

Michigan Professional Licensure User System  
(MiPLUS)

# How to Change Facility Manager or Pharmacist-in-Charge in MiPLUS

July 2019

# Change Facility Manager or Pharmacist-in-Charge in MiPLUS

Proceed to the MiPLUS website at: [www.michigan.gov/miplus](http://www.michigan.gov/miplus). Please use the username/email, and password you created.

**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:

## General Information

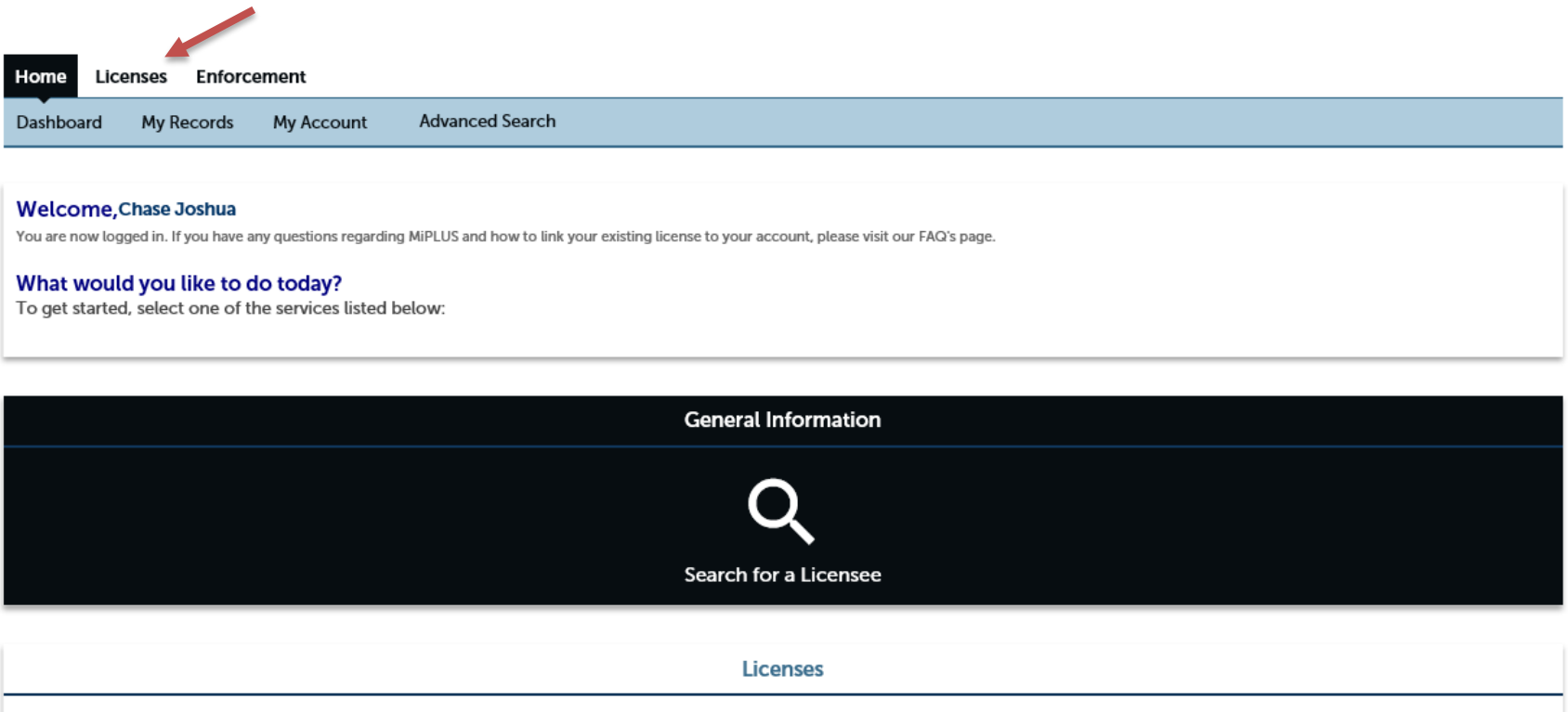


Search for a Licensee



# Change Facility Manager or Pharmacist-in-Charge in MiPLUS

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




The screenshot shows the MiPLUS dashboard interface. At the top, there is a navigation bar with three tabs: "Home", "Licenses", and "Enforcement". The "Licenses" tab is highlighted in black, and a red arrow points to it from the text above. Below the navigation bar, there is a secondary menu with four items: "Dashboard", "My Records", "My Account", and "Advanced Search". The main content area features a welcome message for "Chase Joshua" and a section titled "What would you like to do today?" with a sub-heading "To get started, select one of the services listed below:". Below this is a dark blue section with the heading "General Information" and a search icon. Underneath the search icon is the text "Search for a Licensee". At the bottom of the dashboard, there is a section titled "Licenses".

# Change Facility Manager or Pharmacist-in-Charge in MiPLUS

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

Home **Licenses** Enforcement

 Apply for a License or Submit a Request

## Records

Showing 1-3 of 3 |


<input type="checkbox"/>	Action	Record Number	Record Type	Status	Expiration Date	Name
<input type="checkbox"/>	Modification	5301011911	Pharmacy License	Active	06/14/2020	Test Pharmacy



# Change Facility Manager or Pharmacist-in-Charge in MiPLUS

For a **pharmacy**, select **Pharmacy PIC Change** and then click **Continue Application**.

Home **Licenses** Enforcement

 Apply for a License or Submit a Request

## Select a Modification Type

Choose one of the following available modification types.

Company Information Change

Controlled Substance Application

Controlled Substance Automated Device Application

License Holder Mailing Addr Phone Email Change

License Reprint Request

Ownership Change


Pharmacy PIC Change



# Change Facility Manager or Pharmacist-in-Charge in MiPLUS

For a **manufacturer**, select **Manufacturer PIC Change** and then click **Continue Application**.

Home **Licenses** Enforcement

 Apply for a License or Submit a Request

## Select a Modification Type

Choose one of the following available modification types.

Search

Company Information Change

Controlled Substance Application

License Holder Mailing Addr Phone Email Change

License Reprint Request

Manufacturer PIC Change

Ownership Change


**Continue Application »**



# Change Facility Manager or Pharmacist-in-Charge in MiPLUS

For a **wholesale distributor**, select **Wholesale Distributor Compliance Person Change** and then click **Continue Application**.

Home **Licenses** Enforcement

 Apply for a License or Submit a Request

Select a Modification Type

Choose one of the following available modification types.

**Search**

- Company Information Change
- Controlled Substance Application
- License Holder Mailing Addr Phone Email Change
- License Reprint Request
- Ownership Change
- Wholesale Distributor Compliance Person Change

**Continue Application >**



# Change Facility Manager or Pharmacist-in-Charge in MiPLUS

For a **pharmacy**, complete the fields highlighted below and then click **Continue Application**. You may choose to either replace your current PIC or just to remove the current PIC. If you choose the removal only option you will not be required to complete the fields for the new PIC to continue this request. Please note that a pharmacy must have a PIC in order to operate.

## Step 1: Pharmacy PIC Change > PIC Change Information

\* indicates a required field.

### Pharmacist In Charge Change Information

**PIC Information**

\* PIC Change Action:

Current Pharmacist License:

Current Pharmacist Name:

Current Pharmacist Start Date:

Current Pharmacist End Date: \*

New Pharmacist License: \*

New Pharmacist Name: \*

New Pharmacist Start Date: \*

[Save and resume later](#) [Continue Application >](#)





# Change Facility Manager or Pharmacist-in-Charge in MiPLUS

For a **manufacturer**, complete the fields highlighted below and then click **Continue Application**. You may choose to either replace your current PIC or just to remove the current PIC. If you choose the removal only option you will not be required to complete the fields for the new PIC to continue this request. Please note that a manufacturer of drugs must have a PIC in order to operate.

### Custom Fields

**PIC Information**

\* PIC Change Action: Replace

Current Pharmacist State of Licensure: Alabama

Current Pharmacist License: 123456

Current Pharmacist Name: James Smith

Current Pharmacist Start Date: 01/01/2018

Current Pharmacist End Date: \*

New Pharmacist License Location: \* --Select--

New Pharmacist State of Licensure: \* --Select--

New Pharmacist License: \*

New Pharmacist Name: \*

New Pharmacist Start Date: \*

Save and resume later Continue Application »



# Change Facility Manager or Pharmacist-in-Charge in MiPLUS

For a **wholesale distributor**, complete the fields highlighted below, and then click **Continue Application**. You may choose to either replace your current PIC/facility manager or just to remove the current PIC/facility manager. If you choose the removal only option you will not be required to complete the fields for the new PIC/facility manager to continue this request. Please note that a wholesale distributor of drugs must have a facility manager or PIC in order to operate.

### Custom Fields

**Compliance Person Change Info**

\* Compliance Person Change Action:

Current Compliance Person State of Licensure:

Current Compliance Person License:

Current Compliance Person Name:

Current Compliance Person Start Date:

Current Compliance Person End Date:

New Designated Compliance Person: \*

New Compliance Person State of Licensure: \*

New Compliance Person License: \*

New Compliance Person Name: \*

New Compliance Person Start Date: \*

[Save and resume later](#)

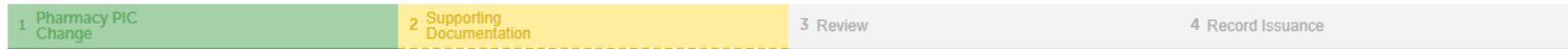
[Continue Application >](#)



# Change Facility Manager or Pharmacist-in-Charge in MiPLUS

You may now upload any documents related to this request. To do so click **Add, Add**, choose the file, **Open**, and **Continue**. You are not required to upload documents for a Facility Manager/PIC change request.

## Pharmacy PIC Change



### Step 2 : Supporting Documentation > Supporting Documentation

\* indicates a required field.

#### Attachments

The maximum file size allowed is 150 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

**Add**

Save and resume later

**Continue Application »**



# Change Facility Manager or Pharmacist-in-Charge in MiPLUS

Please review your answers below. If you need to make a correction, click **Edit**. Click **Continue Application** to submit the request.

## Step 3 : Review

Save and resume later

Continue Application »

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

Pharmacy PIC Change

### Pharmacist In Charge Change Information

#### PIC Information

Edit

PIC Change Action: Replace  
Current Pharmacist License: 5302000000  
Current Pharmacist Name: Jacob Smith  
Current Pharmacist Start Date: 06/14/2019  
Current Pharmacist End Date: 07/24/2019  
New Pharmacist License: 5302411554  
New Pharmacist Name: DB Test  
New Pharmacist Start Date: 07/24/2019

### Attachments

Edit

The maximum file size allowed is 150 MB.  
html,htm,mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Save and resume later

Continue Application »



# Change Facility Manager or Pharmacist-in-Charge in MiPLUS

You will now see confirmation that your request was submitted successfully. No further action is required on your part.

## Pharmacy PIC Change

- 1 Pharmacy PIC Change
- 2 Supporting Documentation
- 3 Review
- 4 Record Issuance

### Step 4 : Record Issuance



Your record has been successfully submitted.

Thank you for using MiPLUS.

**Your record number for this transaction is: 5301011911PPICCH1900V.**

You will need this number to check the status of your application.

To review information submitted on this record, click [View Record Details](#) below.

[View Record Details »](#)

