



BUREAU OF PROFESSIONAL LICENSING

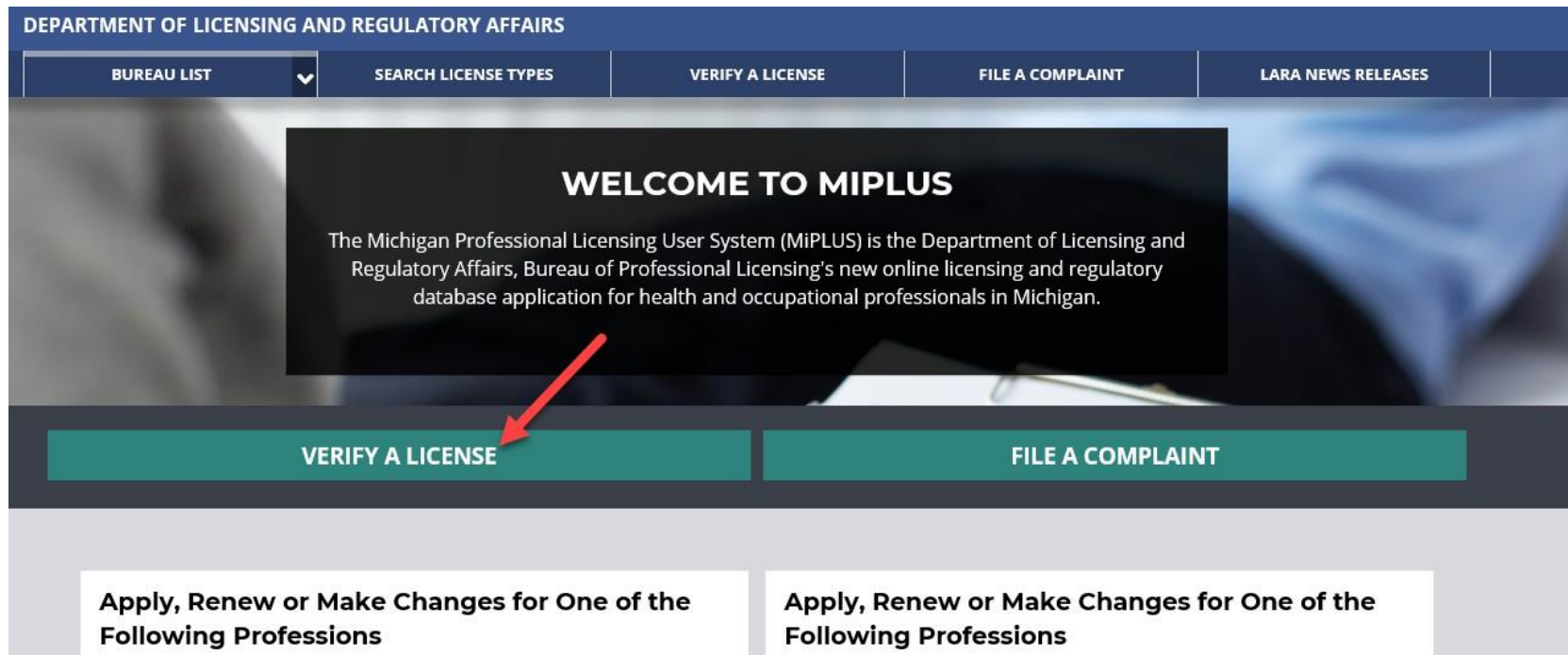
**Michigan Professional Licensure User System
(MiPLUS)**

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 blurred background. In the center of the banner is a dark box with the text "WELCOME TO MIPLUS" and 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 light grey boxes, each containing the text "Apply, Renew or Make Changes for One of the Following Professions".

Active Employee Report in MiPLUS Pt 2

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




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](#)

General Information



Search for a Licensee

Active Employee Report in MiPLUS Pt 3

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



+ New ▾ ? Help

Register for an Account Reports (2) ▾ Login

Reports (2):
Real Estate Active Employees
Real Estate Approved
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 Pt 4

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



The screenshot shows a web browser window titled "Report Parameter - Google Chrome". The address bar displays the URL: `aca-prod.accela.com/MILARA/Report/ReportParameter.aspx?module=Licenses&reportID=32068`. The main content area contains the text "Please input report parameter(s):" followed by a red-bordered label "* Enter License Number:" and an empty text input field. Below the input field are two dark blue buttons: "Submit" and "Cancel". A red arrow points to the "Submit" button.



Active Employee Report in MiPLUS Pt 5

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



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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