



PROTECT PEOPLE &
PROMOTE BUSINESS

Michigan Commercial Licensing, Enforcement and Regulation System (MiCLEAR)

Instructions: How to Submit Annual Report Amendment in MiCLEAR

*Presented by:
Corporations, Securities and Commercial Licensing Bureau
Department of Licensing and Regulatory Affairs
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HOW TO ATTACH ANNUAL REPORT IN MiCLEAR:

- ✓ Proceed to the MiCLEAR website at www.michigan.gov/miclear. Log into your MiCLEAR account.

Home Licenses Enforcement

Advanced Search

User Name or E-mail: Password:

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

- ✓ Click on Licenses. This will show all your licenses linked to your account.

NOTE:

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

Home **Licenses** Enforcement

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

Records

Showing 41-50 of 100+ |

<input type="checkbox"/>	Action	Record Number	Record Type	Expiration Date	Status
<input type="checkbox"/>		7201020039REN23	Professional Employer Organization Renewal		License Renewed
<input type="checkbox"/>		5803200034REN23	Limousine Carrier Renewal		License Renewed
<input type="checkbox"/>		7201020043REN23	Professional Employer Organization Renewal		License Renewed
<input type="checkbox"/>		5802020007REN23	Taxicab Carrier Renewal		License Renewed
<input type="checkbox"/>		000000002XREN23	Limousine Carrier Renewal		License Renewed
<input type="checkbox"/>		000000002YREN23	Taxicab Carrier Renewal		License Renewed
<input type="checkbox"/>		3401020091AR2020	Prepaid Funeral Annual Report		In Review

✓ Click on the Annual Report that needs to be Amended.

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<input type="checkbox"/>		000000002XREN23	Limousine Carrier Renewal		License Renewed
<input type="checkbox"/>		000000002YREN23	Taxicab Carrier Renewal		License Renewed
<input type="checkbox"/>		3401020091AR2020	Prepaid Funeral Annual Report		In Review



- ✓ Click on the blue dropdown box next to Record Info (1)
- ✓ Then click on Attachments (2)

Home **Licenses** Enforcement

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

Record 3401020091AR2021:

Prepaid Funeral Annual Report

Record Status: In Review **1**

Record Info **1** | Payments | Conditions **1**

Record Details

Attachments **2**

Inspections

Record Details

More Details

Note: A red arrow points to the 'Record Info' dropdown menu, and another red arrow points to the 'Attachments' link in the left sidebar.

- ✓ Then click the blue Add box

Attachments

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpt;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.

View People Attachments

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Cemetery Annual Report.pdf	3401020091AR2020	Prepaid Funeral Annual Report	Record	Annual Report	504.46 KB	05/11/2023	Actions	Prepaid Funeral Annual Report - 3401020091AR2020
Cemetery Annual Report.pdf	3401020091AR2020	Prepaid Funeral Annual Report	Record	Annual Report Amendment	504.46 KB	05/22/2023	Actions	Prepaid Funeral Annual Report - 3401020091AR2020

Select from Account **Add**

Note: A red arrow points to the 'Add' button.

- ✓ It will take you to a new page and select the blue Add box.

File Upload



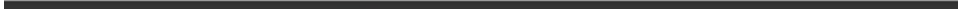
The maximum file size allowed is **100 MB**.

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



- ✓ Once the file has been 100% uploaded (1) select Continue (2).

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.

Accela Testing 1-12-22.docx 100%

1

2

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

- ✓ Below the attachment is a drop down box that says “Type” – Hit the drop down box and select Annual Report Amendment (1), then Save (2).

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.

View People Attachments

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Cemetery Annual Report.pdf	3401020091AR2020	Prepaid Funeral Annual Report	Record	Annual Report Amendment	504.46 KB	05/22/2023	Actions ▼	Prepaid Funeral Annual Report - 3401020091AR2020

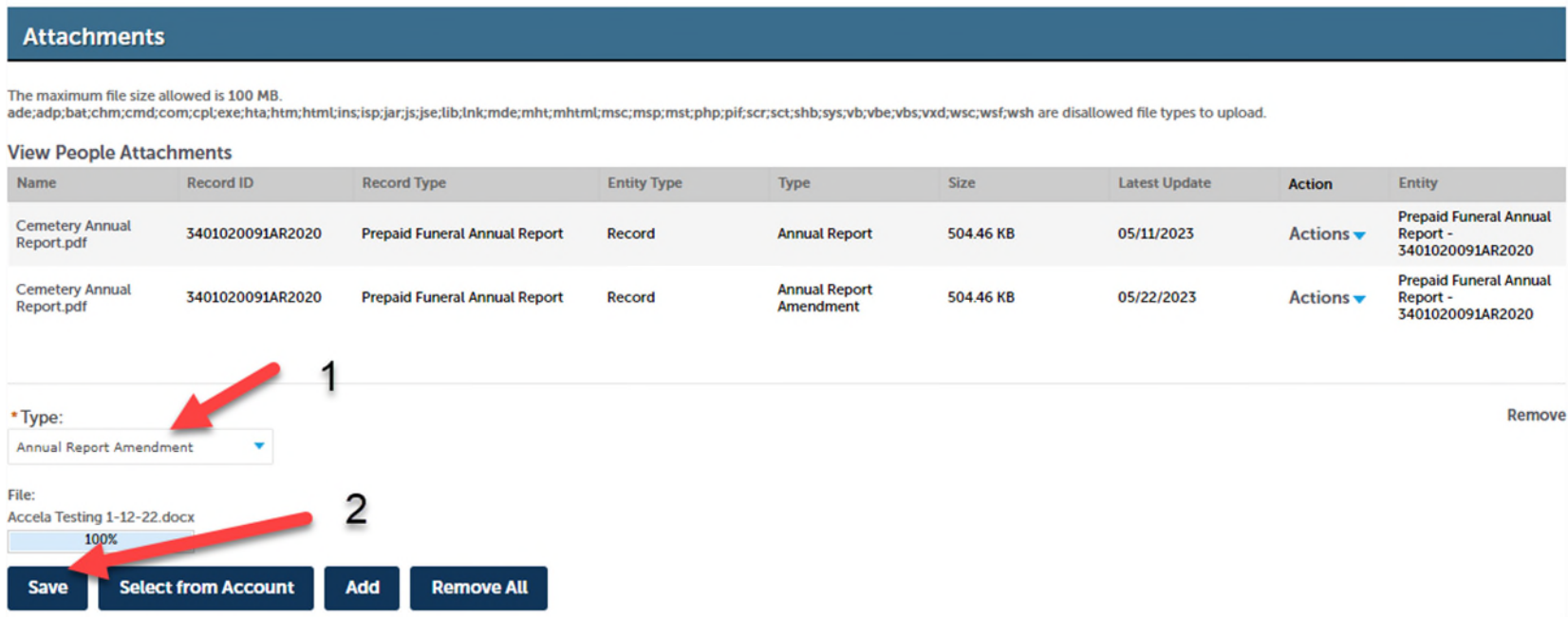
*Type: Remove

Annual Report Amendment

File: Accela Testing 1-12-22.docx

100%

Save **Select from Account** **Add** **Remove All**



✓ A green checkmark will indicate the amendment was successfully submitted.

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

Record 3401020091AR2020:

Add to collection

Prepaid Funeral Annual Report

Record Status: In Review

Record Info ▾

Payments ▾

Conditions **1**

Congratulations! You have successfully amended your annual report.

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



QUESTIONS?

Email: LARA-CSCL-Securities-Audit@Michigan.gov

Phone: (517) 335-5237