



PROTECT PEOPLE &
PROMOTE BUSINESS

Michigan Commercial Licensing, Enforcement and Regulation System (MiCLEAR)

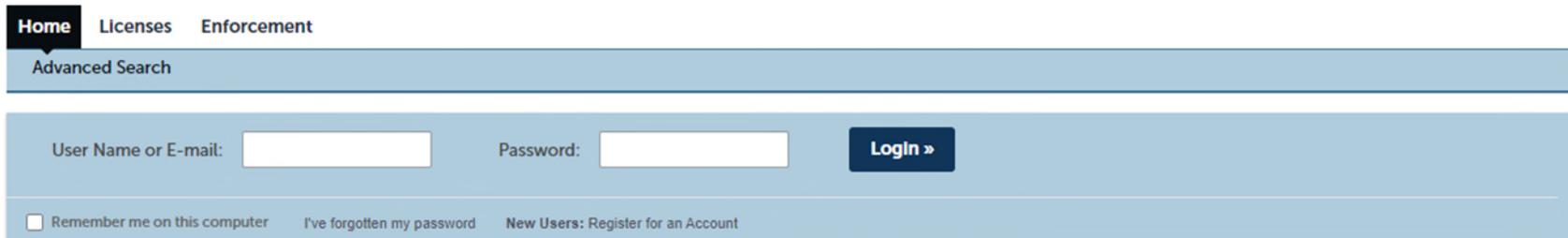
Instructions: How to Submit Annual Reports in MiCLEAR

Presented by:
Corporations, Securities and Commercial Licensing Bureau
Department of Licensing and Regulatory Affairs
CSCLOnline@Michigan.gov
517-335-5237

May 2022

HOW TO ATTACH ANNUAL REPORT IN MiCLEAR:

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



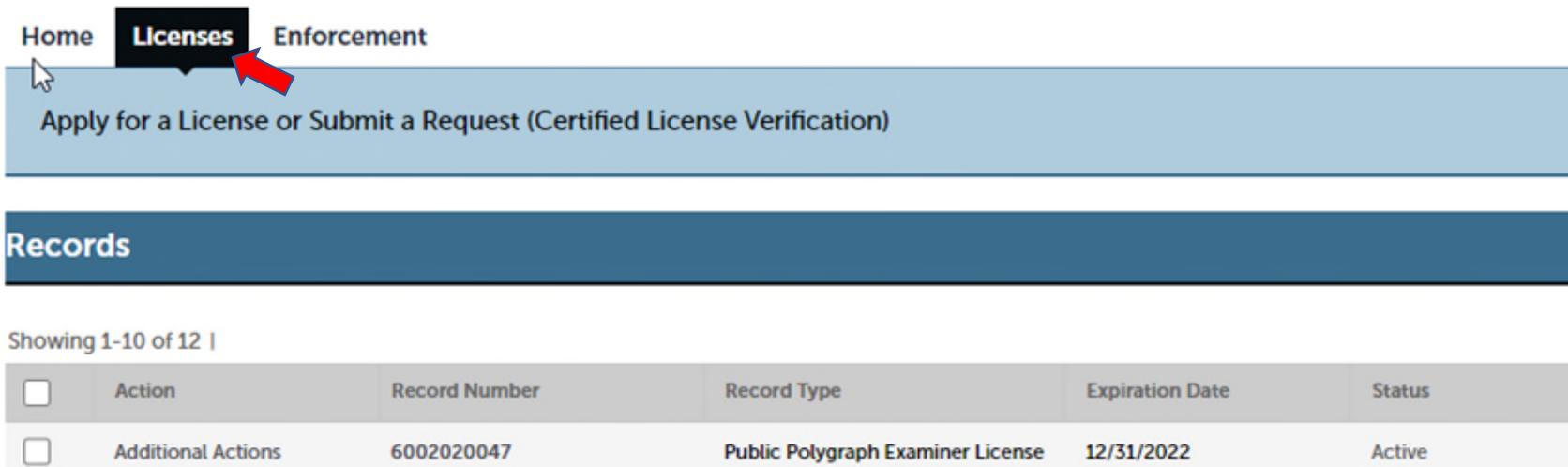
Home Licenses Enforcement

Advanced Search

User Name or E-mail: Password: [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 Additional Actions.

Home Licenses Enforcement

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 to be filed (Prepaid/Cemetery/Crematory) and hit Continue.

Home Licenses Enforcement

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

Select an Amendment Type

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

License Holder Mailing Address Phone Email Change

License Reprint

Prepaid Funeral Annual Report

Prepaid Funeral Annual Report Extension

Continue



✓ In Report Year, select the year of the Annual Report being filed.

Prepaid Funeral Annual Report

1 Annual Report 2 Review 3 Record Issuance

Step 1: Annual Report > Annual Report

* indicates a required field.

Report Year

Report Year

Year:

✓ In Attachments, Click on the Add button.

The Annual Report Form is available for download at <https://www.michigan.gov/lara/bureau-list/cscl/licensing/forms>

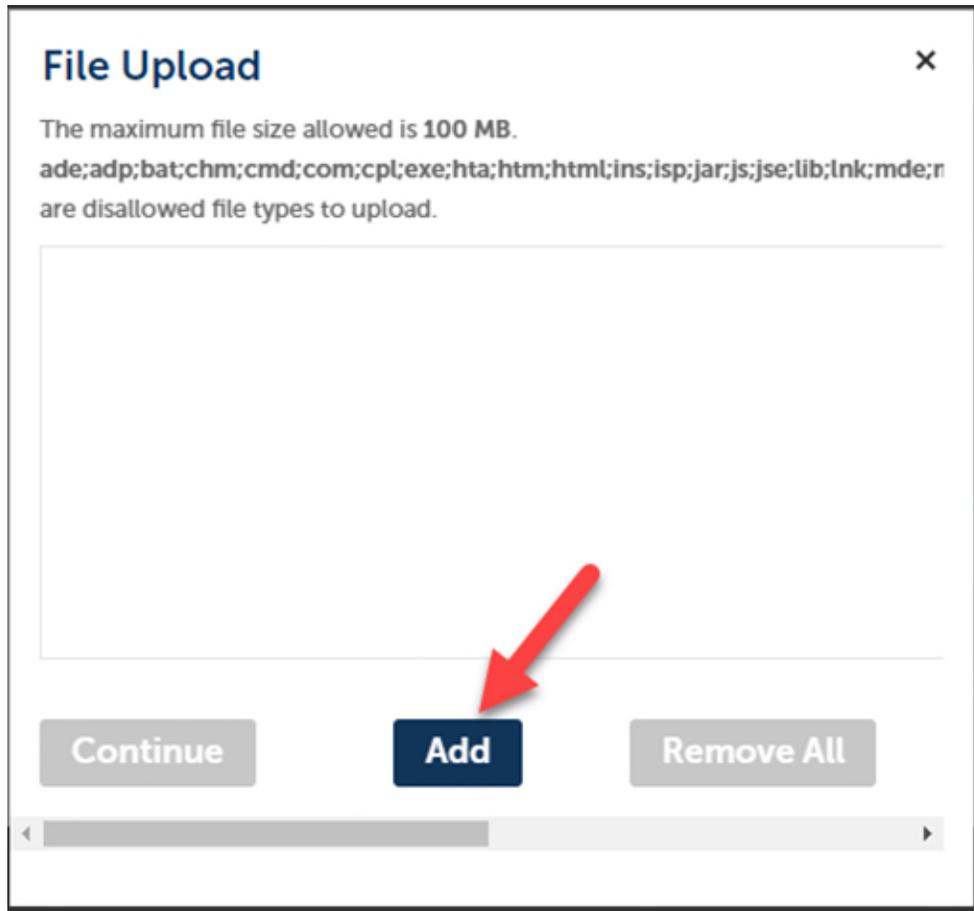
Attachments

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;je;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;set;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Annual Report

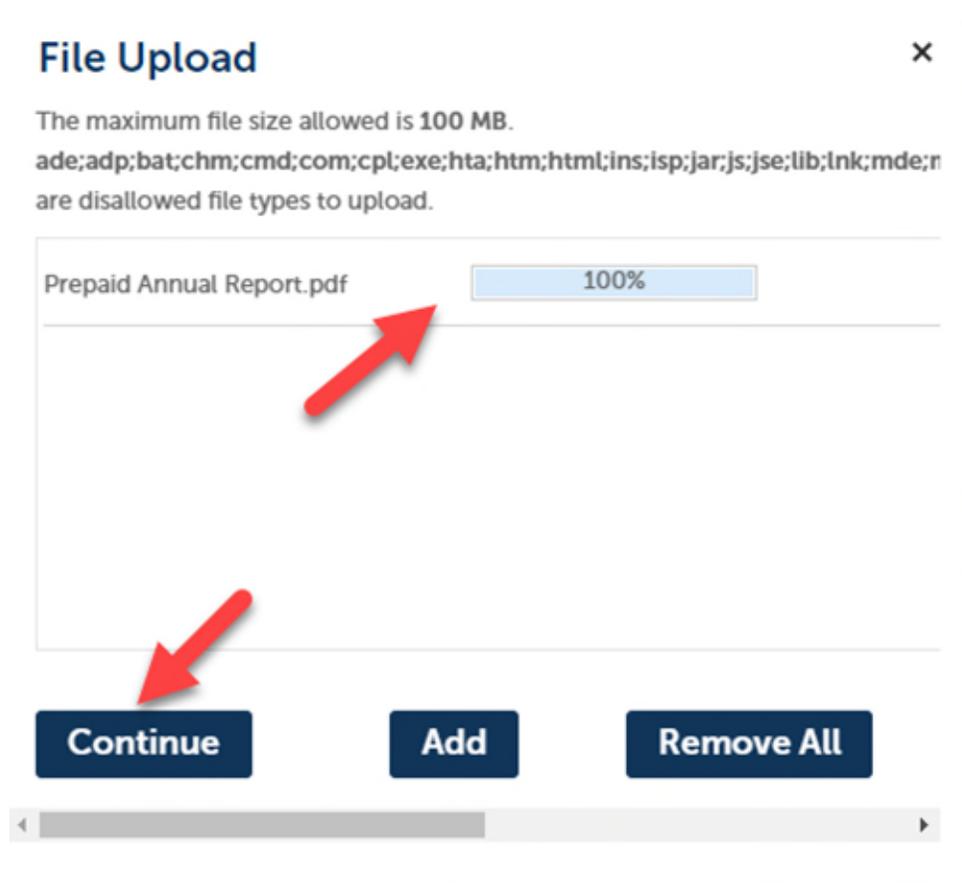
Name	Type	Size	Latest Update	Action
No records found.				

Add **Save and resume later** **Continue**

- ✓ Under File Upload, click the Add button.



- ✓ You will need to find the saved document in your files, and then click Open.
- ✓ Once the Supporting Documentation blue box reads 100%, click on Continue.



- ✓ Under the category Attachments, Click on the dropdown box under Type, and select Annual Report.
- ✓ Then click Save, which will save the attachment.

1 Annual Report 2 Review 3 Record Issuance

Step 1: Annual Report > Annual Report

* indicates a required field.

Report Year

Report Year

Year:

Attachments

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;tib;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.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Annual Report

Name	Type	Size	Latest Update	Action
No records found.				

*Type: Remove

File:
Prepaid Annual Report.pdf

Save and resume later

Continue

✓ The following message will appear, then Click Continue.

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

Prepaid Funeral Annual Report

- 1 Annual Report
- 2 Review
- 3 Record Issuance

Step 1: Annual Report > Annual Report

* indicates a required field.

Report Year

Report Year

Year:

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.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Annual Report

Name	Type	Size	Latest Update	Action
Prepaid Annual Report.pdf	Annual Report	338.28 KB	05/05/2022	Actions ▾

Add

Save and resume later

Continue

✓ On the screen that appears, click Continue.

1 Annual Report	2 Review	3 Record Issuance
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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

Report Year

Report Year

Edit

Year:

2021

Attachments

Edit

The maximum file size allowed is 100 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;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.

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Annual Report

Name	Type	Size	Latest Update	Action
Prepaid Annual Report.pdf	Annual Report	338.28 KB	05/05/2022	Actions ▾

Save and resume later

Continue



- ✓ The next screen will note “Your application has been successfully submitted” and a record number for the transaction will be present.

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

1 Annual Report

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: **3401020067AR2021**.



This record was locked by REQUIREMENT on 05/05/2022.
Condition: Annual Report Severity: Required
Total Conditions: 1 (Required: 1)

[View additional details](#)

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

✓ For additional verification the annual report was properly uploaded, Click Home.

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

1 Annual Report

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: 3401020067AR2021.



This record was locked by REQUIREMENT on 05/05/2022.
Condition: Annual Report Severity: Required
Total Conditions: 1 (Required: 1)

[View additional details](#)

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 »](#)

✓ Click either Licenses or My Records.

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.

The screenshot displays the MiCLEAR website interface. At the top, there is a navigation bar with tabs for 'Home', 'Licenses', and 'Enforcement'. Below this, a secondary navigation bar contains 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. Two red arrows point to the 'Licenses' and 'My Records' tabs. Below the navigation is a white dashboard area with the following text: 'Welcome Lindsay DeRosia', 'You are now logged in.', and 'What would you like to do today? To get started, select one of the services listed below:'. At the bottom, a dark blue footer contains the text 'General Information' and 'Search for a Licensee'.

✓ The uploaded Annual Report will have its own row.

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

Dashboard **My Records** My Account Advanced Search

▾ Licenses

Showing 1-3 of 3 |

<input type="checkbox"/>	Action	Record Number	Record Type	Expiration Date	Status
<input type="checkbox"/>		3401020067APP22	Prepaid Funeral Provider Application		License Issued
<input type="checkbox"/>		3401020067AR2021	Prepaid Funeral Annual Report		
<input type="checkbox"/>	Additional Actions	3401020067	Prepaid Funeral Provider License	05/31/2025	Active

▸ Enforcement

Congratulations! You have successfully attached documents to your license.

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

