



Michigan Commercial Licensing, Enforcement and Regulation System (MiCLEAR)

Instructions: How to Link a License in MiCLEAR

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Important:

For best results, use a desktop or laptop computer. You may have trouble using a mobile device (i.e., Smartphone, iPad, etc.).

Please make sure you have registered for a MiCLEAR account before starting this process.

There is no fee to link your license.

GETTING STARTED:

- ✓ Visit www.michigan.gov/miclear.
- ✓ Click “Login to 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



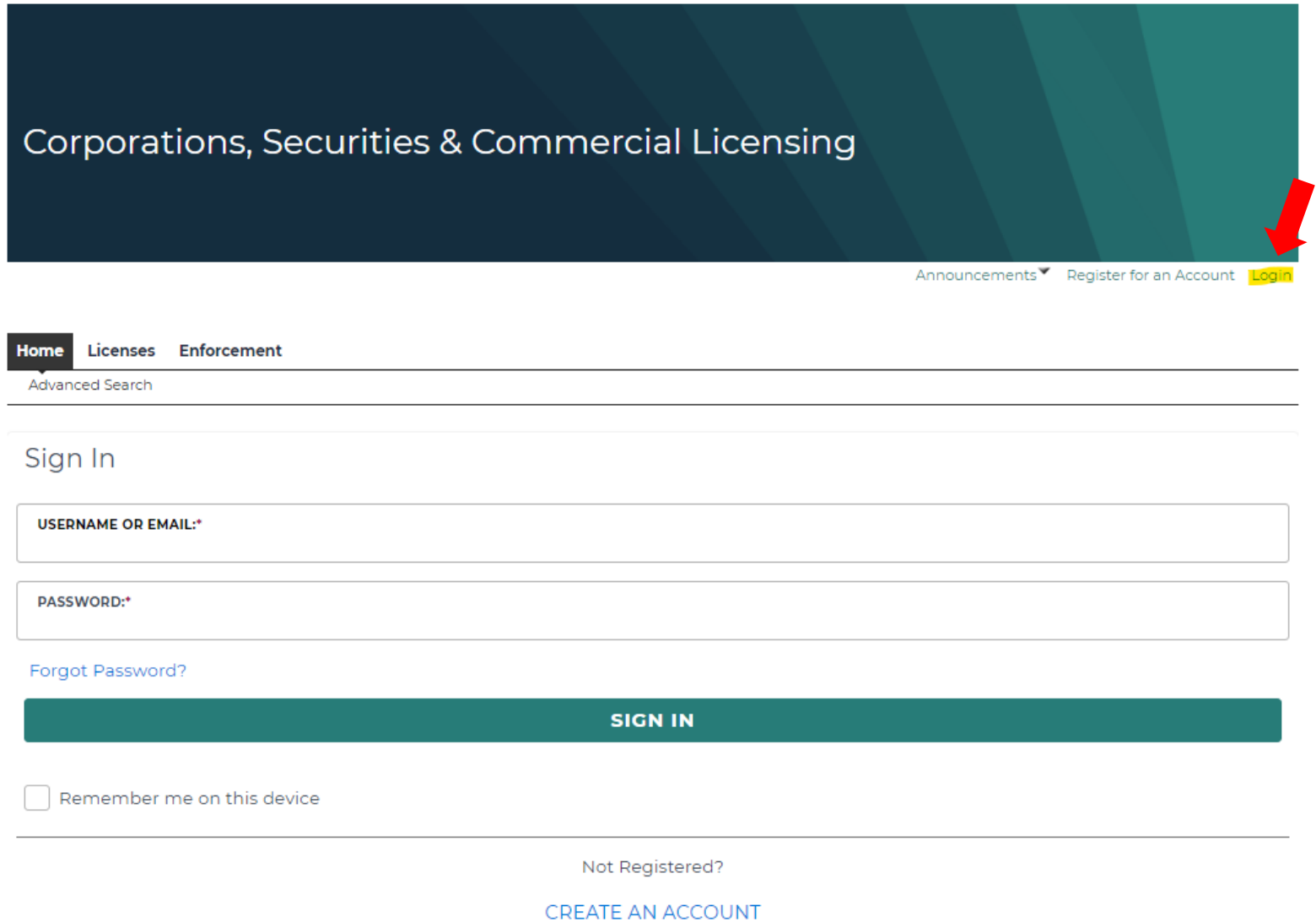
Verify a License



File a Complaint

STEP 1:

- ✓ Click on “Login” in the upper right-hand corner.



Corporations, Securities & Commercial Licensing

Announcements Register for an Account **Login**

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.
- ✓ Then, click on “Apply for a License or Submit a Request (Certified License Verification)”.

The screenshot displays the LARA web application interface. At the top, a dark teal banner reads "Corporations, Securities & Commercial Licensing". Below this, a navigation bar includes "Home", "Licenses", and "Enforcement". The "Licenses" tab is highlighted with a dark background and a white border, and an orange arrow points down to it. Below the navigation bar, a menu item "Apply for a License or Submit a Request (Certified License Verification)" is visible, with a red arrow pointing to it. The top right corner shows "Announcements", "Logged in as John Doe", "Account Management", and "Logout". Below the navigation bar is a "Records" section with a teal header. It indicates "Showing 0-0 of 0" and contains a table with the following columns: "Action", "Record Number", "Record Type", "Expiration Date", and "Status". The table content shows "No records found."

Corporations, Securities & Commercial Licensing

Announcements Logged in as John Doe Account Management Logout

Home Licenses Enforcement

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

Records

Showing 0-0 of 0

Action	Record Number	Record Type	Expiration Date	Status
No records found.				

STEP 3:

- ✓ Read the “General Disclaimer”. Then, check the box that reads “I have read and accepted the above terms.”
- ✓ Then, click “Continue Application”.

Corporations, Securities & Commercial Licensing

Announcements Logged in as: John Doe Account Management Logout

Home Licenses Enforcement

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

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record 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 suitability for use, freedom from interruptions or from computer virus, or non-infringement 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.

I have read and accepted the above terms.

[Continue Application >](#)

STEP 4:

- ✓ Under “Select a Record Type” click on the **FIRST** option titled “License Linking”.
- ✓ Then, click “Continue”.

Corporations, Securities & Commercial Licensing

Announcements Logged in as: John Doe Account Management Logout

Home Licenses Enforcement

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

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

- ▼ License Linking
○ License Linking
- ▶ Cemetery
- ▶ License Verification
- ▶ Mortuary Science
- ▶ Polygraph Examiner
- ▶ Prepaid Funeral Providers
- ▶ Professional Employer Organization
- ▶ Professional Investigator
- ▶ Security Alarm
- ▶ Security Alarm Systems Registration
- ▶ Security Guard
- ▶ Temporary Military Dependent
- ▶ Transportation
- ▶ Unarmed Combat
- ▶ Vehicle Protection Product Warranty

Continue

STEP 5:

- ✓ Enter the license number and the PIN # provided to you by the Department. (If you do not have your assigned PIN #, please contact the Department at (517-241-9221.)
- ✓ Click “Continue”.
- ✓ Note: If you have more than one license you wish to link to, and you have received a PIN # for **(each license has their own unique PIN)**, you may enter them by completing this process again for each.

Corporations, Securities & Commercial Licensing

Announcements Logged in as John Doe Account Management Logout

Home Licenses Enforcement

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

License Linking

1 License Information 2 Contact Information 3 Review 4 Record Issuance

Step 1: License Information > License Information * indicates a required field.

License Information

License Information

* License Number:

* PIN:

Save and resume later

The screenshot shows a web interface for applying for a license. At the top, there's a header with the LARA logo and navigation links. Below that, a breadcrumb trail shows 'Home Licenses Enforcement'. A main heading reads 'Apply for a License or Submit a Request (Certified License Verification)'. A progress bar indicates four steps: '1 License Information', '2 Contact Information', '3 Review', and '4 Record Issuance'. The current step is 'Step 1: License Information > License Information'. The form contains two required fields: 'License Number' (with the value '1234567890') and 'PIN' (with the value 'XXXX'). A red arrow points to the License Number field, and an orange arrow points to the PIN field. A yellow arrow points down to the 'Continue' button at the bottom right. A 'Save and resume later' button is located at the bottom left.

STEP 6:

- ✓ In the “Contact Information” Section, update the primary phone number, email address, preferred channel, and mailing address, as needed. The primary phone number and email cannot be left blank.
- ✓ Once all information is correct, click “Continue”. (Note: The black boxes in the screenshot are for privacy.)

The screenshot displays the 'Contact Validation' step in the LARA system. At the top, a progress bar shows four steps: 1. License Information, 2. Contact Information, 3. Review, and 4. Record Issuance. The current step is 'Step 2: Contact Information > Contact Validation'. A note indicates that an asterisk (*) denotes a required field.

The form is divided into three main sections:

- Name Information:** Shows 'Current Name' as 'Ima Testcase' with a black box redacting the last part of the name.
- Phone and Email Information:** This section is highlighted with a red arrow. It includes:
 - 'Current Primary Phone' with a black box redacting the number.
 - 'Update Primary Phone' with radio buttons for 'Yes' and 'No', where 'No' is selected.
 - 'Current E-mail' as 'ichigan.gov' with a black box redacting the domain.
 - 'Update E-mail' with radio buttons for 'Yes' and 'No', where 'No' is selected.
 - 'Current Preferred Channel' as 'Email' in a dropdown menu.
 - 'Update Preferred Channel' with radio buttons for 'Yes' and 'No', where 'No' is selected.
- Mailing Address Information:** This section is highlighted with an orange arrow. It includes:
 - 'Current Mailing Address' with a black box redacting the address details.
 - 'Update Mailing Address' with radio buttons for 'Yes' and 'No', where 'No' is selected.

At the bottom of the form, there are two buttons: 'Save and resume later' and 'Continue'. A yellow arrow points down to the 'Continue' button.

STEP 7:

- ✓ In the “Review” Section, make sure all information is complete and accurate. If not, click “Edit” next to the field and correct the information. Once accurate, click “Continue”.

License Linking



Step 3: Review

Save and resume later

Please review all information below. Click the “Edit” buttons to make changes to sections or “Continue” to move on. If a certification clause is present on the screen, you must check the box to agree to the certification at the bottom of the page before you can continue.

Record Type

License Linking

License Information

License Information

License Number: 38 [redacted]
PIN: 20 [redacted]

Edit

Name Information

NAME INFORMATION

Current Name: Ima Testcase [redacted]

Edit

Phone and Email Information

Phone and Email Modification

Current Primary Phone: [redacted] 23
Update Primary Phone: No
Current E-mail: [redacted]@michigan.gov
Update E-mail: No
Current Preferred Channel: Email
Update Preferred Channel: No

Edit

Mailing Address Information

Mailing Address Modification

Current Mailing Address: [redacted] 306
Update Mailing Address: No

Edit

Save and resume later

Continue

STEP 8:

- ✓ The green banner that reads “Your application has been successfully submitted” means that this license is now linked to this MiCLEAR account.
- ✓ You can now click on the “Licenses” tab to view your linked license.

The screenshot displays the LARA website interface. At the top, a dark green banner reads "Corporations, Securities & Commercial Licensing". Below this, a navigation bar includes "Home", "Licenses" (highlighted with an orange arrow), and "Enforcement". A secondary navigation bar contains "Apply for a License or Submit a Request (Certified License Verification)".

The main content area features a "License Linking" progress bar with four steps: "1 License Information", "2 Contact Information", "3 Review", and "4 Record Issuance". The "4 Record Issuance" step is highlighted in green, and a red arrow points to a green banner with a checkmark icon and the text "Your application has been successfully submitted."

Below the banner, a message reads: "Thank you for using MiCLEAR. Your Record Number for this transaction is: EPIN24 [REDACTED]". It further states: "You will need this number to check the status of your application." At the bottom, a button labeled "View Record Details »" is visible.

QUESTIONS?

Email: CSCLOnline@Michigan.gov

Phone: (517) 241-9221
