



BUREAU OF PROFESSIONAL LICENSING

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

# **How to Approve or Deny a New Employee in MiPLUS**

**August 2020**

## Approve or Deny a New Employee 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

## Approve or Deny a New Employee in MiPLUS Pt 2

Under **Work in progress**, you will see an **Employee Approval** record. Click on **Resume Application**.

**Home** Licenses Enforcement

Dashboard My Records My Account Advanced Search

Hello,

Work in progress 

[View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
Employee Approval	20TMP-046230	Licenses	8/16/2020	Resume Application

## Approve or Deny a New Employee in MiPLUS Pt 3

Review the employee information and click the drop-down menu under **Confirmation of Employment** to select '**APPROVED**' or '**DENIED**'. Click **Continue Application**

*Step 1: Application Information > Approval Request*

\* indicates a required field.

### Broker Information

#### Broker Information

Broker License Number:

6505600017

Broker Name:

Alire Broker Company2

### Employee Approval

#### Employee Approval

Applicant Name:

John Smith

Applicant License Number (if applicable):

6501600025

\* Confirmation of Employment:

Approved  
--Select--  
Approved  
Denied

Save and resume later

Continue Application »

## Approve or Deny a New Employee in MiPLUS Pt 4

Please review your selection prior to submission. If you need to make a correction, click **Edit**. Click **Continue Application** to submit the approval or denial.

### Step 2: Review

Save and resume later

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

Employee Approval

### Broker Information

Broker Information

Edit

Broker License Number: 6505600017  
Broker Name: Alire Broker Company2

### Employee Approval

Employee Approval

Edit

Applicant Name: John Smith  
Applicant License Number (if applicable): 6501600025  
Confirmation of Employment: Approved

Save and resume later



Continue Application »


## Approve or Deny a New Employee in MiPLUS Pt 5

You will now see confirmation that your request was submitted successfully. No further action is required on your part. If you **APPROVED** the request, an e-mail confirmation will be sent to the employee and an electronic copy of the wall license and pocket card will be sent to you by e-mail. If you **DENIED** the request, an e-mail notification will be sent to the requestor.

### Employee Approval



### Step 3: Record Submitted



Your record has been successfully submitted.

Thank you for using MiPLUS.

**Your record number for this transaction is: 6501600025APV20129.**

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 »](#)