

REAL ESTATE: RENEWAL APPLICATION

Step1: Log into the account of license being renewed.

The screenshot shows the LARA website home page. At the top, there is a navigation bar with 'Home', 'Search', '+ New', and 'Help'. Below this, a message states: 'The MiPLUS system will be down for maintenance between 10/01/2021 and 10/05/2021. Registration and record submission will not be possible during this period.' A secondary navigation bar includes 'Home', 'Licenses', and 'Enforcement'. Under 'Licenses', there are links for 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. A welcome message for 'Macie Smith' is displayed, along with a prompt: 'What would you like to do today? Select one of the services listed below or if you need to renew your license click on the words "My Records" listed above.'

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

The screenshot shows the 'Licenses' tab selected in the navigation bar. Below the navigation bar, there is a button labeled 'Apply for a License or Submit a Request (Certified License Verification)'. A 'Records' section is visible, showing a table with columns: Action, Record Number, Record Type, Status, Expiration Date, and Name. A red arrow points to the 'Click here to Renew License' link in the first row of the table.

Action	Record Number	Record Type	Status	Expiration Date	Name
<input type="checkbox"/> Click here to Renew License	6501431626	Real Estate Salesperson License	Active	10/31/2021	Smith, Macie
<input type="checkbox"/> Modification	6504430920	Real Estate Broker Individual License	Active	10/07/2024	Smith, Macie

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

The screenshot shows the 'Real Estate Salesperson Renewal' application form. The 'Contact Information' step is highlighted. Below the progress bar, the 'County' section is visible, with a dropdown menu for 'Branch'. A note states: '* If you are an Individual, select the County applicable to your license address; If you are a Business, select the County applicable to the PHYSICAL location of your business:'. At the bottom, there are two buttons: 'Save and resume later' and 'Continue Application »'.

REAL ESTATE: RENEWAL APPLICATION

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.

1 Contact Information 2 Renewal Information 3 Supporting Documentation 4 Review 5 Pay Fees 6

Step 1: Contact Information > Contact Verification * Indicates a required field.

Name Modification

Name Modification

Current Name:

*Update Name: Yes No

Mailing Address Modification

Mailing Address Modification

Current Mailing Address:

*Update Mailing Address: Yes No

Phone and Email Modification

Phone and Email Modification

Current Primary Phone:

Update Primary Phone: Yes No

Current Secondary Phone:

Update Secondary Phone: Yes No

Current E-mail:

Update E-mail: Yes No

Current Preferred Channel:

Update Preferred Channel: Yes No

[Save and resume later](#) [Continue Application >](#)

Modification Example:

Mailing Address Modification

Mailing Address Modification

Current Mailing Address:

*Update Mailing Address: Yes No

Country: *

Address Line 1: *

Address Line 2:

Address Line 3:

City: *

State: *

ZIP Code: *

REAL ESTATE: RENEWAL APPLICATION

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.

Real Estate Salesperson Renewal

1 Contact Information	2 Renewal Information	3 Supporting Documentation	4 Review	5 Pay Fees	6
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Step 2: Renewal Information > Renewal Information

* Indicates a required field.

Current Employing Broker

Employing Broker

Enter the license number of your current employing broker:

Broker Individual/Company Name:

Employing Broker License Status:

Employing Broker Expiration Date:

City:

State:

ZIP Code:

I am renewing under the current broker, listed above: *

Save and resume later

Continue Application »

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.

Real Estate Salesperson Renewal

1 Contact Information	2 Renewal Information	3 Supporting Documentation	4 Review	5 Pay Fees	6
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Step 3: Supporting Documentation > Supporting Documentation

If you are reporting a name change, you must upload documentation showing your new legal name. Acceptable documentation includes a driver's license, marriage certificate, divorce decree, or court order.

* Indicates a required field.

Attachments

Documentation to support your application may be uploaded here.

The maximum file size allowed is 150 MB.
ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhmt;msc;msp;mst;php;plf;scr;scs;shb;sys;vb;vbe;vbs;vxd;wsc;wst;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later

Continue Application »

REAL ESTATE: RENEWAL APPLICATION

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

Step 4: 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

Real Estate Salesperson Renewal

County

County

If you are an Individual, select the County applicable to your license address; If you are a Business, select the County applicable to the PHYSICAL location of your business:

[Edit](#)

Name Modification

Name Modification

Current Name: Macie Smith
Update Name: No

[Edit](#)

Mailing Address Modification

Mailing Address Modification

Current Mailing Address: 611 Ottawa St Lansing, MI 48933 US
Update Mailing Address: Yes
Country: United States
Address Line 1: [REDACTED]
Address Line 2:
Address Line 3:
City: Lansing
State: MI
ZIP Code: 48909

[Edit](#)

PLEASE NOTE: Shows both current and new address.



Phone and Email Modification

Phone and Email Modification

Current Primary Phone: 5172419288
Update Primary Phone: No
Current Secondary Phone:
Update Secondary Phone: No
Current E-mail: [REDACTED]
Update E-mail: No
Current Preferred Channel: Email
Update Preferred Channel: No

[Edit](#)

Current Employing Broker

Employing Broker

Enter the license number of your current employing broker: 6504430920
Broker Individual/Company Name: Smith, Macie
Employing Broker License Status: Active
Employing Broker Expiration Date: 10/07/2024
City: Lansing
State: MI
ZIP Code: 48909
I am renewing under the current broker, listed above: Yes

[Edit](#)

Attachments

The maximum file size allowed is 150 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jsc;js;lib;lnk;mde;mht;mhtml;mssc;msp;msg;php;pit;scr;scs;shb;sys;vb;vbe;vbs;vxd;wsc;wst;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

By submitting this application, I certify that I have fulfilled the continuing education (CE) requirements in accordance with the Occupational Code, PA 299 of 1980, as amended, and Administrative Rules for my profession. I certify all information to be true and correct and understand that any misrepresentation or fraud may be cause for disciplinary action. I understand all licensees may be subject to an audit of CE records by the Department and failure to properly maintain records or provide evidence of compliance may be cause for disciplinary action.

By checking this box, I agree to the above certification.

Date:

[Save and resume later](#)

[Continue Application >](#)

REAL ESTATE: RENEWAL APPLICATION

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

Home **Licenses** Enforcement

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

Real Estate Salesperson Renewal

1 2 **Renewal Information** 3 Supporting Documentation 4 Review 5 **Pay Fees** 6 Record Submitted

Step 5: Pay Fees

Listed below are the license fees based upon the information you've entered.

The application processing fee is a one-time fee for each license type you have applied for. A license fee will be assessed for each year your license will be issued until your next renewal. A renewal fee is assessed for the complete renewal length. For eligible professionals the quantity listed for the controlled substance and/or drug control license fee may differ from your primary license, however both the primary and controlled substance and/or drug control licenses will be renewed for the same length of time.

License-Related Fees

Fees	Qty.	Amount
Real Estate Salesperson Renewal Fee	1	\$78.00

TOTAL FEES: \$78.00
Note: Click Continue Application to proceed to our payment processor.

[Continue Application »](#)

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.

LARA Department of Licensing and Regulatory Affairs

MICHIGAN.GOV Michigan's Official Website

Payment Method

MI Professional Licensing

Welcome to the CEPAS Credit Card Processing Payment Module for MI Professional Licensing.
This process is being used as a secure means of processing online payments 24 hours a day, seven days a week.
Payment may be made using a valid Credit or Debit card (Visa, MasterCard, Discover, or American Express).
In order to make a payment, please select 'Next' below.

* Indicates required field

Choose method of payment

Pay by credit card

VISA MasterCard DISCOVER

[Back](#) [Next](#) [Exit](#)

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REAL ESTATE: RENEWAL APPLICATION

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.

* Indicates required field

Billing Address	
<input type="checkbox"/> Use Business Name	
*First Name:	<input type="text"/>
M.I.:	<input type="text"/>
*Last Name:	<input type="text"/>
*Street Line 1:	<input type="text"/>
Street Line 2:	<input type="text"/>
*City:	<input type="text"/>
*State:	Select State <input type="button" value="v"/>
*Zip:	<input type="text"/>
*Country:	UNITED STATES <input type="button" value="v"/>
*Phone:	<input type="text"/>
*E-Mail:	<input type="text"/>

Payment Details
*Payment Amount: 78.00 USD

Payment Method
*Name on Card: <input type="text"/>
*Card Number: <input type="text"/>
*Expiration Date: * Month <input type="button" value="v"/> * Year <input type="button" value="v"/>
*Card Verification Value(CVV2): <input type="text"/> What's This?

	
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Payment Review

MI Professional Licensing

Upon submission of your payment, you will receive an email confirmation; this email is your RECEIPT.
To confirm your payment information, click on "Pay Now" 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.

Address
Billing Address: [REDACTED] <input type="button" value="Processing Request, please wait..."/>


Payment Method
Credit Card  [REDACTED]

Payment Amount
Amount: 78.00 USD
Total: 78.00 USD

REAL ESTATE: RENEWAL APPLICATION

Step 10: The final page of the renewal will provide the licensee with a notice that the record has been successfully submitted.

[Home](#) **Licenses** [Enforcement](#)

 [Apply for a License or Submit a Request \(Certified License Verification\)](#)

Real Estate Salesperson Renewal

1	2 Renewal Information	3 Supporting Documentation	4 Review	5 Pay Fees	6 Record Submitted
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Step 6: Record Submitted



Your application has been successfully submitted for review.
Please print and retain a copy of this page for your records.

Thank you for using MIPLUS.

Your renewal number is **6501431626REN21**.

Your application for the renewal of this license has been successfully submitted. The license will be issued after the application is processed. You will be notified if any additional information is required.

[Print/View Receipt](#)