

## 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 shows a vertical navigation menu on the left 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. Below the video player 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. Below the video player is a button labeled "Get Your First License". A red arrow points from the "Get Your First License" button to the "Register Your Account Now" button.

**MI Office for New Americans**

**Professional Licensing**

**MI Public Service Commission**

**Services for Blind Persons**

**Workers' Compensation**

### Register With MiPLUS

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

**Register for a MiPLUS Account**

Presented by  
Bureau of Professional Licensing  
Department of Licensing and Regulatory Affairs  
[DLhelp@Michigan.gov](mailto:DLhelp@Michigan.gov) | 517-335-0918

**Register Your Account Now**

### Apply For Your First License

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

**Applying for your first... New Licensees: Applying for a License**

Presented by  
Bureau of Professional Licensing  
Department of Licensing and Regulatory Affairs  
[DLhelp@Michigan.gov](mailto:DLhelp@Michigan.gov) | 517-335-0918

**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 for an account in MiPLUS

- 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

Advanced Search menu, press tab to expand

Search for a Licensee

Search Records/Applications

**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.

All trademarks, service marks and copyrighted information contained in or

I have read and accepted the above terms.


**Continue Registration »**

## Register for an account in MiPLUS


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 »**

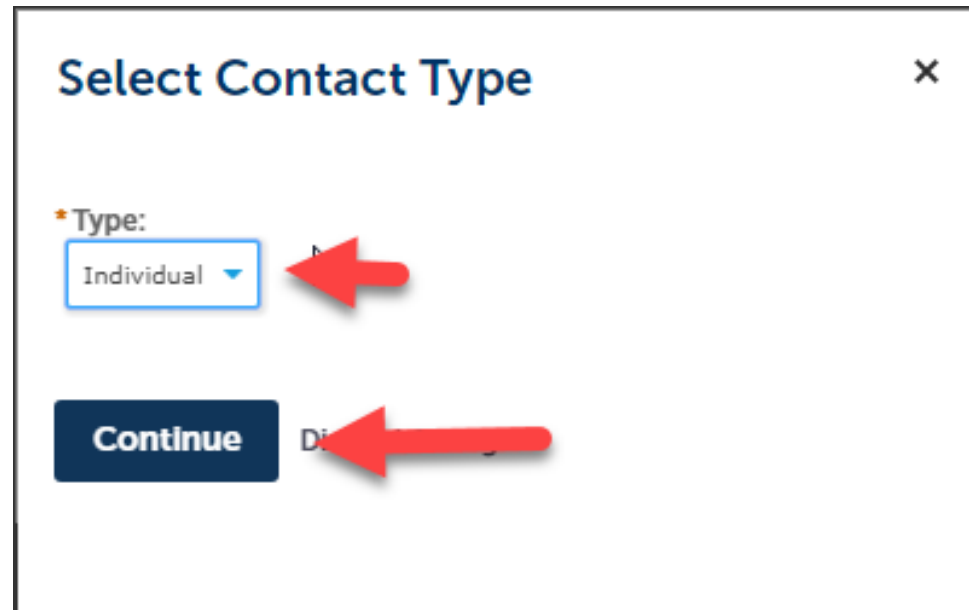


CUSTOMER DRIVEN. BUSINESS MINDED.

## 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

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

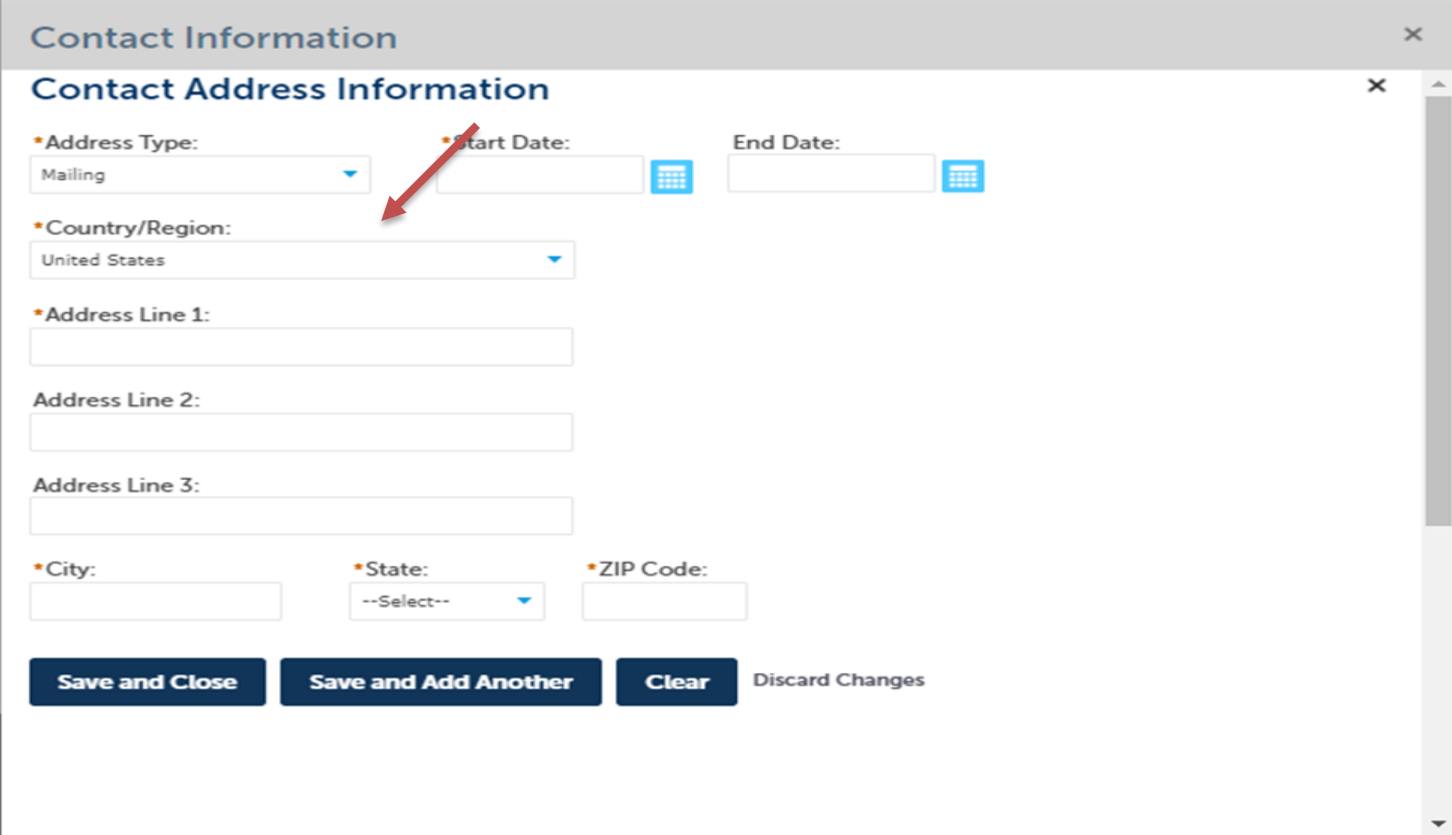
Showing 0-0 of 0

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

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". Inside the window is a form titled "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 to its right.
- End Date:** A date 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". A red arrow points to the "Start Date" field.

## 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**.



## Contact Information

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.

The screenshot displays a web application interface with a navigation menu at the top containing 'Home', 'Licenses', and 'Enforcement'. Below the menu is a search bar labeled 'Advanced Search'. A green banner with a checkmark icon and the text 'Your account has been created successfully. You may now login.' is prominently displayed. Below this, a message states 'Your account has been successfully created. Congratulations. You have successfully created an account with the Agency.' The 'Account Information' section lists: User Name: girlnik1, E-mail: abcdefg@dogmail.com, Password: \*\*\*\*\* (masked), and Security Question: favorite food. The 'Contact Information' section lists: Name: Jane Jones, Email: abcdefg@dogmail.com, Primary Phone: 0000000000, Secondary Phone: (blank), Secondary Extension: (blank), Primary Extension: (blank), and Preferred Method of Contact: Email. A 'Contact Address List' section is expanded to show 'Contact Addresses'. It indicates 'Showing 1-1 of 1' and contains a table with one row of address data.

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

