



PROTECT PEOPLE &
PROMOTE BUSINESS

Michigan Commercial Licensing, Enforcement and Regulation System (MiCLEAR)

Instructions: How to Link Your License to Your MiCLEAR Account

Note: When you are linking your license you will NOT select your profession type. If you are clicking on a profession type, immediately stop and re-read the instructions below.

*Presented by:
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Department of Licensing and Regulatory Affairs
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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 link your license in Michigan.
There is no fee to link your license.

Please make sure you have registered with a MiCLEAR account before starting this process. (*Look for printed instructions titled "How to Register an Account 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 LINK YOUR LICENSE TO YOUR MiCLEAR ACCOUNT:

GETTING STARTED:

- ✓ Please understand that linking your license is its own required step and process. There is no fee to link your license. Linking your license does not mean you've submitted a renewal application, but you must link your license before you are able to submit a renewal application. If you are attempting to apply for a license or renew a license, please review the instructional guides for those specific separate steps and processes.

STEP 1:

- ✓ Log in to www.michigan.gov/miclear and enter your username and password. (Be sure to set up an account before you try to link your license. Review the instructional guide titled "How to Register an Account in MiCLEAR" for guidance.)
- ✓ Click on the "Licenses" tab and then click on "Apply for a License or Submit a Request".



STEP 2:

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

Logged in as:CSCL

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)

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 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 3:

- ✓ Under “Select a Record Type”, click on the **FIRST OPTION** titled “License Linking”.
- ✓ Then, click “Continue” at the bottom of the page.



NOTE:

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- 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)

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
- ▶ CLONE from back-office ONLY

Continue

STEP 4:

- ✓ Enter your license number and the pin # provided to you by the Department. (If you did not receive a pin or misplaced your pin, please contact the Department at (517) 241-9221.)
- ✓ Click “Continue” to go to the next page.
- ✓ 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.

LARA
Department of Licensing and Regulatory Affairs

Home Search + New License + Existing License + Complaints Help

Logged in as:CSCLTest Account Management Logout

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

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 **Continue**

STEP 5:

- ✓ The next page is the Contact Information Section. Licensees are required to update their primary phone number, email address, and mailing address, as needed. The primary phone number and email cannot be left blank.
- ✓ Once the Contact Information is updated and correct, click “Continue” at the bottom of the page to move on to the next section. (Note: The blue boxes within the fields below are blocked for customer privacy.)

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)

License Linking

1 License Information 2 Contact Information 3 Review 4 Record Issuance

Step 2: Contact Information > Contact Validation

*Indicates a required field.

Name Information

NAME INFORMATION

Current Name:

2m [Redacted]

Phone and Email Information

Phone and Email Modification

Current Primary Phone:

51 [Redacted]

* Update Primary Phone:

Yes No

Current E-mail:

CSIC [Redacted]

* Update E-mail:

Yes No

Current Preferred Channel:

Email

* Update Preferred Channel:

Yes No

Mailing Address Information

Mailing Address Modification

Current Mailing Address:

244
4802 [Redacted]

* Update Mailing Address:

Yes No

Save and resume later

Continue

STEP 6:

- ✓ This is the Review page.
- ✓ If all information is complete and correct, click “Continue” at the bottom of the page to proceed to the next section.

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 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 Edit

License Number: [Redacted]

PIN: [Redacted]

Name Information

NAME INFORMATION Edit

Current Name: [Redacted]

Phone and Email Information

Phone and Email Modification Edit

Current Primary Phone: [Redacted]

Update Primary Phone: [Redacted]

Current E-mail: [Redacted]

Update E-mail: [Redacted]

Current Preferred Channel: [Redacted]

Update Preferred Channel: [Redacted]

Mailing Address Information

Mailing Address Modification Edit

Current Mailing Address: [Redacted]

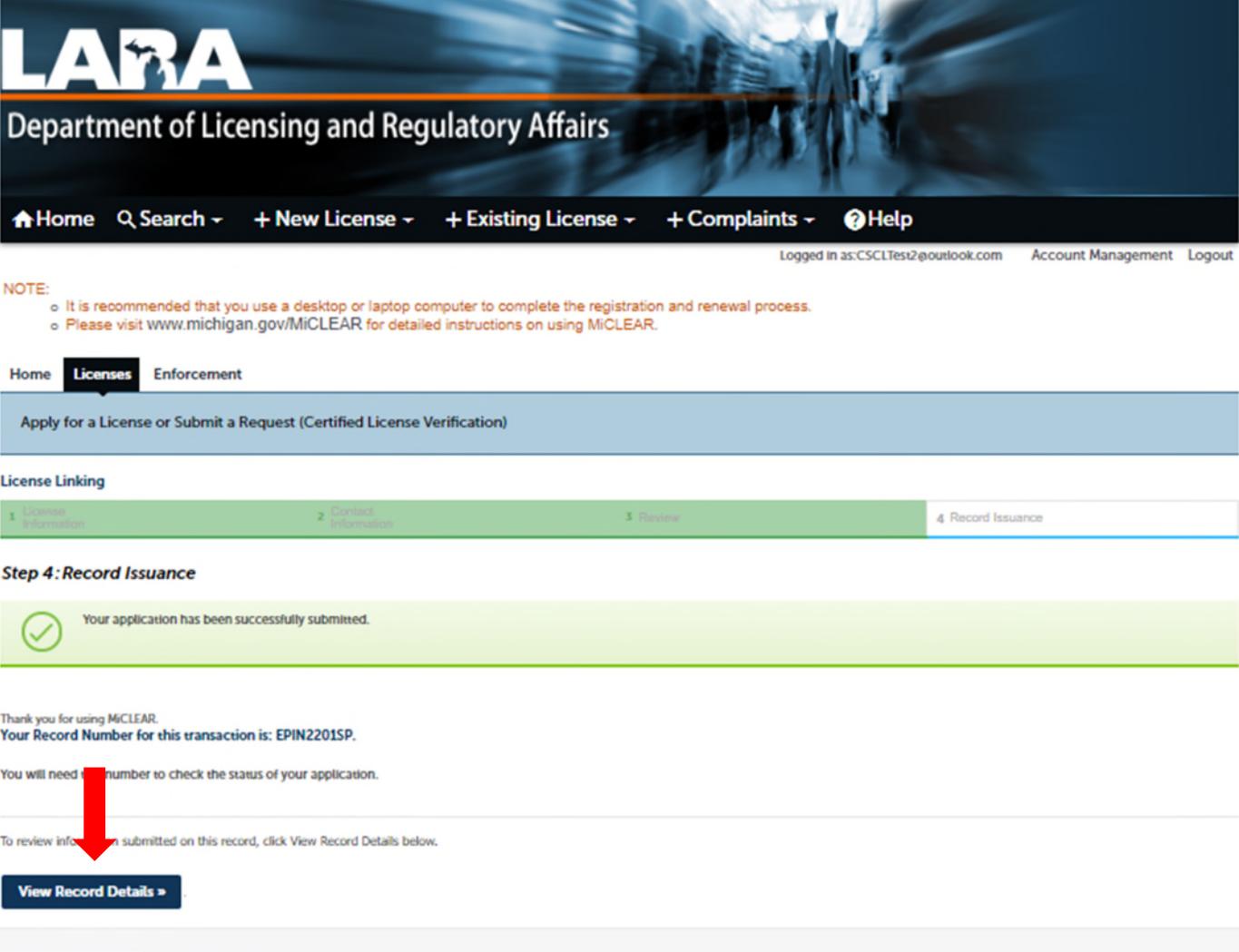
Update Mailing Address: [Redacted]

Save and resume later

Continue 

STEP 7:

- ✓ On this page it will confirm that the license has been linked.
- ✓ Click “View Record Details” at the bottom of the page.



The screenshot shows the LARA (Department of Licensing and Regulatory Affairs) website. The header includes the LARA logo and navigation links: Home, Search, New License, Existing License, Complaints, and Help. The user is logged in as CSCLTest2@outlook.com. A note indicates that a desktop or laptop is recommended for the registration process and that users should visit www.michigan.gov/MiCLEAR for instructions. The main navigation menu shows Home, Licenses, and Enforcement. Below this, there is a section for "Apply for a License or Submit a Request (Certified License Verification)". The "License Linking" process is shown as a four-step progress bar: 1. License Information, 2. Contact Information, 3. Review, and 4. Record Issuance. The current step is "Step 4: Record Issuance", which is highlighted in green and contains a green checkmark icon and the text "Your application has been successfully submitted." Below this, a message says "Thank you for using MiCLEAR. Your Record Number for this transaction is: EPIN2201SP." and "You will need this number to check the status of your application." A red arrow points to the "View Record Details" button, which is located at the bottom of the page.

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:

- 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

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 4: Record Issuance

✓ Your application has been successfully submitted.

Thank you for using MiCLEAR.
Your Record Number for this transaction is: EPIN2201SP.

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 »

STEP 8:

- ✓ Click on “More Details” to view the application details. (There may be a slight delay in viewing this information when you first link. You may need to log out and back in to view this information.)
- ✓ You can also click on the “Licenses” tab between the “Home” and “Enforcement” tabs to view your license.

The screenshot shows the LARA website interface. At the top, the LARA logo and 'Department of Licensing and Regulatory Affairs' are displayed. Below the header is a navigation bar with links for Home, Search, New License, Existing License, Complaints, and Help. A green arrow points from the 'Licenses' tab in the navigation bar to the 'More Details' section below. The 'More Details' section is expanded, showing application information for a license. A red arrow points to the 'More Details' link in the navigation bar.

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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)

Record EPIN2201SP: Add to collection

License Linking

Record Status: Complete

Record Info Payments

Record Details

▼ More Details

Application Information

License Information

License Number: [REDACTED]

PIN: [REDACTED]

NAME INFORMATION

Current Name: [REDACTED] LLC

Phone and Email Modification

Current Primary Phone: [REDACTED]

Update Primary Phone: [REDACTED]

Current E-mail: [REDACTED] com

Update E-mail: [REDACTED]

Current Preferred Channel: [REDACTED]

Update Preferred Channel: [REDACTED]

Mailing Address Modification

Current Mailing Address: [REDACTED]

Update Mailing Address: [REDACTED]

QUESTIONS?

Email: CSCLOnline@Michigan.gov

Phone: (517) 241-9221

