



PROTECT PEOPLE &
PROMOTE BUSINESS

Michigan Commercial Licensing, Enforcement and Regulation System (MiCLEAR)

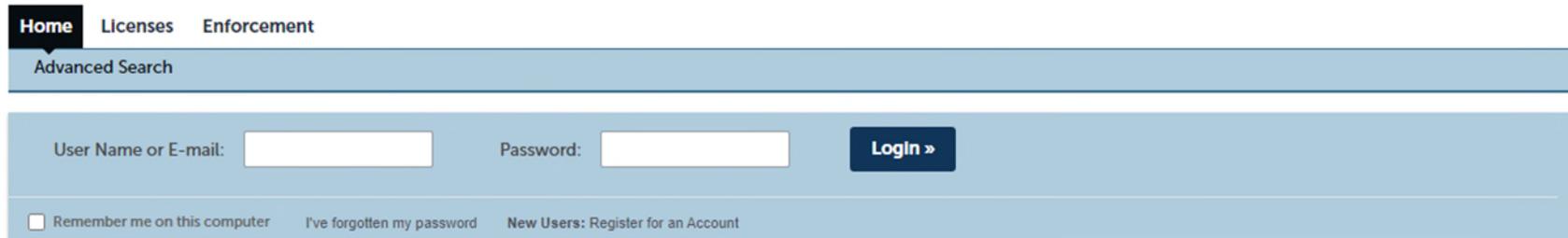
Instructions: How to Submit Annual Report Extension Request in MiCLEAR

Presented by:
Corporations, Securities and Commercial Licensing Bureau
Department of Licensing and Regulatory Affairs
LARA-CSCL-Securities-Audit@Michigan.gov
(517) 335-5237

November 2022

HOW TO ATTACH ANNUAL REPORT EXTENSION REQUEST IN MiCLEAR:

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



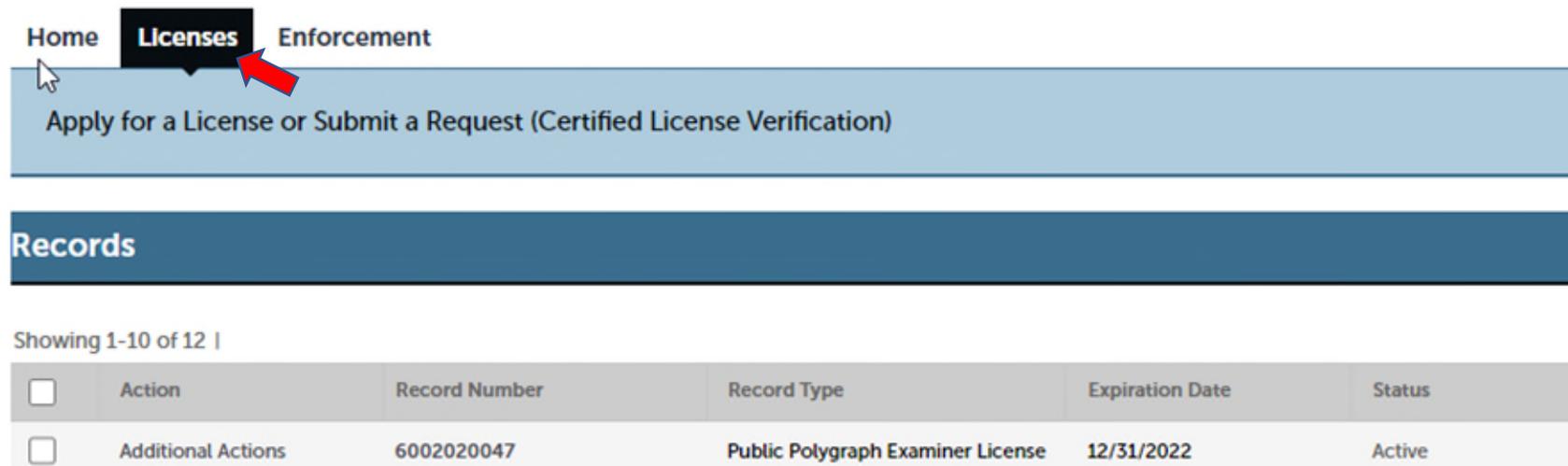
Home Licenses Enforcement

Advanced Search

User Name or E-mail: Password: **Login >**

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.



Home **Licenses** Enforcement

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	6002020047	Public Polygraph Examiner License	12/31/2022	Active

✓ Click on the words “Additional Actions” to the left of your registration number.

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

Records

Showing 1-2 of 2 |

<input type="checkbox"/>	Action	Record Number	Record Type	Expiration Date	Status
<input type="checkbox"/>		3401020067APP22	Prepaid Funeral Provider Application		License Issued
<input type="checkbox"/>	Additional Actions	3401020067	Prepaid Funeral Provider License	05/31/2025	Active



- ✓ Click on the radio button of the Annual Report Extension to be filed (Prepaid/Cemetery/Crematory) and Continue

The screenshot shows the LARA website interface. At the top, the logo 'LARA' is displayed in large white letters on a dark blue background. Below the logo, the text 'Department of Licensing and Regulatory Affairs' is visible. A navigation bar contains links for 'Home', 'Search', '+ New License', '+ Existing License', '+ Complaints', and 'Help'. The user is logged in as 'CSCLTest2@outlook.com' with links for 'Account Management' and 'Logout'. A 'NOTE' section provides instructions for desktop use and a link to 'www.michigan.gov/MICLEAR'. The main content area has tabs for 'Home', 'Licenses', and 'Enforcement', with 'Licenses' selected. A blue bar contains the text 'Apply for a License or Submit a Request (Certified License Verification)'. Below this, the section 'Select an Amendment Type' is shown, with the instruction 'Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.' Four radio button options are listed: 'License Holder Mailing Address Phone Email Change', 'License Reprint', 'Prepaid Funeral Annual Report', and 'Prepaid Funeral Annual Report Extension'. The 'Prepaid Funeral Annual Report Extension' option is selected. Below the list is a 'Continue' button. Two red arrows point to the selected radio button and the 'Continue' button. The footer contains 'Copyright 2021 State of Michigan' and 'Policies'.

✓ Click on Radio Button for Attestation then Continue

LARA
Department of Licensing and Regulatory Affairs

Home Search + New License + Existing License + Complaints Help

Logged in as: CSCLTest2@outlook.com Account Management Logout

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)

Prepaid Funeral Annual Report Extension

1 Annual Report Extension 2 Review 3 Record Issuance

Step 1: Annual Report Extension > Annual Report Extension * indicates a required field.

Attestation

Attestation

By checking this box, you are requesting an extension for submitting the Prepaid Funeral and Cemetery Sales Act Annual Report for your business. The request must be received by the Bureau no later than July 15th. If approved the new due date is October 15th.:

Save and resume later Continue

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✓ The Attestation language should be under Attestation. If so, Click Continue.

NOTE:

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Home **Licenses** Enforcement

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

Prepaid Funeral Annual Report Extension

1 Annual Report Extension 2 Review 3 Record Issuance

Step 2: 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

Prepaid Funeral Annual Report Extension

Attestation

Attestation

By checking this box, you are requesting an extension for submitting Yes the Prepaid Funeral and Cemetery Sales Act Annual Report for your business. The request must be received by the Bureau no later than July 15th. If approved the new due date is October 15th.:

Save and resume later

Continue

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- ✓ Step 3 should have green checkmark and a Record Number ending in AREXT and the year. The extension request has been successfully submitted. This file number will now appear by clicking Home, then Licenses.

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Department of Licensing and Regulatory Affairs

Home Search + New License + Existing License + Complaints Help

Logged in as: CSCLTest2@outlook.com Account Management Logout

NOTE:

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Home Licenses Enforcement

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

Prepaid Funeral Annual Report Extension

1 Annual Report Extension 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: 3401020091AREXT2022.

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

To review information submitted on this record, click [View Record Details](#) below.

[View Record Details >](#)

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- ✓ Once approved by CSCL, the status column will show “Extension Approved”.

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Department of Licensing and Regulatory Affairs

Home Search + New License + Existing License + Complaints Help

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Home **Licenses** Enforcement

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

Records

Showing 1-10 of 79 1

<input type="checkbox"/>	Action	Record Number	Record Type	Expiration Date	Status
<input type="checkbox"/>		1503020031APP22	Judge Application		In Review
<input type="checkbox"/>		3401020091AREXT2022	Prepaid Funeral Annual Report Extension		Extension Approved
<input type="checkbox"/>	Additional Actions	3401020091	Prepaid Funeral Provider License	11/30/2025	Active
<input type="checkbox"/>		3401020091APP22	Prepaid Funeral Provider Application		License Issued
<input type="checkbox"/>	Pay Fees Due	4503020028APP22	Mortuary Science Courtesy License Application		In Review
<input type="checkbox"/>		4502020105APP22	Funeral Establishment Application		License Issued
<input type="checkbox"/>	Renew License Additional Actions	2202020039	Cemetery Registration Fee Exempt License	08/31/2022	Active
<input type="checkbox"/>		2202020039APP22	Cemetery Registration Fee Exempt Application		License Issued
<input type="checkbox"/>	Resume Application	22TMP-0008DT	Cemetery Registration Fee Exempt Renewal		
<input type="checkbox"/>		MOD22000464	License Holder Mailing Address Phone Email Change		Approved

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



QUESTIONS?

LARA-CSCL-Securities-Audit@Michigan.gov

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