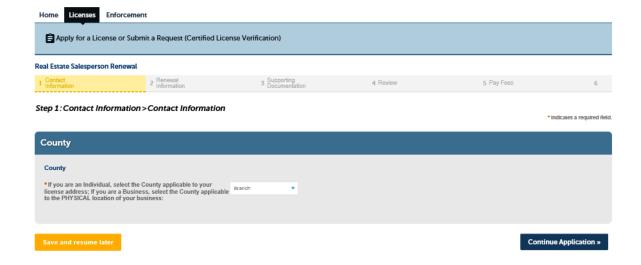
Step1: Log into the account of license being renewed.



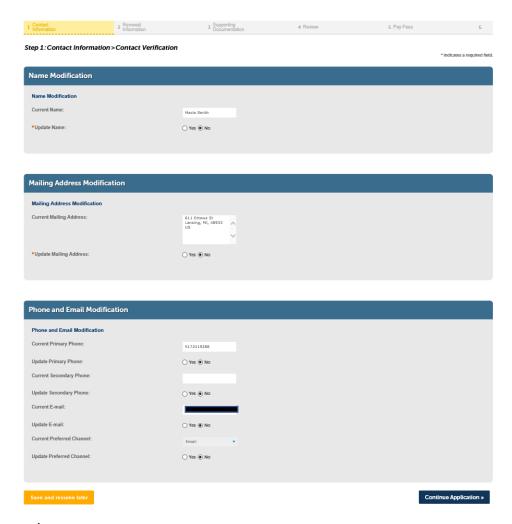
Step2: Go to the Licenses Tab. **PLEASE NOTE**: Make sure the licensee clicks directly on the words "Click here to Renew License".



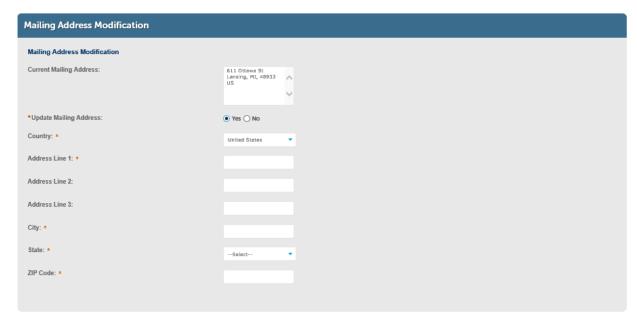
Step3: The first page of the renewal will ask for the county where the applicant is located.



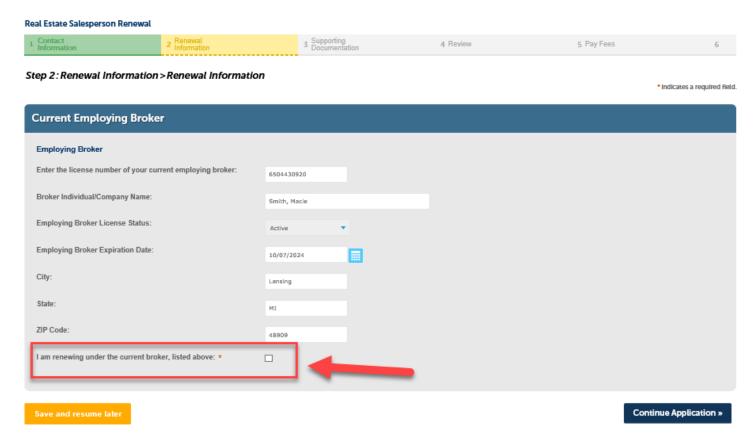
Step4: This step allows for any name, mailing address and phone/email modifications. If a modification is needed, start by selecting "Yes" and then new boxes will appear to put the changed information.



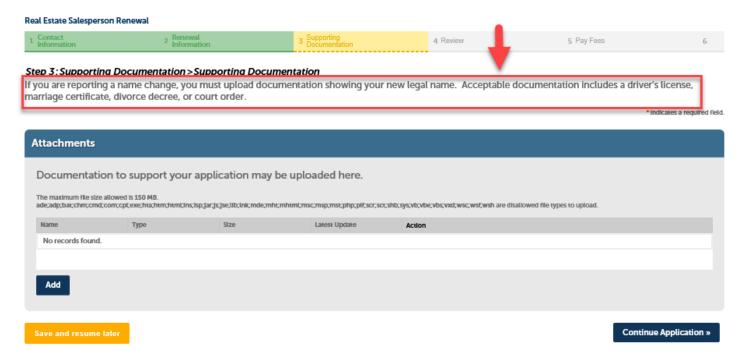
# Modification Example:



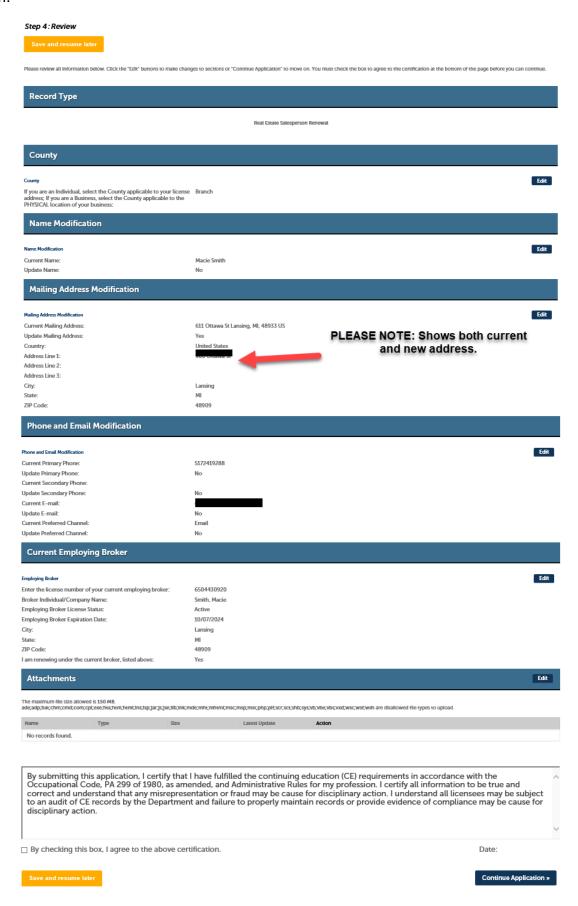
Step5: This page will list the current employing broker on file for the license. The licensee must verify it is the correct employer and then agree by checking the box at the bottom. If the employer is not correct, one must get out of the renewal and submit for a transfer before renewing the license.



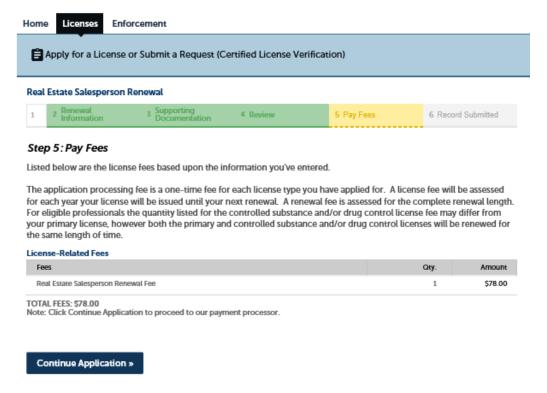
Step6: A Consent to Service of Process form needs to be submitted if the address has been changed to an out of state address. If there is a name change then the licensee must attach legal documentation such as a driver's license, marriage certificate, divorce decree or court order. Otherwise, no other documents required for the renewal.



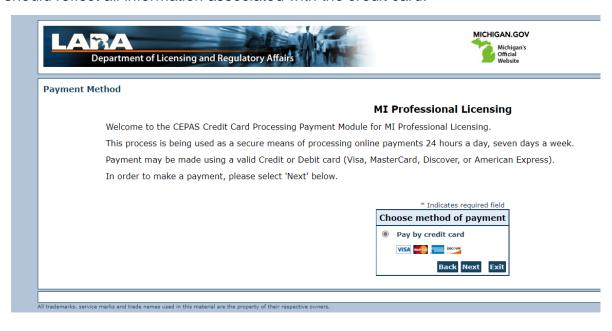
Step7: Next is the review page. They will review all information and then complete a certification at the bottom.



Step8: This page will inform the licensee of the fees owed for the renewal.



Step9: The next steps are the CEPAS payment system. First page one will click the "Next" button and then next page is where all billing information is entered. **PLEASE NOTE**: All billing information entered should reflect all information associated with the credit card.



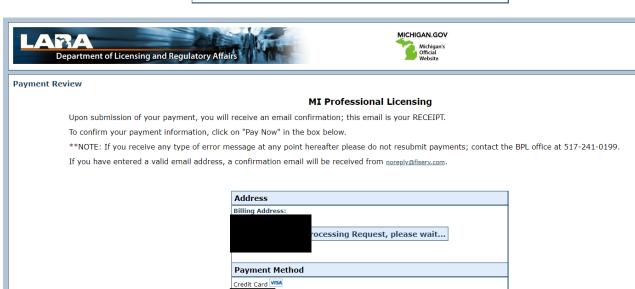
#### MI Professional Licensing

To continue the payment process, click the "Next" button in the box below.

\*\*NOTE: If you receive any type of error message at any point hereafter please do not resubmit payments; contact the BPL office at 517-241-0199.

If you have entered a valid email address, a confirmation email will be received from noreply@fiserv.com.





**Payment Amount** 

Amount: 78.00 USD

Total: 78.00 USD

Back Pay Now Exit

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Step10: The final page of the renewal will provide the licensee with a notice that the record has been successfully submitted.

