

Accessing MDARD Licensing Portal System (LPS)

**If you already have a MiLogin account, login into your account and skip to Step 9 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, Verification Question.
- Please remember to click the "I agree to the term & conditions" checkbox before selecting next option

Step 4) Once step 1 is complete choose "Next" to move on

Step 5) Continue creating an account by completing the 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 4 questions.

Step 7) Once step 2 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 displays your new Username

Step 9) Select "Request Access" from the navigation bar at the top of the screen

Step 10) Choose the Michigan Department of Agriculture and Rural Development (MDARD) from the "Select Agencies" drop-down

Step 11) After selecting the Agency, a list of available applications is displayed below the Search for Application portion of the screen

Step 12) Select the Licensing Portal System (LPS) application link from the lower portion of the screen

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

Step 14) Enter or confirm your "Email Address" on the Additional Information screen and select "Submit" to complete your request. A Confirmation screen is 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.