Instructions to Create a MiLogin Account

**If you already have a MiLogin account, login into your account and skip to Step nine to begin accessing LPS.

Step 1) MiLogin for Citizens – Click here to create your account.

Step 2) From the MiLogin for Citizens sign-in screen select "Sign Up" to create an account.

Step 3) Complete the Profile Information.

- The required fields are, "First Name", "Last Name", and "Verification Question".
- Please remember to click the "I agree to the term & conditions" check box before selecting next option.

Step 4) Once step one is complete, choose "Next" to move on to the next step.

Step 5) Continue creating an account by completing "Step 2 – Security Setup".

- The required fields are "User ID", "Password", and "Confirm New Password". **Step 6)** Select your desired security option by selecting either "EMAIL", "MOBILE (Text/SMS)", or "Security Questions".
  - **Email** - Selecting Email will display the email address provided in the profile information. The email will be used to send a new PIN to help with resetting a forgotten password.
  - **Mobile (Text/SMS)** - Selecting "Mobile (Text/SMS)" will display the phone number provided in the profile information. The phone number will be used to send a new PIN to help with resetting a forgotten password.
  - **Security Questions** - Selecting "Security Questions" will prompt you to select questions from the drop-down and answer each of the four questions.

Step 7) Once step two is complete, choose "Create Account" to save your new account information.

Step 8) Once your account is successfully created, you will be returned to the MiLogin for Citizens Home Page that will display your new username.

Step 9) Select "Find Services" from the "Discover Online Services" section.

Step 10) Check the box next to "Michigan Department of Agriculture and Rural Development (MDARD)", below the "Filter by Departments" list .

Step 11) After selecting the "Michigan Department of Agriculture and Rural Development", a list of available applications will be displayed to the right-hand side.

Step 12) Select the "Licensing Portal System (LPS)" application link on the right-hand side.

Step 13) Complete the request by agreeing to the terms and conditions by selecting the radio button and then selecting the "Request Service" button.

Step 14) Enter or confirm your "Email Address" on the "Additional Information" screen and select "Submit" to complete your request. A Confirmation screen will be displayed with a "Success" message.

Step 15) Select the "HOME" button to return to the MiLogin for Citizens Home Page.

Step 16) A link to access the Licensing Portal System (LPS) application will be displayed on the Home Page. Click on the "Licensing Portal System (LPS)" and you will be directed to the website.