



PROTECT PEOPLE &
PROMOTE BUSINESS

Michigan Commercial Licensing, Enforcement and Regulation System (MiCLEAR)

Instructions: How to Add a Document to a License in MiCLEAR

Presented by:
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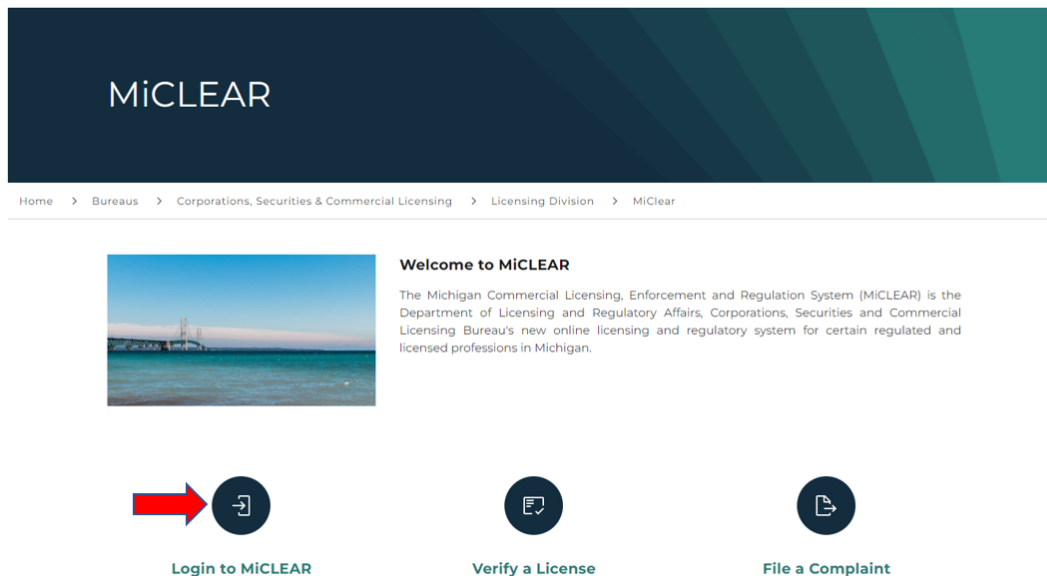
HOW TO ATTACH DOCUMENTS IN MiCLEAR:

IMPORTANT:

- When uploading a copy of your insurance, for example, as part of your renewal application, be sure you are choosing the License Record that ends in REN plus the year the renewal was submitted. For example, if your pending renewal is submitted in January 2023 and your license number is 5803000000, upload the document in the license record titled 5803000000REN23. You would not upload the document in the license record titled 5803000000.

GETTING STARTED:

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







The screenshot shows the MiCLEAR website homepage. At the top, the word "MiCLEAR" is displayed in white on a dark teal background. Below this is a breadcrumb trail: Home > Bureaus > Corporations, Securities & Commercial Licensing > Licensing Division > MiClear. The main content area features a "Welcome to MiCLEAR" section with a small image of a beach and a paragraph of text. Below the welcome section are three circular icons with text labels: "Login to MiCLEAR" (with a red arrow pointing to the icon), "Verify a License", and "File a Complaint".

MiCLEAR

Home > Bureaus > Corporations, Securities & Commercial Licensing > Licensing Division > MiClear

Welcome to MiCLEAR

The Michigan Commercial Licensing, Enforcement and Regulation System (MiCLEAR) is the Department of Licensing and Regulatory Affairs, Corporations, Securities and Commercial Licensing Bureau's new online licensing and regulatory system for certain regulated and licensed professions in Michigan.

Login to MiCLEAR Verify a License File a Complaint

STEP 1:

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

Home Licenses Enforcement

Advanced Search

Sign In

USERNAME OR EMAIL: *

PASSWORD: *

[Forgot Password?](#)

SIGN IN

Remember me on this device

Not Registered?
[CREATE AN ACCOUNT](#)

STEP 2:

- ✓ Click on the “Licenses” tab. This will show all your licenses linked to your account. (Note: The solid black box was added for privacy reasons.)

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

Records

Showing 1-10 of 12 |

<input type="checkbox"/>	Action	Record Number	Record Type	Expiration Date	Status
<input type="checkbox"/>	Additional Actions	600 [REDACTED]	Public Polygraph Examiner License	12/31/2022	Active

STEP 3:

- ✓ Click directly on the record number where you want to attach a document.

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

Records

Showing 1-10 of 12 |

<input type="checkbox"/>	Action	Record Number	Record Type	Expiration Date	Status
<input type="checkbox"/>	Additional Actions	600 [REDACTED]	Public Polygraph Examiner License	12/31/2022	Active

STEP 4:

- ✓ Click on “Record Info”.

The screenshot shows a navigation bar with 'Home', 'Licenses', and 'Enforcement' tabs. Below the navigation bar is a blue header with the text 'Apply for a License or Submit a Request (Certified License Verification)'. The main content area displays 'Record 600 [REDACTED]:' followed by 'Public Polygraph Examiner License'. Below this, it shows 'Record Status: Active' and 'Expiration Date: 12/31/2022'. At the bottom of this section are two dropdown menus: 'Record Info' and 'Payments'. A red arrow points to the 'Record Info' dropdown. Below this section is a dark blue header labeled 'Record Details', followed by a 'More Details' link and a 'Create Amendment' button.

STEP 5:

- ✓ Click on “Attachments”.

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

Record 6002 [REDACTED]

Public Polygraph Examiner License

Record Status: Active

Expiration Date: 12/31/2022

Record Info ▾

Payments ▾

Record Details

Attachments

Inspections

Attachments

Create Amendment

STEP 6:


- ✓ Click on “Add” and then click on “Add”, again.

Attachments

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html

Name
MICLEAR_LicensePrint_20220224_145905.pdf


Add



File Upload ×

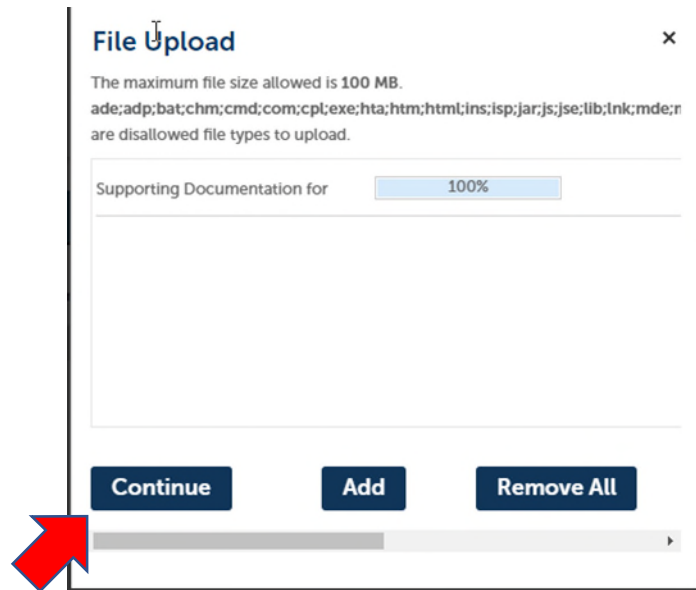
The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n
are disallowed file types to upload.

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



STEP 7:

- ✓ You will need to find the desired saved document on your computer (double click on it) and then click on "Continue".



STEP 8:

- ✓ Click on "Save".

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;

Name	Record ID
MICLEAR_LicensePrint_20220224_145905.pdf	600 [REDACTED]

File:
Supporting Documentation for
Testing.docx

100%

Save

Add

Remove All



STEP 9:

- ✓ The document will appear and will be uploaded.

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;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
MICLEAR_LicensePrint_20220224_145905.pdf	600 [REDACTED]	Public Polygraph Examiner License	Record	License	42.74 KB	02/24/2022	Actions ▾	Public Polygraph Examiner License - 600 [REDACTED]
Supporting Documentation for Testing.docx	600 [REDACTED]	Public Polygraph Examiner License	Record		14.11 KB	03/07/2022	Actions ▾	Public Polygraph Examiner License - 600 [REDACTED]



STEP 10:

- ✓ If you have more documents to be attached, click on “Add”. If you do not have more documents to add, you can exit MiCLEAR.

Attachments

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

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
MICLEAR_LicensePrint_20220224_145905.pdf	600 [REDACTED]	Public Polygraph Examiner License	Record	License	42.74 KB	02/24/2022	Actions ▾	Public Polygraph Examiner License - 600 [REDACTED]
Supporting Documentation for Testing.docx	600 [REDACTED]	Public Polygraph Examiner License	Record		14.11 KB	03/07/2022	Actions ▾	Public Polygraph Examiner License - 600 [REDACTED]

Add



Congratulations! You have successfully attached documents to your license.

If our office requires any further information from you, an email will be sent to the email address on file.

QUESTIONS?

Email: CSCLOnline@Michigan.gov

Phone: (517) 241-9221

