

## Michigan Professional Licensure User System (MiPLUS)

# How to Register for an Account in MiPlus

## Benefits of MiPLUS

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- Immediate intake once application is submitted, no data entry (saves mail time of 7 -10 business days)
- No data entry errors
- Immediate notification and information for fingerprints (saves mail time of 7-10 business days)
- Uploading capability; no mail time (saves mail time of 7-10 business days)
- Customer access to change/edit personal information (email address, mailing address, phone number)
- Customer access to order a reprint of a license
- Upload continuing education credits for relicensure (saves mail time of 7-10 business days)
- Notification of outstanding items sent to email address (saves mail time of 7-10 business days)
- Allows for BPL and licensees to go paperless



## How to register for an account in MiPLUS

- 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.

The screenshot displays the MiPLUS website interface. On the left is a vertical navigation menu with the following items: MI Office for New Americans, Professional Licensing, MI Public Service Commission, Services for Blind Persons, and Workers' Compensation. The main content area is divided into two columns. The left column is titled "Register With MiPLUS" and contains the text "Follow the instructions in the video below to register your account with MiPLUS." Below this is a video player thumbnail titled "Register for a MiPLUS Account" with a play button icon. At the bottom of this column is a button labeled "Register Your Account Now". The right column is titled "Apply For Your First License" and contains the text "This video will walk you through how to apply for your first license with MiPLUS." Below this is a video player thumbnail titled "Applying for your first... New Licensees: Applying for a License" with a play button icon. At the bottom of this column is a button labeled "Get Your First License". A red arrow points from the "Get Your First License" button back to the "Register Your Account Now" button.

## How to register for an account in MiPLUS Pt 2

- 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:

## How to register for an account in MiPLUS Pt 3

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

Home Search + New Request Help

Home Licenses Enforcement

Dashboard My Records My Account Advanced Search

Account Registration

You will be asked to provide the following information to

- Choose a user name and password
- Contact Information

Please review and accept the terms below to proceed.

**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.

I have read and accepted the above terms.


**Continue Registration »**

## How to register for an account in MiPLUS Pt 4


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.

**Add New** 

**Continue Registration »**

# Contact Information

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

Select Contact Type

\*Type:  
Individual

Continue




## Contact Information Pt 2

Enter **ALL** of your **Contact Information** in the boxes provided, including **SSN**. 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](#)

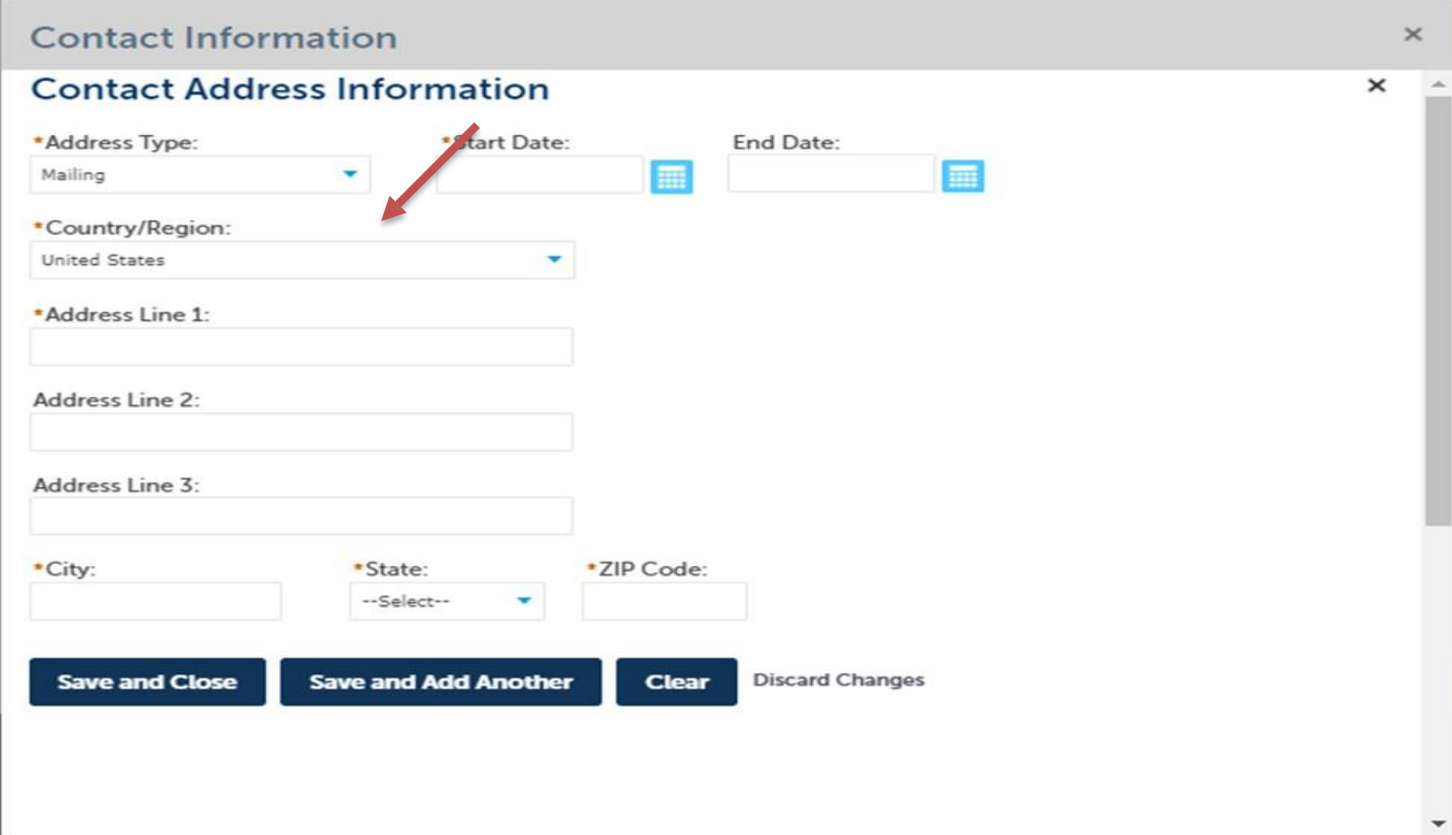
To edit a contact address, click the address link.  
Required contact address type(s): Mailing

Showing 0-0 of 0

Action	Address Type	Address	Status	Start Date	End Date
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## Contact Information Pt 3

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 form titled "Contact Information" with a sub-section "Contact Address Information". The form contains the following fields and controls:

- \*Address Type:** A dropdown menu with "Mailing" selected.
- \*Start Date:** A date input field with a calendar icon. A red arrow points to this field.
- End Date:** A date input field with a calendar icon.
- \*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, there are three buttons: "Save and Close", "Save and Add Another", and "Clear". To the right of the "Clear" button is the text "Discard Changes".

## Contact Information Pt 4

▼ 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**.




## Contact Information Pt 5

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

Advanced Search

Rectangular Snip

 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: girltrik1  
E-mail: abcdefg@dogmail.com  
Password: \*\*\*\*\*  
Security Question: favorite food

### Contact Information

Jane Jones  
abcdefg@dogmail.com

Primary Phone: 0000000000  
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	

