

Michigan Professional Licensure User System
(MiPLUS)

How to Apply for a Real Estate Salesperson License in MiPLUS

August 2020

Apply for a Real Estate Salesperson License in MiPLUS

Proceed to the MiPLUS website at: 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

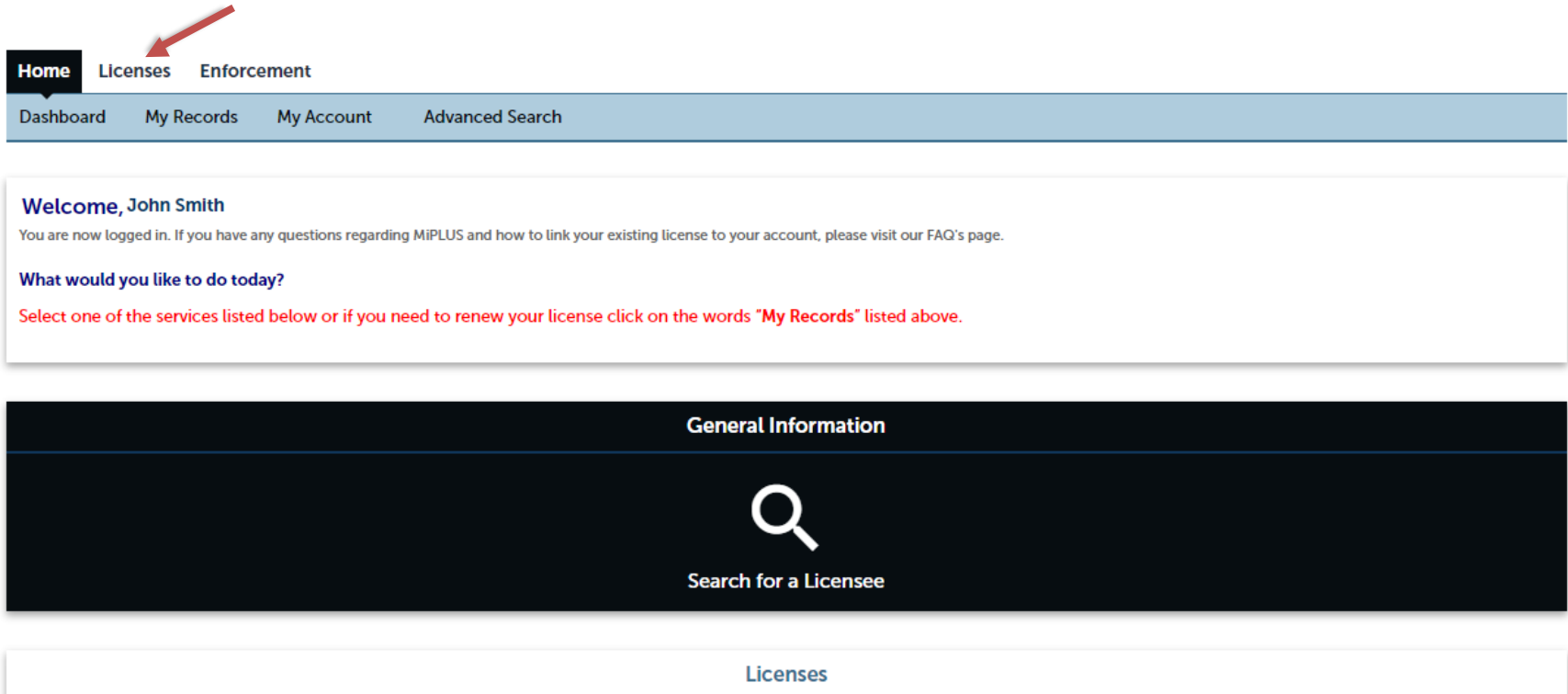


Search for a Licensee



Apply for a Real Estate Salesperson License 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 tabs: Home, Licenses, and Enforcement. Below this is a secondary navigation bar with links: 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 a red instruction to click on "My Records". Below this is a dark blue section titled "General Information" containing a search icon and the text "Search for a Licensee". At the bottom of the dashboard area, the word "Licenses" is displayed in a light blue font.



Apply for a Real Estate Salesperson License in MiPLUS

Select **Apply for a License or Submit a Request**.

Home **Licenses** Enforcement

 Apply for a License or Submit a Request (Certified License Verification)

Records

Showing 0-0 of 0

Action	Record Number	Record Type	Status	Expiration Date	Name
No records found.					



CUSTOMER DRIVEN. BUSINESS MINDED.

Apply for a Real Estate Salesperson License in MiPLUS

Read the **General Disclaimer**, then check the box next to "I have read and accepted the above terms." Select **Continue Application**.

Online License Application

Welcome to MiPLUS. Using this system you can submit and update information, pay fees, track the status of your day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

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I have read and accepted the above terms.

Continue Application »



Apply for a Real Estate Salesperson License in MiPLUS

Select **Real Estate** and then click **Real Estate Salesperson** from the list of License or Request Types. Select **Continue Application**.

- ▶ Acupuncture
- ▶ Applied Behavior Analysis
- ▶ Architect
- ▶ Athletic Trainer
- ▶ Audiology
- ▶ Barbers
- ▶ Clone From Related Records Real Estate
- ▶ Clone the following from Related Records tab ONLY
- ▶ Controlled Substance
- ▶ Cosmetology
- ▶ Dentistry
- ▶ FOR TESTING ONLY
- ▶ Good Moral Character Preliminary Determination
- ▶ License Link
- ▶ License Verification
- ▶ Marriage and Family Therapy
- ▶ Massage Therapy
- ▶ Medicine
- ▶ Midwifery
- ▶ Nursing
- ▶ Nursing Home Administrator
- ▶ Optometry
- ▶ Osteopathic Medicine & Surgery
- ▶ Pharmacy
- ▶ Physician's Assistant
- ▶ Podiatric Medicine & Surgery
- ▶ Professional Engineers
- ▶ Professional Surveyor
- ▶ Program Review
- ▶ Psychology
- ▼ **Real Estate**
 - Real Estate Broker Company Application
 - Real Estate Broker Individual Application
 - Real Estate Non Principal Associate Broker Application
 - Real Estate Principal Associate Broker Application
 - Real Estate Salesperson Application**
- ▶ Sanitarian
- ▶ Speech - Language Pathologist
- ▶ Temporary Military Spouse
- ▶ Veterinary Medicine

[Continue Application »](#)



Apply for a Real Estate Salesperson License in MiPLUS

Click **Select from Account** to add your contact information to your license application record.

Step 1: Contact Information > Applicant Information

You must download the [SOCIAL SECURITY NUMBER EXPLANATION FORM](#), complete it, and upload it as a supporting documentation attachment to your application if you have a social security number and did not provide the number during registration, OR if you are exempt under law from obtaining or disclosing your social security number.

Non-Michigan residents must submit a Consent to Service of Process form. This form may be found under License Applications & Forms at www.michigan.gov/realestate. If a Consent to Service of Process is required of you, please complete the form and upload it as an attachment on the Supporting Documentation page of this application.

* indicates a required field.

Applicant

To add contact information, click Select from Account. To edit the contact information, click on the Account Management link at the top of the page and find the Contact Section. To remove the contact information, click the Remove link.

Select from Account



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Apply for a Real Estate Salesperson License in MiPLUS

You will see your contact address from your previously created account. Select **Continue**.

Select Contact from Account

John Smith
Applicant

Select contact addresses for this contact to attach to the record.
Required contact address type(s): Mailing

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Mailing		123 Main Street

Continue Discard Changes



Apply for a Real Estate Salesperson License in MiPLUS

Use the drop-down list to select the **County** applicable to your license address. Select **Continue Application**.

Applicant

To add contact information, click Select from Account. To edit the contact information, click on the Account Management link at the top of the page and find the Contact Section. To remove the contact information, click the Remove link.

✔ Contact added successfully.

John Smith

allekat21@hotmail.com
Primary Phone: 5175551212, Extension:
Secondary Phone: , Extension:
Birth Date: 10/30/1980

Edit Remove

▼ Contact Addresses

Add Contact Address

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

Showing 1-1 of 1

Address Type	Address	Action	Primary	Start Date	End Date
Mailing	123 Main Street	Actions ▼	No	07/01/2020	

County

County

*If you are an Individual, select the County applicable to your license address; If you are a Business, select the County applicable to the PHYSICAL location of your business:

Ingham ▼

Save and resume later

Continue Application »



CUSTOMER DRIVEN. BUSINESS MINDED.

Apply for a Real Estate Salesperson License in MiPLUS

Step 2: Application Information > Application Information

* indicates a required field.

Good Moral Character:
Read the Good Moral Character statement and select appropriate answer.

Good Moral Character

Good Moral Character

* I have the ability and will serve the public in a fair, honest and open manner. If I have had a judgement of guilt in a criminal proceeding or a civil action against me, I am rehabilitated or the substance of my former offense is not reasonably related to the occupation or profession for which I am seeking a license:

Yes No

Armed Forces Fee Waiver: If requesting a fee waiver as an individual who served in the armed forces, check the box under **Armed Forces Fee Waiver**.

Armed Forces Fee Waiver

Armed Forces Fee Waiver

If requesting a fee waiver as an individual who served in the armed forces you will need to attach a form DD214, DD215, or any other form acceptable to the Department that demonstrates you were separated from service with an honorable character of service or under honorable conditions(general) character of service. If you have this form and wish to use the fee waiver, please select this box:

Select **Continue Application**.

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



Apply for a Real Estate Salesperson License in MiPLUS

Use the drop-down list to select the name of the **Prelicensure School** attended and enter the **Date of Completion**. Select **Continue Application**.

Step 3: Education Information > Education Information

* indicates a required field.

Education Information

Prelicensure Information

* School Name:

* Date of Completion:



Apply for a Real Estate Salesperson License in MiPLUS

Select **Add** in the **File Upload** box.

File Upload ×

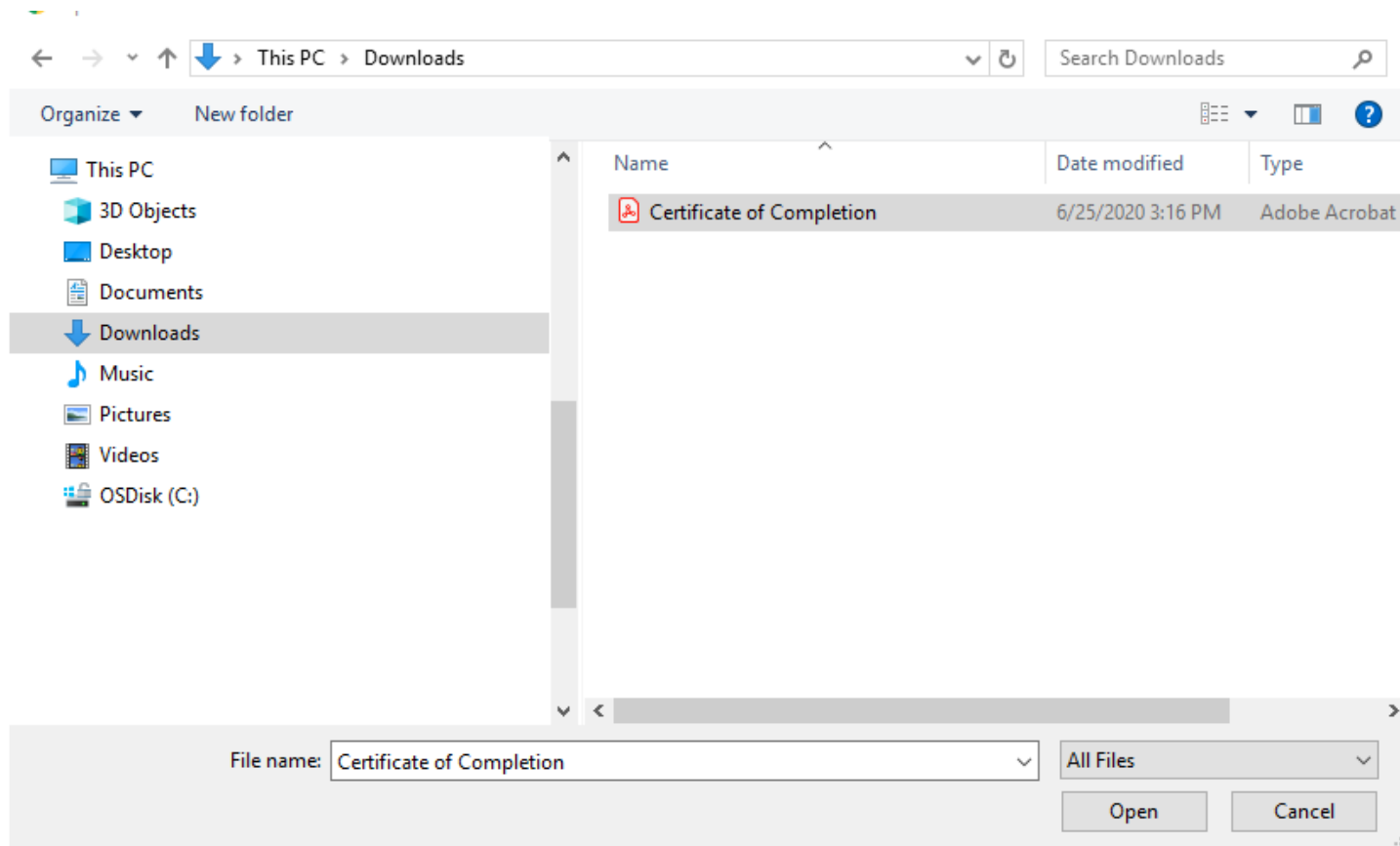
The maximum file size allowed is 150 MB.
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht;
mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed
file types to upload.

Continue **Add** Remove All Cancel



Apply for a Real Estate Salesperson License in MiPLUS

Navigate to your document(s) where saved on your personal device. **PLEASE NOTE:** Example below may be different from your computer or electronic device.



Apply for a Real Estate Salesperson License in MiPLUS

After adding the supporting document(s), click **Continue** to complete the file upload.

File Upload ✕

The maximum file size allowed is 150 MB.

ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Certificate of Completion.pdf	100%



Continue

Add

Remove All

Cancel



Apply for a Real Estate Salesperson License in MiPLUS

Click the drop-down list to select the **Type** of document attached, enter a **Description** as applicable and click **Save**.

Step 4 : Supporting Documentation > Supporting Documentation

* indicates a required field.

Attachment

Documentation to support your application may be uploaded here.

The maximum file size allowed is 150 MB.
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Prelicensure Certificate

Name	Type	Size	Latest Update	Action
No records found.				

*Type: Remove

File:
Certificate of Completion.pdf
100%

Description:
Certificate of Completion for Prelicensure course.

spell check



