Applying for New License in the Licensing Portal System (LPS)

Step 1) Click on the Licensing Portal System (LPS) link on your MiLogin Home page. This will direct you to the LPS homepage.

Step 2) From the LPS home page/dashboard, you will start by clicking on the "+ **Create an Organization"** button.

Step 3) Select/enter your Organization Details, and then select the next button. The following fields are required:

i. Select Organization Type:

- Corporation o Individual
- Joint Tenant o Limited Liability Company LLC
- Partnership o Sole Proprietor

ii. Organization Name — Enter your company name or individual name
iii. FEIN — Required for all organization types **except** Individual
iv. Business Email

Step 4) Enter the mailing address where you want your license(s) mailed to, and then select the next button (Please note you will be asked to select a verified address through USPS).

Step 5) Enter the business location information, and then select the next button.

i. Business Name — If you selected Individual as an organization type and your business operates under your name, you can simply enter your name for the Business Name field.
ii. Business Location — This is the physical address where you conduct your business.
iii. If the business location is different than the mailing address entered in the previous step, then you will need to click on the blue toggle button next to "Business Location Address same as Mailing Address". This will open the field to enter a different address than the mailing address (Please note you will be asked to select a Verified Address through USPS).

Step 6) Enter the Primary Contact Details, and then select Save and Apply for License. The following fields are required:

i. Contact Name
ii. Contact Phone Number
iii. Contact Email

Step 7) You will then be directed to the Create New Application for License Page. Select the license type you are wanting to apply for.

Step 8) Select the Location(s) you want to apply for the license and then select the next button. If the location(s) is not on the list, click on the "+ Add Location" button and enter the location information.

Step 9) Location/Vehicle Details Information is required information that relates to specific license types. Please fill out the required fields then proceed to the next step by clicking on the "next" button.

Step 10) Review all the information entered. If you need to make changes, click on the pencil icon of the appropriate step. Once all the information has been reviewed and is correct, click on the **"Save and Add to Cart"** button.

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Step 11) The application is now added to the Cart and you will now be redirected back to the LPS home page. To checkout, click on the **"Review & Checkout"** Button.

Step 12) On the Cart Review, you will be able to review all items in your Cart. Click on the **"Checkout"** button to proceed to the checkout. A message will be displayed informing you that you will be redirected to the State of Michigan Pay Place Site.

Step 13) At the pay place site, you will receive a welcome message informing you that you can pay with the following credit card type: Visa, Mastercard, Discover. After you have read the message, select the "next" button.

Step 14) You will need to enter the required payment information and the select the "next" button.

Step 15) You can then review your payment information. Please remember to click the "I agree" checkbox before selecting the "pay now" option.

Step 16) You will now be directed back to the LPS Site and a payment confirmation message will be displayed.

Step 17) As the Central Licensing Unit processes your application, you will receive status updates on your submitted application.