Start Date | End Date |
|-----------|--------------|----------------|--------|------------|----------|
| Actions ▼ | Mailing      | 1000 Ottawa St | Active | 10/24/2018 |          |

**Continue** **Clear** Discard Changes

The address will now appear under the Contact Address box. Click **Continue**.

I confirm the displayed contact as my own identity.

**Confirm** Back

Check the box to confirm the information, click **confirm** and then **Continue Registration**.



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# Your Account Has Been Created

Afterward, you should see a green banner confirming, **“Your account has been created successfully. You may now login.”** An automated message will be forwarded to your email confirming account registration. Please select **Home**, in the top left corner, then log in with the username/email, and password you created.

Home
Licenses
Enforcement
Rectangular Snip

[Advanced Search](#)

Your account has been created successfully. You may now login.

**Your account has been successfully created.**  
 Congratulations. You have successfully created an account with the Agency.

### Account Information

|                    |                     |
|--------------------|---------------------|
| User Name:         | girlnik1            |
| E-mail:            | abcdefg@dogmail.com |
| Password:          | *****               |
| Security Question: | favorite food       |

### Contact Information

|                     |                                    |
|---------------------|------------------------------------|
| Jane Jones          | Primary Phone: 0000000000          |
| abcdefg@dogmail.com | Secondary Phone:                   |
|                     | Secondary Extension:               |
|                     | Primary Extension:                 |
|                     | Preferred Method of Contact: Email |

**Contact Address List**

▼ Contact Addresses

Showing 1-1 of 1

|  | Action | Address Type | Address      | Status | Start Date | End Date |
|--|--------|--------------|--------------|--------|------------|----------|
|  |        | Mailing      | 1000 Main St | Active | 10/25/2018 |          |



## Questions?

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Email: [BPLHelp@Michigan.gov](mailto:BPLHelp@Michigan.gov)

Phone: 517-241-0199

Additional information available at [www.michigan.gov/miplus](http://www.michigan.gov/miplus)



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