

Welcome to MiPLUS! LARA's new system for licensed professionals in Michigan.

This presentation will walk you through how order a Certified License Verification using MiPLUS.

Make sure you have registered with a MiPLUS account before starting this process.

We recommend using Internet Explorer for this process.



To get started, please open Internet Explorer and go to: www.michigan.gov/miplus or click on "MiPLUS Login" under "Quick Links" on this page.



Select the profession for which you are ordering a certified license verification.

Alternatively, and for no change, you can select "Verify a License" which will show you the current status of license.



Click on the "MiPLUS Login" link highlighted in red on the right side of the screen.

| LARA Department of Licensing and Regulatory Affairs |
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| A Home ♀Search ▼ + New ▼ 	☐Request ▼ |
| Announcements |
| NOTE: If you would like to Renew your license follow these instructions: Login to MiPLUS. Click on the "Licenses" tab. Find your License Number under the "Record Number" column. Click on the "Renew License" link located to the far right of your License Number under the "Action" column. Home Licenses Enforcement Advanced Search |
| User Name or E-mail |
| Remember me on this computer Tve 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: |
| |

Log in to your account with the username and password you created when registering for MiPLUS.

Then click the "Login" button.

| <form></form> | | |
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| NOTE: If you would like to Renew your license follow these instructions: 4. Login to MiPUS 5. Content - Licenses Tab. 5. Find your Licenses Number under the "Record Number" column. Click on the "Renew License" link located under the "Action" column. 5. Content - Licenses Tab. 5. Content - Licenses Tab. | | |
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Click on "Licenses" at the top of the screen and then click on "Apply for a License or Submit a Request" underneath it.

| ↑ Home | Q Search → + New → □ Request → ② Help |
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| | 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 Licenses Number under the "Record Number" column. Click on the "Renew License" link located under the "Action" column. Home Licenses Enforcement Paperty for a License |
| | |
| | Online License Application |
| | Welcome to MIPLUS. Using this system you can submit and update information, pay fees, track the status of your application, and print your final license all from the convenience of your home or office, 24 hours a day |
| | |
| | Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application. |
| | General Disclaimer |
| | While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site. Its auxiliability for use, representations on from computer virus, or eno-infingement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections. |
| | Continue Application > |
| | © 2016 State of Michigan. |
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Accept the "general disclaimer" by checking the box on the left side of the screen and then select "Continue Application."



Select the arrow in front of "License Verification" and then click on "License Verification". Then select "Continue Application" at the bottom of the screen.

| Apply for a License | or Submit a Request | | | |
|-----------------------------|--|---|--|---|
| 1 Contact Information | 2 Verification Information | 3 Review | 4 Pay Fees | 5 Record Issuance |
| To add contact information. | , click Select from Account. To edit the contact infor | mation, click on the Account Management link at | the top of the page and find the Contact Section. To | remove the contact information, click the Rer |
| Select from Accor | | | | |

Click on "Select from Account" under the applicant box.



A pop-up box will appear. Select your address in the pop-up box by checking the box beside the red arrow.

Then click "Continue".

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| Mailing | 111 W. Ottawa | Actions 🔻 | No | 07/09/2019 | | | | |
| Save and resume la | ter | | | | | | Cont | inue Application » |

On the next screen click "Continue Application" at the bottom right corner to continue.

| Apply for a License or | r Submit a Request | | | |
|--------------------------|----------------------------------|----------------------|------------|-------------------------------|
| License Verification | | | | |
| 1 Contact Information | 2 Verification Information | 3 Review | 4 Pay Fees | 5 Record Issuance |
| Step 2 : Verification I | nformation > Verification Inforr | nation | | * indicates a required field. |
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| VERIFICATION INFORM | IATION | | | |
| *License Number: | | 5601 | | |
| License Holder Name: | | Christophe | | |
| Profession: | | Physicians Assistant | | |
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| Email Recipient In | formation | | | |
| | nation | | | |

At the top of the next screen please enter the license number for license holder you are ordering a certified verification. The "License Holder Name" and "Profession" will populate automatically based on the license number. Then scroll down the screen to enter where you would like the certified verification sent.

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Certified License Verifications can be emailed or sent via postal mail. The fee is \$15 per certified verification that is sent through either method. Select "Add a Row" under either "Email Recipient Information" or "Postal Mail Recipient Information" to enter where you would like your certified verification sent.



This pop-up window will appear if you selected "Add a Row" under either "Email Recipient Information". Please enter the email address where you would like the certified verification sent. Then click "Submit"

| *Name of Recipient: *Address Line 1: Address | ss Line 2: |
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This pop-up window will appear if you selected "Add a Row" under either "Postal Mail Recipient Information" ". Please enter the recipient and the mailing address where you would like the certified verification sent. Then click "Submit"

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When you return to this screen make sure the check box in front of either the email address or address where you want the certified verification sent is checked. Then click "Continue Application" at the bottom right corner to continue

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Please review the information on this screen to make sure it is correct.

If the information is correct click "Continue Application" at the bottom right of the screen.

| License Verification | Varification | | | | | |
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| 1 Information | 2 Information | 3 Review | 4 Pay Fees | 5 Record | Issuance | |
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| License-Related Fees Fees License Verification Ap | plication Processing Fee | e length of time. | | Qty. 2 | Amount \$30.00 | unt 00 |

The next and final step to complete your application is to pay the license fees.

Click "Continue Application" to complete the renewal process by paying the renewal fees.



Debit or credit cards are the only accepted methods of payment for your certified verification.

The online system does not accept American Express.

Click on "next" to continue with the payment.

| LARA Department of Licensing and Regu | Iatory Affairs |
|--|--|
| Payment Information | |
| | MI Professional Licensing |
| To continue the payment process | , click the "Next" button in the box below. |
| **NOTE: If you receive any type 8068. | of error message at any point hereafter please do not resubmit payments; contact the BPL office at 517-373- |
| | * Indicates required field |
| | Billing Address |
| | Use Business Name *First Name: M.I.: *Last Name: *Street Line 1: Street Line 2: *City: *State: Select State *Zip: *Country: UNTED STATES *Phone: |
| | Payment Details *Payment Amount: 152.40 USD |
| | |

Complete the billing information form. Make sure the name and address you enter matches the name and address on the credit card you will be using to pay.

Scroll down to complete the form.

| Payment Method | | |
|--|----------------|--|
| *Name on Card: *Card Number: *Expiration Date: * Month * Year *Card Verification Value(CVV2): What's This? | Back Next Exit | |
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| | | |

Enter your credit card information and click "next."

| LARA Department of Licensing and Regu | atory Affairs | | | |
|---|---|------------------------------------|--|--|
| Payment Review | Payment Review | | | |
| MI Professional Licensing | | | | |
| Upon submission of your payment, you will receive an email confirmation. After your renewal is approved, you will receive your printed license in the mail in 7-10 business days. | | | | |
| To confirm your payment informa | ion, click on "Pay Now" in the box below. | | | |
| **NOTE: If you receive any type of 8068. | of error message at any point hereafter please do not resubmit payments; | contact the BPL office at 517-373- | | |
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| | Back Pay Now Exit | | | |
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On the next page, review that your information is correct and click "Pay Now" to complete the license renewal process. (Please click "Pay Now" only once)

Once you click "Pay Now" the screen will go blank and you will receive a confirmation receipt in your email.

The receipt confirms that the Department of Licensing and Regulatory Affairs has received your payment and that the process was completed.

Questions or Concerns? Email: <u>BPLHelp@Michigan.gov</u>

Phone: 517-241-0199

If you have additional questions or concerns, please contact us.

We are available to help Monday-to-Friday from 8 a.m. to 5 p.m.