



PROTECT PEOPLE &
PROMOTE BUSINESS

Michigan Commercial Licensing, Enforcement and Regulation System (MiCLEAR)

Instructions: How to Add Employee Quarterly Report/Rosters in MiCLEAR

Presented by:
Corporations, Securities and Commercial Licensing Bureau
Department of Licensing and Regulatory Affairs
CSCLOnline@Michigan.gov
(517) 241-9221

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Welcome to **MiCLEAR!** LARA's registration and renewal system for licensed professionals in Michigan.

This presentation will walk you through how to add an employee quarterly reports/rosters in MiCLEAR.

Please make sure you have registered with a MiCLEAR account and have linked your license to your MiCLEAR account before starting this process. (*Look for instructional guides titled "How to Register an Account in MiCLEAR" and "How to Link Your License in MiCLEAR".*)

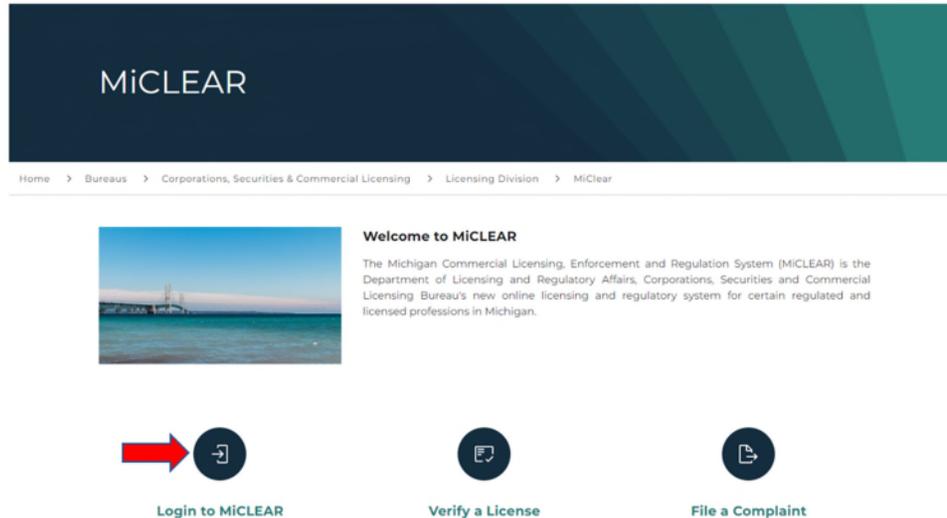
Important Note for Using MiCLEAR:

- ✓ You must use a desktop or laptop computer to complete the application process. You will NOT be able to use a mobile device (i.e., Smartphone, iPad, etc.).

HOW TO ADD EMPLOYEE QUARTERLY REPORT/ROSTERS IN MiCLEAR:

STEP 1:

- ✓ Proceed to the MiCLEAR website at www.michigan.gov/miclear.
- ✓ Scroll down and click “Login to MiCLEAR”.



STEP 2:

- ✓ Log in to your account with the username/email and password you created when registering for MiCLEAR.
- ✓ Click “Sign In”.

Home Search + New License + Existing License + Complaints Help

Register for an Account Login

NOTE:
o It is recommended that you use a desktop or laptop computer to complete the registration and renewal process.
o Please visit www.michigan.gov/MiCLEAR for detailed instructions on using MiCLEAR.

Home Licenses Enforcement
Advanced Search

Sign In

USER NAME OR E-MAIL: *

PASSWORD: *

[Forgot Password?](#)

Sign In

Remember me on this device

Not Registered?
[CREATE AN ACCOUNT](#)



STEP 3:

- ✓ Click on the Licenses tab. This will show all the licenses linked to your MiCLEAR account. Find the license you are looking to upload your quarterly report or roster to.
- ✓ Then, click directly on the words “Additional Actions” which can be found next to your license number. Do not click on your license number.

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

Records

<input type="checkbox"/>	EPIN22000Z	License Linking		Complete
<input type="checkbox"/>	3801300000APP22	Security Guard Agency Application		License Issued
<input type="checkbox"/>	Additional Actions	3801300000	Security Guard Agency License 02/29/2024	Active
<input type="checkbox"/>	3701300000APP22	Professional Investigator Agency		License Issued

STEP 4:

- ✓ Click on the bubble for either “Security Guard Agency Quarterly Report” or “Security Alarm Quarterly Report”, as appropriate.
- ✓ Then select “Continue”.

Apply for a License or Submit a Request (Certified License Verificati

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply

License Holder Mailing Address Phone Email Change

License Reprint

Security Guard Agency Branch Application

Security Guard Agency Quarterly Report

Update Insurance Coverage

Continue

STEP 5:

- ✓ Choose the “Year” and “Quarter” you intend to upload. You can only upload one quarter at a time. **Do not upload multiple quarters under one record.** (Common Issues-Please ensure that the quarterly report is signed, as it will not be accepted. Also, do not upload multiple quarters under one record or add all four quarters on one worksheet as it will not be accepted.)

Report Quarter

Report Year

* Year:  --Select--

* Quarter:  --Select--

✓ To upload your quarterly report/roster, select the “Add” button under “Attachments”.

Attachments

The following required document may be uploaded to your record:

- Quarterly Report

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;pif;scr

Name	Type	Size	Latest Update
No records found.			

 **Add**

- ✓ Select “Add” again. This will allow you to search your records for the quarter you are uploading.
- ✓ Once the file is uploaded, select “Continue”.

File Upload ✕

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;r
are disallowed file types to upload.

Security_Guard_Employee_Rosters_ 100%

Continue **Add** **Remove All**

✓ Select "Save" and then select "Continue".

Attachments

The following required document may be uploaded to your record:

- Quarterly Report

The maximum file size allowed is 100 MB.
 ade:adp;bat;chm;cmd;com;cpl;exe;hta;html;htm;ins;isp;jar;js;je;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;act;shb;sys;vbs;vbe;vbs;vxd;wsc;wif;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

*Type: Quarterly Reports Remove

File:
 Security_Guard_Employee_Rosters...Worksheet_rvd_10-19_668221_7.pdf
 100%

Save Add Remove All

Save and resume later Continue

STEP 6:

- ✓ Review the information you provided and if everything is correct, select “Continue”.

Record Type

Security Guard Agency Quarterly Report

Report Quarter

Report Year Edit

Year: 2021

Quarter: 2nd Quarter April - June

Attachments Edit

The maximum file size allowed is 100 MB.
 ade:adp;bat;chm;cmd;com;cpl;exe;hta;html;htm;ins;isp;jar;js;je;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;act;shb;sys;vbs;vbe;vbs;vxd;wsc;wif;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Security_Guard_Employee_Rosters...Worksheet_rvd_10-19_668221_7.pdf	Quarterly Reports	1.43 MB	04/13/2022	Actions ▾

Save and resume later Continue

- ✓ Now, you should see a message that your report/roster was successfully submitted.

Security Guard Agency Quarterly Report

1 Quarterly Report

2 Review

3 Record Issuance

Step 3: Record Issuance



Your application has been successfully submitted.

Thank you for using MICLEAR.

Your Record Number for this transaction is: 38013000002021Q2.



This record was locked by REQUIREMENT on 04/13/2022.
Condition: Total Number of Employees for Quarter Severity: Required
Total Conditions: 8 (Required: 8)

[View additional details](#)

You will need this number to check the status of your application.

STEP 7:

- ✓ Once successfully submitted, your Employee Quarterly Report/Roster is placed in your responsible worker's queue to review for completeness and accuracy. (Your submission of the report/roster does not mean it is acceptable and approved. If anything further is needed, you will be contacted.)

Need to amend your report and upload changes? Once reviewed by staff, your submission may need additional information. If this happens, make the appropriate corrections to your report, and then go back into that same record and upload your amended report. For example, if your submission was record number 36013002532023Q1 and it needed additional information, click back into that same record number, and upload your amended report. We will get notification automatically that new information was received. If you need assistance, there are detailed step-by-step instructions on the next page.

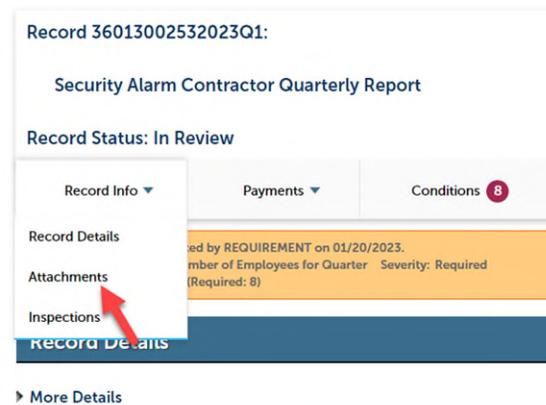
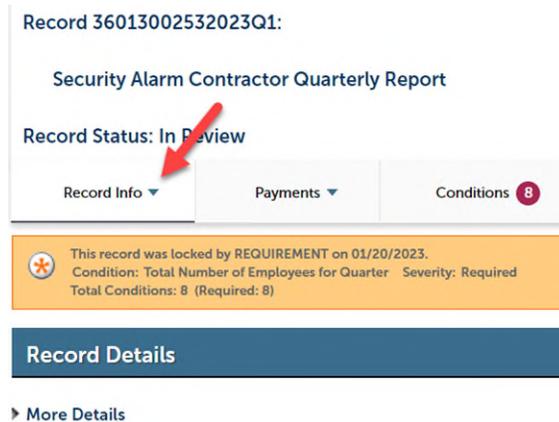
STEP 1:

- ✓ Click on the appropriate record number.



STEP 2:

- ✓ Select “Record Info” and then “Attachments”.



STEP 3:

- ✓ Select “Add” and then “Add” again.

View People Attachments

Name	Record ID	Rec
Security_Alarm_Employee_Rosters_Worksheet_rvd_10-3-19_668218_7.pdf	36013002532023Q1	Sec Qua

Select from Account

Add



File Upload

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;se;lib;lnk;mde;r are disallowed file types to upload.

Continue

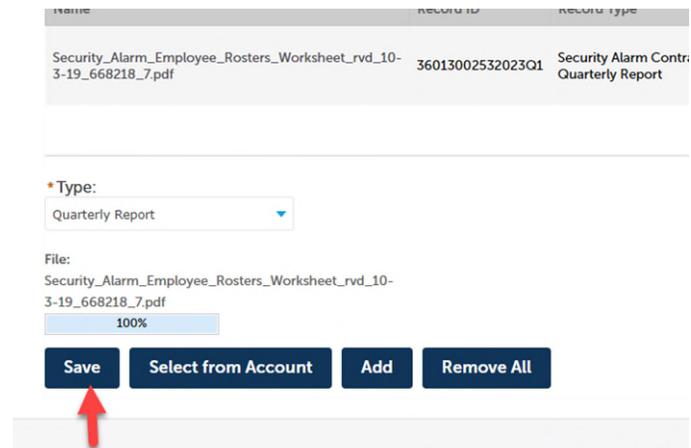
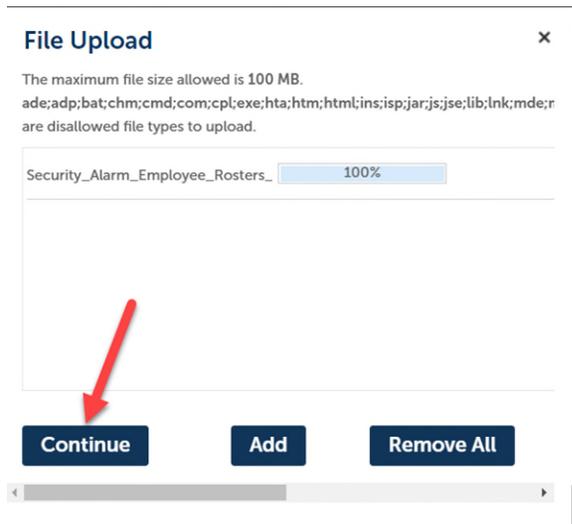
Add

Remove All



STEP 4:

- ✓ Select the file you want to upload from your computer then select “Continue” and “Save”.



STEP 5:

- ✓ You will have a green confirmation bar at the top of the screen once your document is uploaded.



 **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

Record 36013002532023Q1: Add to collection

Security Alarm Contractor Quarterly Report

Record Status: In Review

Record Info ▾ Payments ▾ Conditions **8**

 This record was locked by REQUIREMENT on 01/20/2023.
Condition: Total Number of Employees for Quarter Severity: Required
Total Conditions: 8 (Required: 8) [View Condition](#)

Attachments

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;pif;scr;sct;shb;sys;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

View People Attachments

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Security_Alarm_Employee_Rosters_Worksheet_rvd_10-3-19_668218_7.pdf	36013002532023Q1	Security Alarm Contractor Quarterly Report	Record	Quarterly Report	1.38 MB	01/20/2023	Actions ▾	Security Alarm Contractor Quarterly Report - 36013002532023Q1
Security_Alarm_Employee_Rosters_Worksheet_rvd_10-3-19_668218_7.pdf	36013002532023Q1	Security Alarm Contractor Quarterly Report	Record	Quarterly Report	1.38 MB	01/20/2023	Actions ▾	Security Alarm Contractor Quarterly Report - 36013002532023Q1

Note: Once successfully resubmitted, your Employee Quarterly Report/Roster is placed in your responsible worker's queue to review for completeness and accuracy. (Your submission of the report/roster does not mean it is acceptable and approved. If anything further is needed, you will be contacted.)

QUESTIONS?

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