



BUREAU OF PROFESSIONAL LICENSING

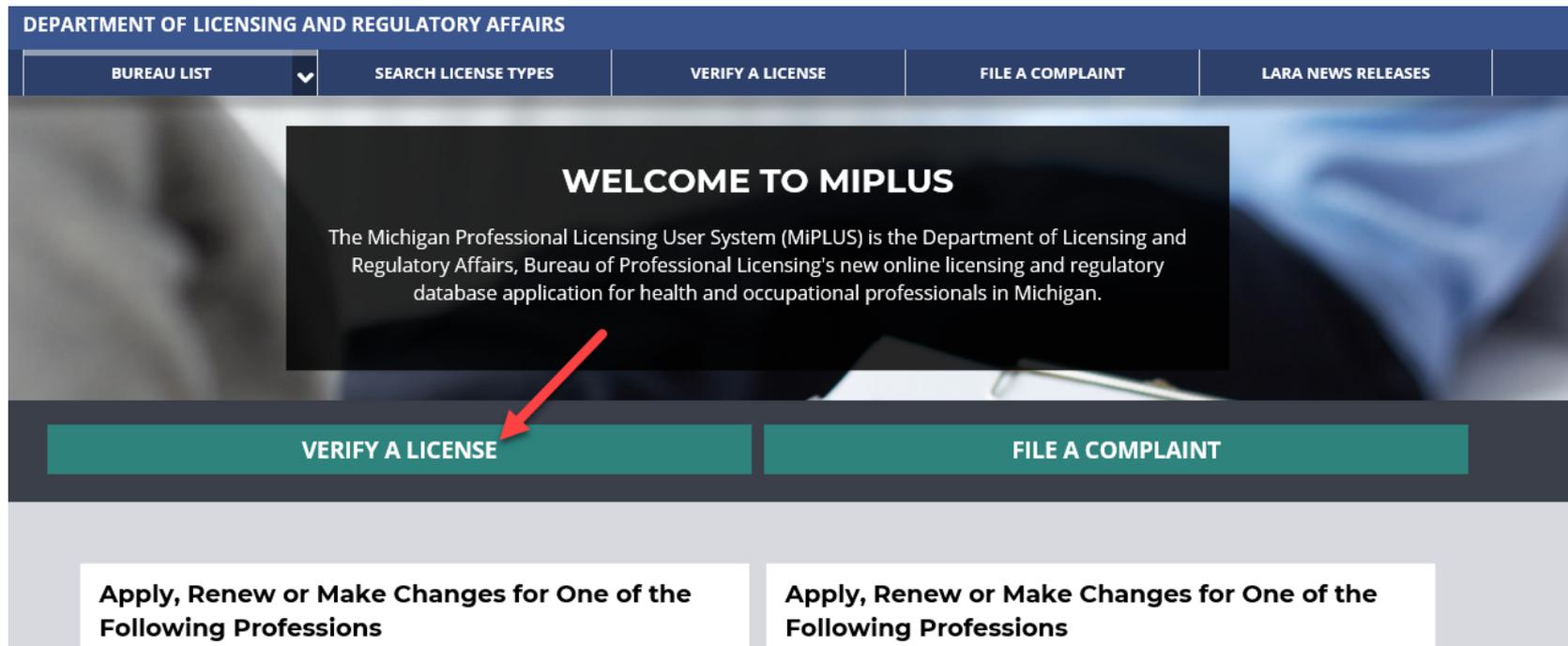
Michigan Professional Licensure User System
(MiPLUS)

How to View Active Employees Report in MiPLUS

September 2020

Active Employee Report in MiPLUS

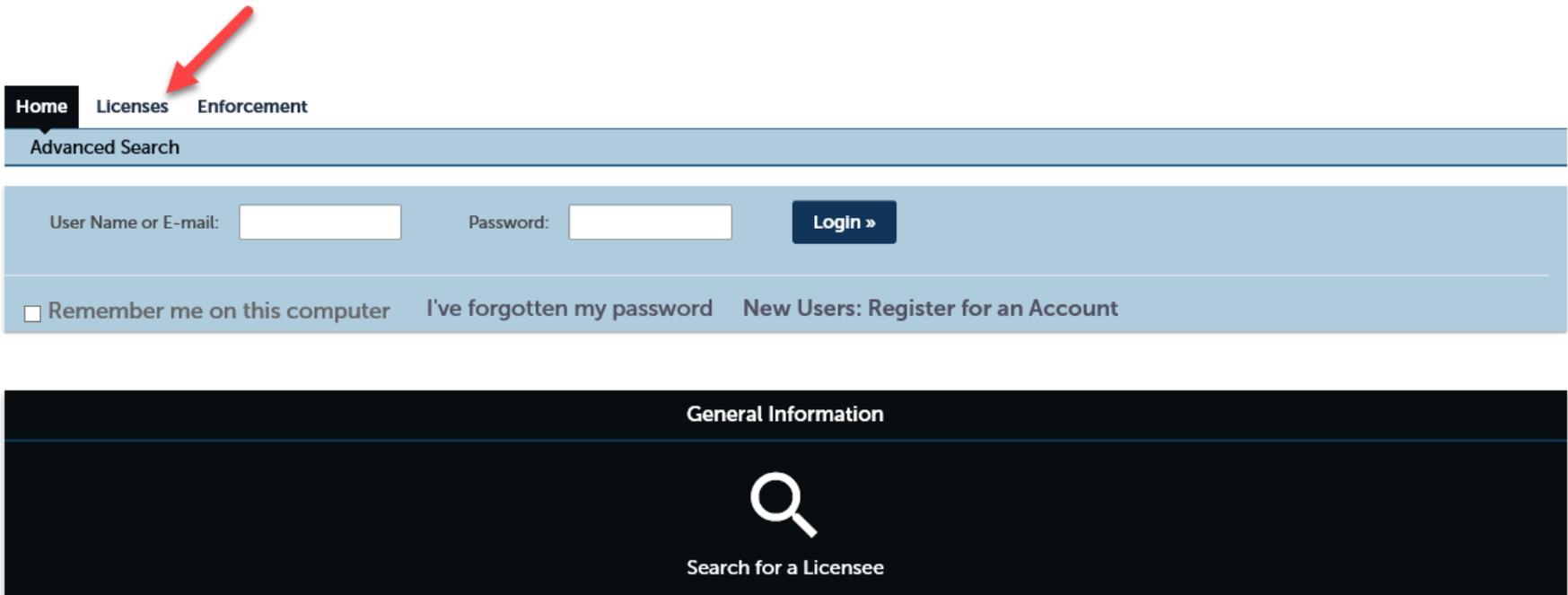
Proceed to the MiPLUS website at: www.michigan.gov/miplus. Under the Welcome to MiPlus banner, click **Verify A License**.



The screenshot shows the top navigation bar of the MiPLUS website. The header is dark blue with the text "DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS" on the left. Below this is a horizontal menu with five items: "BUREAU LIST" (with a dropdown arrow), "SEARCH LICENSE TYPES", "VERIFY A LICENSE", "FILE A COMPLAINT", and "LARA NEWS RELEASES". Below the menu is a large banner area with a dark background and a light blue pattern. The banner contains the text "WELCOME TO MIPLUS" in large white letters, followed by a paragraph: "The Michigan Professional Licensing User System (MiPLUS) is the Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing's new online licensing and regulatory database application for health and occupational professionals in Michigan." Below the banner is a dark grey bar with two teal buttons: "VERIFY A LICENSE" and "FILE A COMPLAINT". A red arrow points to the "VERIFY A LICENSE" button. Below this bar are two white boxes with the text "Apply, Renew or Make Changes for One of the Following Professions".

Active Employee Report in MiPLUS

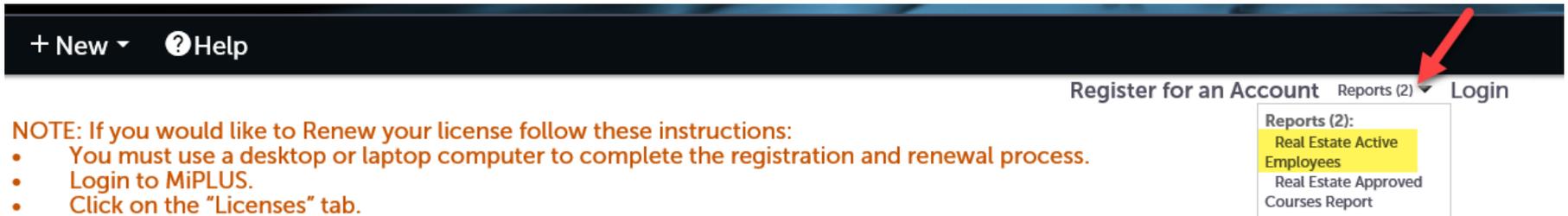
On the login page, select **Licenses**.



The screenshot shows the MiPLUS login interface. At the top, there is a navigation menu with three items: **Home**, **Licenses**, and **Enforcement**. A red arrow points to the **Licenses** item. Below the navigation menu is a section titled **Advanced Search**. Underneath, there are two input fields: **User Name or E-mail:** and **Password:**, followed by a **Login »** button. Below the login fields, there are three links: **Remember me on this computer**, [I've forgotten my password](#), and [New Users: Register for an Account](#). At the bottom of the page, there is a dark blue section titled **General Information** containing a search icon and the text **Search for a Licensee**.

Active Employee Report in MiPLUS

Click the down arrow next to **Reports (2)** at the top of the page and select **Real Estate Active Employees**.



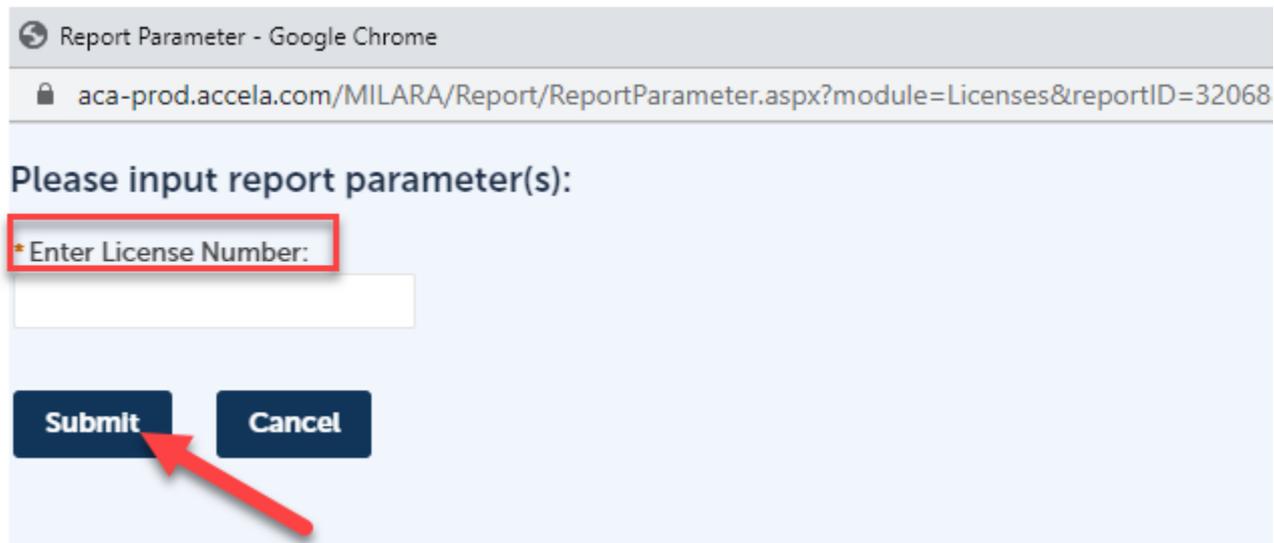
The screenshot shows the top navigation bar of the MiPLUS system. On the left, there are links for '+ New' and '? Help'. On the right, there are links for 'Register for an Account', 'Reports (2)', and 'Login'. A red arrow points to the 'Reports (2)' link, which has a dropdown menu open. The dropdown menu contains the following items: 'Reports (2):', 'Real Estate Active Employees' (highlighted in yellow), 'Real Estate Approved Courses Report', and 'Courses Report'.

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.

Active Employee Report in MiPLUS

In the pop-up box, enter the **License Number** of the Broker Company or Individual Broker, click **Submit**.



Report Parameter - Google Chrome

aca-prod.accela.com/MILARA/Report/ReportParameter.aspx?module=Licenses&reportID=32068

Please input report parameter(s):

* Enter License Number:

Submit Cancel

A red arrow points to the Submit button.



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Active Employee Report in MiPLUS

You are now able to access a list of Active and pending employees.



Bureau of Professional Licensing
P.O. BOX 30670 • LANSING, MI 48909-8170
Telephone: (517) 241-0199
www.michigan.gov/bpl
BPLHelp@michigan.gov

Active Employees of REAL ESTATE BROKER COMPANY LICENSE 6505000018

ABC Real Estate
123 Main Street
Lansing, MI 48917

<u>License Number</u>	<u>Employee Name</u>	<u>License Status</u>	<u>Start Date</u>	<u>Employment Status</u>
6501000123	Smith, John T.	Active	08/01/2019	Approved
6501000001	Sue, Sally	Active	08/01/2019	Approved
6501000047	Cruise, Tom	Active	07/26/2019	Approved
6502000081	Jones, Karen	Active	07/26/2019	Approved