



Instructions for Renewing Your License

The instructions below outline two acceptable options on how to renew your Michigan Department of Agriculture and Rural Development (MDARD) license. The first option is to use MDARD's new online licensing system, LPS. The second option is to mail in the renewal documentation along with a check to the department. Please follow the instructions below on how to properly submit your renewal application online, or by mail.

Please keep in mind, the instructions for renewing online are longer than the mail in instructions due to the initial creation of the MiLogin account. Most of these steps are only needed for first time users. Benefits of renewing online are, the ability to download the license credential immediately after payment has been made, and instant processing of the renewal application.

RENEW ONLINE

First-time User, Create a New MiLogin for Citizens User online

In order to access the Licensing Portal System (LPS), you'll need to create a MiLogin account. If you already have a MiLogin account, login, and request access to the LPS application. If you do not have a MiLogin for Citizens user account, open an internet browser and go to <https://milogin.michigan.gov> to create an account.

- From the MiLogin for Citizens sign-in screen select "Create an Account" to begin account creation process.
- **Step 1: Email Verification** - Please enter valid e-mail address to verify you do not already have an existing account. Once completed, click on "next step".
- **Step 2: Passcode Verification** - The MiLogin system will send a passcode to the e-mail entered in the previous step. Please enter the passcode you received. Once step 2 is complete, please choose "next step" to move on.
- **Step 3: Profile Information** - Please enter in the following information: **First Name, Last Name, and check the acknowledgment checkbox.** Once step 3 is complete, please select the "next step" to move on.
- **Step 4: Phone Number Verification** - Please enter in a valid phone number as a second authentication method. By using this method (MFA), you are fully authenticated with two levels of authentication. Once step 4 is complete, please select "next step" to move on.
- **Step 5: Verification Method** - Please select a verification method. You can select to receive a text or call to the phone number entered in the previous step. Once step 5 is complete, please select "next step" to move on.
- **Step 6: Passcode Verification** - Please enter the passcode that was sent to your mobile device.
- **Step 7: User ID** - Please enter in a user ID that meets the MiLogin system ID guidelines. Once completed, select "next step".
- **Step 8: Password** - Please enter in a password that meets the MiLogin system password guidelines. Once completed, select "Create Account".

Instructions (Continued)

After you've created a MiLogin User, or if you already have an existing MiLogin User

- Login to MiLogin for Citizens (<https://milogin.michigan.gov>) if you are not already logged in.
 - **Note:** If you just created your MiLogin for Citizens User account you will automatically be logged in, proceed to the next step.
- Select "Discover Online Services" at the top right of the page, or from the "Discover Online Services" box on the bottom right side of page.
- Once you've landed on the "Discover Online Services" page, search for "Michigan Department of Agriculture and Rural Development". Once selected, the available applications offered from the department should be displayed.
- Select the "Licensing Portal System (LPS)" option.
- Complete the request by agreeing to the terms and conditions by selecting the "I agree" radio button, then select the "Add Service" option.
- Once added, select the "Launch Service" option. The LPS application homepage should then be displayed. You now have access!

Claim the Organization in the Licensing Portal System

- Skip to the "Submit Renewal Application" section below if you've previously claimed your Organization.
- Login to [MiLogin for Citizens \(https://milogin.michigan.gov\)](https://milogin.michigan.gov) if you are not already logged in.
- From the MiLogin for Citizens Home Page, choose Licensing Portal System (LPS) application to log into the Licensing Portal System (LPS).
- The Licensing Portal System Home screen will be displayed.
- From the Home screen Select the option to "Claim an Existing Organization"
- Enter the **Organization Name** and 6 digit **PIN** from the first page of the Food Establishment License Renewal Application.
- Select the Claim Organization option to complete the process.
- Once the Organization is claimed you can view the Organization by selecting it from the list of Organizations on the Home screen in the Licensing Portal System (LPS).
- Access to the Organization allows a user to apply for licenses, renew licenses, maintain the organization, and pay application fees for the organization.

Submit Renewal Application(s) in the Licensing Portal System

- Find the Renewal Application(s) you wish to renew from the Available to Purchase list on the Home screen, select them, and choose "Add to Cart". From the Cart list on the Home screen, Choose the "Review & Checkout" option.
- After you've reviewed your item(s) choose "Checkout" and complete the online payment process. Once paid for, the Renewal Applications will be submitted.

RENEW BY MAIL

- To renew by mail, please refer to the "Organization Details" section of this document.
- Under the "Organization Details" section, you will find fields that are prepopulated with information from Licensing Portal System (LPS). The fields that have a blank white box underneath them, can be updated.
- To update the fields, simply write in the information you want the field to be updated with, and upon submission, the License Technician will update the system to reflect the updated information.
- The prepopulated fields that do not have a blank white text box underneath, are fields that are locked down within the system and cannot be updated.
- After all fields have been reviewed or updated, please mail in the renewal document along with the check or money order to the address below:

Michigan Department of Agriculture and Rural Development
PO Box 30776
Lansing, MI 48909-8276

Should you have any further questions please contact the Michigan Department of Agriculture and Rural Development Customer Service Center at [1-800-292-3939](tel:1-800-292-3939) or MDARD-CLU@Michigan.gov.