



## Michigan Commercial Licensing, Enforcement and Regulation System (MiCLEAR)

### Instructions: How to Register an Account in MiCLEAR

*Presented by:*  
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### Important Note for Using MiCLEAR:

- ✓ You must use a desktop or laptop computer to complete the registration process. You will NOT be able to register or renew using a mobile device (i.e., Smartphone, iPad, etc.).


## **GETTING STARTED:**

- ✓ Proceed to the MiCLEAR website at [www.michigan.gov/miclear](http://www.michigan.gov/miclear).
- ✓ Scroll down and click “Login to MiCLEAR”.





# 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**



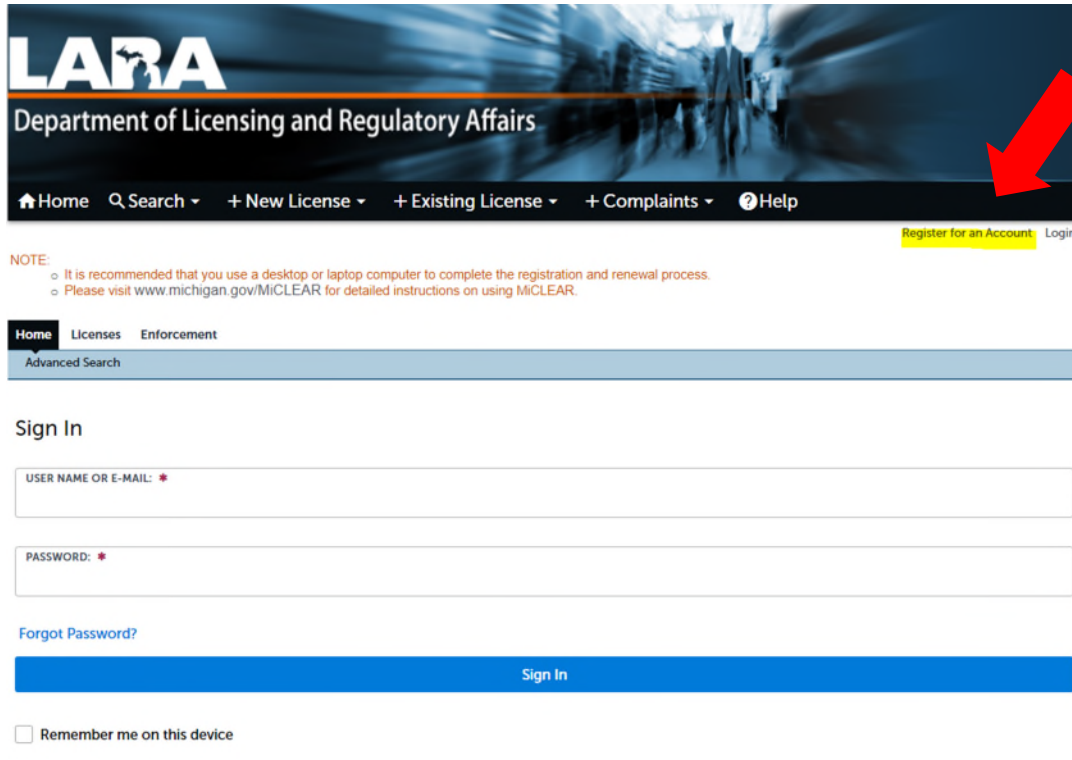
**Verify a License**



**File a Complaint**

## STEP 1:

- ✓ On the next page, click on “Register for an Account” in the upper right-hand corner.



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. A red arrow points to the 'Register for an Account' link in the top right corner, which is highlighted in yellow. Below the header, there is a 'NOTE' section with two bullet points: 'It is recommended that you use a desktop or laptop computer to complete the registration and renewal process.' and 'Please visit www.michigan.gov/MiCLEAR for detailed instructions on using MiCLEAR.' The main content area features a 'Sign In' section with two input fields: 'USER NAME OR E-MAIL' and 'PASSWORD'. A 'Forgot Password?' link is located below the password field. A blue 'Sign In' button is positioned below the input fields. At the bottom of the sign-in section, there is a checkbox labeled 'Remember me on this device'.

**LARA**  
Department of Licensing and Regulatory Affairs

Home Search + New License + Existing License + Complaints Help

Register for an Account Login

**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](http://www.michigan.gov/MiCLEAR) for detailed instructions on using MiCLEAR.

Home Licenses Enforcement  
Advanced Search

### Sign In

USER NAME OR E-MAIL \*

PASSWORD: \*

[Forgot Password?](#)

Sign In

Remember me on this device

## STEP 2:

- ✓ Under **Login Information**, fill in ALL required lines before proceeding. These include:
  - User Name
  - E-mail Address
  - Password
  - Type Password Again
  - Enter Security Question
  - Answer (to your security question)
- ✓ Then, check the box next to “I agree to the terms of service”. Next, select “Continue”.

[Register for an Account](#) [Login](#)

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](http://www.michigan.gov/MICLEAR) for detailed instructions on using MICLEAR.

[Home](#) [Licenses](#) [Enforcement](#)

Advanced Search

### Login Information

**STEP 1 OF 2: ACCOUNT DETAILS**

\* Required Fields

USER NAME: \*

E-MAIL ADDRESS: \*

PASSWORD: \*

TYPE PASSWORD AGAIN: \*

ENTER SECURITY QUESTION: \*  
Select

Must enter a Enter Security Question:

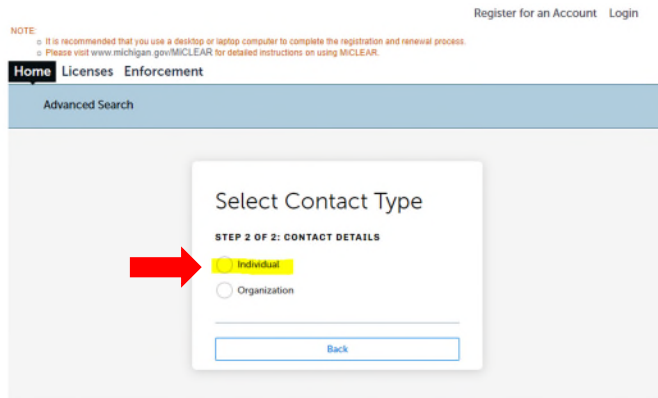
ANSWER: \*

I agree to the terms of service. [Terms of Service](#)

CONTINUE

### **STEP 3:**

- ✓ Under **Select Contact Type**, select “Individual”. (Please do not select “Organization” here.)



The screenshot shows a web interface for the MICLEAR system. At the top right, there are links for "Register for an Account" and "Login". Below this is a "NOTE" section with two bullet points: "It is recommended that you use a desktop or laptop computer to complete the registration and renewal process." and "Please visit www.michigan.gov/MICLEAR for detailed instructions on using MICLEAR." The main navigation bar includes "Home", "Licenses", and "Enforcement". Below the navigation bar is a blue header for "Advanced Search". The central focus is a white modal window titled "Select Contact Type" with the subtitle "STEP 2 OF 2: CONTACT DETAILS". Inside the modal, there are two radio button options: "Individual" (which is selected and highlighted in yellow) and "Organization". A red arrow points to the "Individual" radio button. At the bottom of the modal is a "Back" button.

### **STEP 4:**

- ✓ Select “Email” as the **Preferred Channel**.
- ✓ Enter **ALL** your **Contact Information** in the boxes provided. This includes:
  - E-Mail Address
  - First Name
  - Last Name
  - Birth Date
  - Primary Phone

## Select Contact Type

**STEP 2 OF 2: CONTACT DETAILS**

Individual  
 Organization

---

**\*Required Fields**

**PREFERRED CHANNEL: \***  
Select

Must enter a Preferred Channel:

**E-MAIL: \***

**FIRST: \***

MIDDLE:


**LAST: \***

SUFFIX:

SOCIAL SECURITY NUMBER:

**BIRTH DATE: \***

**PRIMARY PHONE: \***



- ✓ Then, enter ALL your **Address Information** in the boxes provided. This includes:
- Address Type (Mailing)
  - Start Date (Today's Date)
  - Country/Region
  - Address (Number and Street)
  - City

- State
  - Zip Code
- ✓ Then, select “Submit”.

ADDRESS | [Delete](#)

ADDRESS TYPE: \*  
Select

Must enter a Address Type:

START DATE: \*

END DATE:

COUNTRY/REGION: \*  
Select

Must enter a Country/Region:

ADDRESS LINE 1: \*

ADDRESS LINE 2:

ADDRESS LINE 3:

CITY: \*

STATE: \*  
Select

Must enter a State:

ZIP CODE: \*

+ Add Address

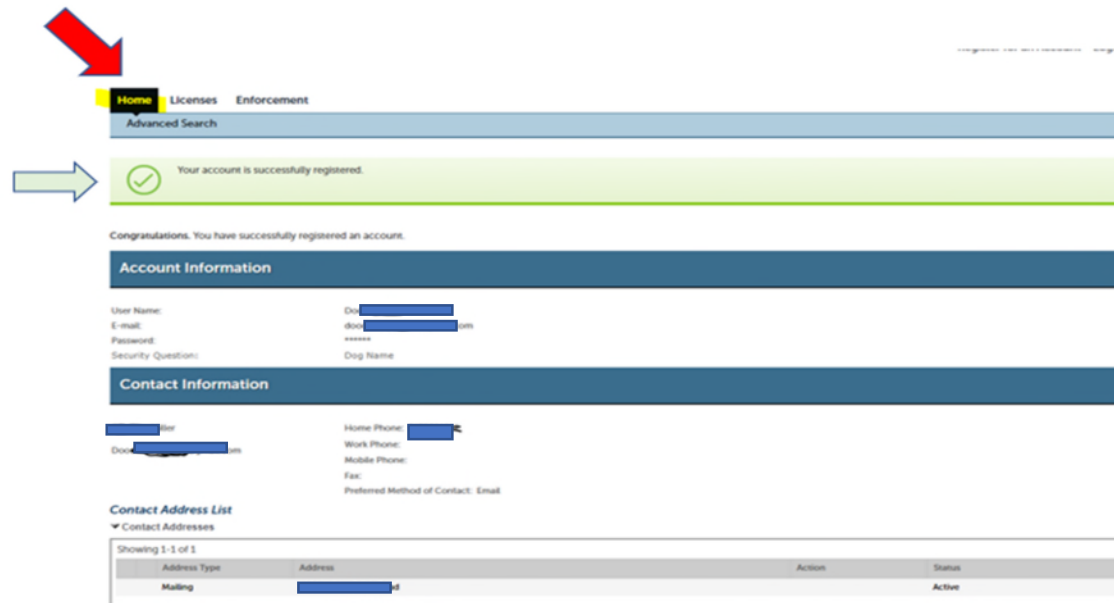
Submit

The form contains several input fields and dropdown menus. Green arrows point to the following fields: ADDRESS TYPE, START DATE, COUNTRY/REGION, ADDRESS LINE 1, CITY, STATE, and ZIP CODE. A red arrow points to the blue Submit button at the bottom of the form.



## Congratulations! Your account has been created.

- ✓ You should see a green banner confirming “Your account is successfully registered.”
- ✓ An automated message will be forwarded to your email confirming account registration.
- ✓ Please select **Home**, the top left corner, then log in with the username/email and password you just created.



The screenshot displays a web application interface. At the top left, a navigation menu includes 'Home', 'Licenses', and 'Enforcement'. A red arrow points to the 'Home' link. Below the navigation is an 'Advanced Search' bar. A prominent green banner with a checkmark icon and the text 'Your account is successfully registered.' is highlighted by a green arrow. Below this banner, a message reads 'Congratulations. You have successfully registered an account.' The page is divided into two main sections: 'Account Information' and 'Contact Information'. The 'Account Information' section shows fields for User Name, E-mail, Password, Security Question, and Dog Name, all with input boxes. The 'Contact Information' section shows fields for Home Phone, Work Phone, Mobile Phone, Fax, and Preferred Method of Contact (set to Email). At the bottom, there is a 'Contact Address List' section with a table showing one address.

Address Type	Address	Action	Status
Mailing	[Redacted]		Active

## QUESTIONS?

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