

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

**How to Remove an  
Employee in MiPLUS**

**August 2020**

## Remove an 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:

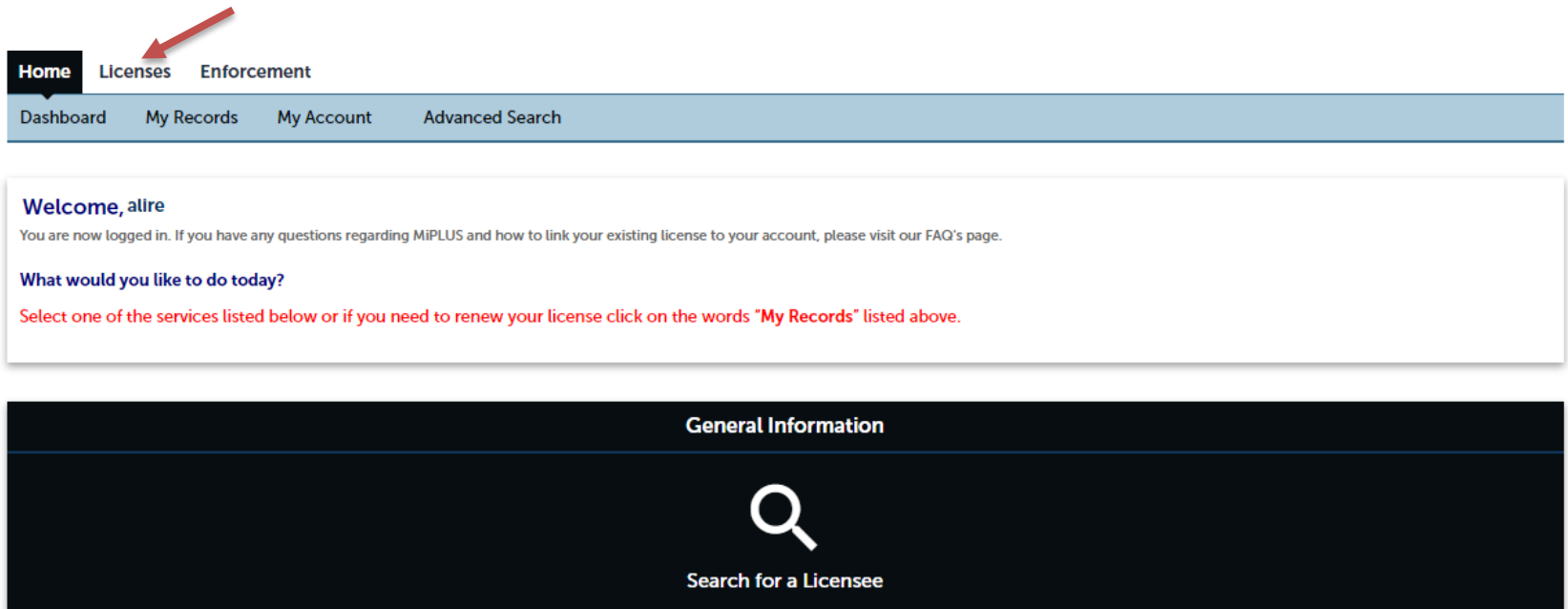
### General Information



Search for a Licensee

## Remove an Employee in MiPLUS Pt 2

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 with a red arrow. Below this bar, there is a secondary navigation bar with four options: **Dashboard**, **My Records**, **My Account**, and **Advanced Search**. The main content area features a welcome message: "Welcome, alire" followed by the text "You are now logged in. If you have any questions regarding MiPLUS and how to link your existing license to your account, please visit our FAQ's page." Below this, there is a section titled "What would you like to do today?" with a red instruction: "Select one of the services listed below or if you need to renew your license click on the words 'My Records' listed above." At the bottom of the dashboard, there is a dark blue section titled "General Information" containing a search icon and the text "Search for a Licensee".

## Remove an Employee in MiPLUS Pt 3

Click on **Modification** next to your license number.

Home **Licenses** Enforcement

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

### Records

Showing 1-20 of 59 |

<input type="checkbox"/>	Action	Record Number	Record Type	Status	Expiration Date	Name
<input type="checkbox"/>	Modification	6505600017	Real Estate Broker Company License	Active	06/26/2024	Alire Broker Company2

## Remove an Employee in MiPLUS Pt 4

To remove an employee, select **Remove Employee** and then click **Continue Application**.

Home **Licenses** Enforcement

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

Select a Modification Type

Choose one of the following available modification types.

- Add Assumed Name
- Broker Company or Individual Information Change
- License Reprint Request
- Real Estate Branch Office Application
- Remove Employee

**Continue Application »**

## Remove an Employee in MiPLUS Pt 5

Select the employee(s) you wish to remove and click **Edit Selected**.

*Step 1: Remove Employees > Remove Employees*

\* indicates a required field.

### Employee Removal

#### Employee Removal

Showing 1-2 of 2

<input type="checkbox"/>	License Number	Employee Name	If you wish to end the employment of an employee, change field to Remove	
<input checked="" type="checkbox"/>	6501600025	John Smith	Keep	Actions ▾
<input type="checkbox"/>	6506600024	Johnny B Good	Keep	Actions ▾

**Edit Selected** ←

Save and resume later

Continue Application »

## Remove an Employee in MiPLUS Pt 6

In the **Employee Removal** window, use the drop-down menu to select **Remove**. Click **Submit**.

**Employee Removal**

License Number:  
6501600025

Employee Name:  
John Smith

If you wish to end the employment of an employee, change field to **Remove**:

Keep  
--Select--  
Keep  
Remove

Submit Cancel

Employee Name      If you wish to end the employment of an employee, change field to Remove

## Remove an Employee in MiPLUS Pt 7

If you select **multiple employees** to remove, you will be required to change the employment field to **Remove** for each employee record selected. Click **Submit**.

**Employee Removal** X

License Number: 6501600025 Employee Name: John Smith

If you wish to end the employment of an employee, change field to Remove:  
Keep

License Number: 6506600024 Employee Name: Johnny B Good

If you wish to end the employment of an employee, change field to Remove:  
Keep

**Submit** Cancel

## Remove an Employee in MiPLUS Pt 8

After you have selected the employees to remove, the field next to the employee name will change from 'Keep' to 'Remove'. Click **Continue Application**.

*Step 1: Remove Employees > Remove Employees*

\* indicates a required field.

### Employee Removal

#### Employee Removal

Showing 1-2 of 2

<input type="checkbox"/>	License Number	Employee Name	If you wish to end the employment of an employee, change field to Remove	
<input type="checkbox"/>	6501600025	John Smith	Remove	Actions ▾
<input type="checkbox"/>	6506600024	Johnny B Good	Keep	Actions ▾

Edit Selected

Save and resume later



Continue Application »

## Remove an Employee in MiPLUS Pt 9

Review the Employee Removal request and click **Continue Application**.

### 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

Remove Employee

### Employee Removal

Employee Removal

Edit

License Number	Employee Name	If you wish to end the employment of an employee, change field to Remove
6501600025	John Smith	Remove
6506600024	Johnny B Good	Keep

Save and resume later



Continue Application »

## Remove an Employee in MiPLUS Pt 10

You will now see confirmation that your request was submitted successfully. No further action is required on your part. An e-mail notification will automatically be sent to the former employee.

### Remove Employee

1 Remove Employees

2 Review

3 Record Submitted

### *Step 3: Record Submitted*



Your record has been successfully submitted.

Thank you for using MiPLUS.

**Your record number for this transaction is: 6505600017REERRQ20020.**

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 »](#)