

Directions for Using Online License Renewals

General

- Renewing your license using the internet is quick and easy. You can access the online renewal process 24 hours a day, 7 days a week, with a \$3.00 Accela processing fee, per license.

Please Note: You can use this service if:

- Your licensing information has not changed. **Your licensing information may not be changed through the online renewal process. If changes are required, you must submit your changes in writing with the appropriate division.**
- You have a valid Visa or Master Card

Sign on to the VelocityHall website by:

- accessing the Michigan Department of Licensing and Regulatory Affairs web site at <http://www.michigan.gov/bccrenewals>

Scroll down and select License Searching – Renewal Payments

PLEASE NOTE: REFERENCES TO “PERMIT” MEANS “LICENSE” IN THIS APPLICATION

First Time Users

REMINDER: If your licensing information which appears on your renewal application needs to be updated, YOU CANNOT renew your license online. YOU ARE required to submit all changes in writing with the appropriate division.

Select *License Searching – Renewal Payments*

- Register by selecting *Register Here*. Complete the entire form (for “Business Name” re-enter your name), select “Proceed”
- Read Privacy Statement, select “Proceed”
- Read Terms and Conditions, select “I Agree” or “I Disagree”
- Review Registration Confirmation Page, select “Proceed”

License Number (screen 1)

- Enter your license number
- Enter your license type – Select from drop down list

Department of Licensing and Regulatory Affairs, Bureau of Construction Codes

The screenshot shows a web form for entering license information. At the top, there are three columns: 'License Number', 'License Type', and 'Action'. Below this, it says 'Number of records: 0'. The main section is titled 'Enter License Number Information:'. It contains two input fields: 'License Number: *' and 'License Type: *'. The 'License Type' field is a dropdown menu with '21State Elevator Cont' selected. To the right of the dropdown is an 'Add' button. Two red arrows point to the input fields with the following text: 'Type in your license number here.' pointing to the License Number field, and 'Click on the arrow to select the type of license.' pointing to the dropdown arrow.

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- Select “Add” (if you have additional licenses continue using the” Add” function). Once you have selected “Add” your license number(s) will appear.

License Number	License Type	Action
7114237	71State Mechanical Contractor * Use current user contact information.	[modify] [delete]

Number of records: 1

You may not modify any licensing information with the "modify" button.

If you have added a license number by mistake or would like it removed you may select the delete button to remove the license number.

- Select Continue
- Select Continue

License Number (screen 2)

- Select Continue

Note: Your contact information may be different than the licensing information listed on your renewal application. If your LICENSING information needs to be updated, you must do so in writing with the appropriate division.

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Current User Contact Information

John Doe
State of Michigan
2501 Woodlake Circle
Okemos MI 48864
(517) 555-1212

Please review the license information below, then click on "Continue" to proceed to the next step.

[Continue](#)

Check/Research a (Permit) License

- Under the column heading Look up Permits/Projects, Select (highlighted) “By License Number”

Check/Research a Permit

Look up Address and Parcel details:

- By Address
- By Parcel Number
- By Permit Number
- By License Number

Look up Licenses/Permits/Projects:

- By Address
 - By Parcel Number
 - By Permit Number
 - [By License Number](#)
- Select "By License Number"

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“Look up Licenses/Permits By License Number”

- If you hold more than one license, use the drop down to select the appropriate license
- DO NOT enter any dates
- Select Search

Look up Licenses/Permits By License Number

License Number (complete # required)
71State Mechanical Contractor - 7114237

Date From Date To (MM/DD/YYYY)

Select "Search" for the license number listed. Do not put any information in the date information boxes.

License: (number)

- Under the column heading “License/Permit 1 of 1” select the license number in blue to continue.

License: 7114237

License/Permit 1 of 1

License/Permit#	Type	Status	Date
Please select a permit below to continue...			
7114237	71	ISSUED	2002-11-15

Select the number in blue. If this is the incorrect number select the "New Search" button.

Detail

- Select Online Payment
- Select Continue

Step 1 of 3: Review License/Permit Information

- If everything is correct select Process Permit

Step 2 of 3: Payment

- Complete required fields
- Select Submit

Step 3 of 3: Payment Confirmation

- Select View printable **receipt** (**Note:** This is not your license. Licenses renewed online will be printed the next business day and mailed to the address on the license. **It may take up to 7 business days to receive your license by mail**)

Registered users

REMINDER: If your licensing information which appears on your renewal application needs to be updated, YOU CANNOT renew your license online. YOU ARE required to submit all changes in writing with the appropriate division.

Select *License Searching – Renewal Payments*

Login using your e-mail address and password

Note: Your contact information may be different than the licensing information listed on your renewal application. If your LICENSING information needs to be updated, you must do so in writing with the appropriate division.

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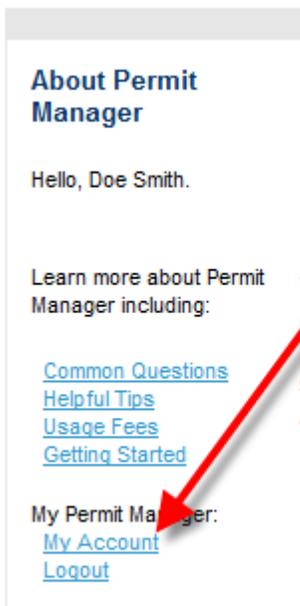
Current User Contact Information

John Doe
State of Michigan
2501 Woodlake Circle
Okemos MI 48864
(517) 555-1212

Please review the license information below, then click on "Continue" to proceed to the next step.

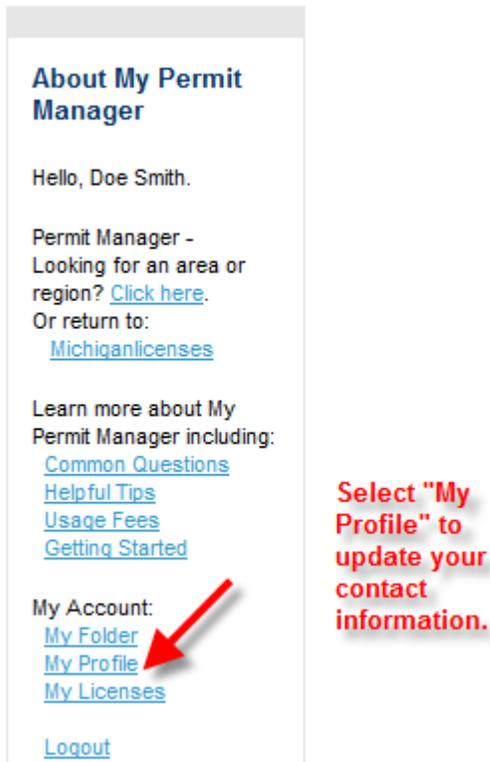
Continue

If you need to update your contact information you must go to the home screen at www.michigan.gov/bccrenewals and select "My Account" under the "About Permit Manager" section.



Directions for Using Online License Renewals

Once the next screen appears you select “My Profile” and it will take you directly to your contact information for registration purposes only. This information does not necessarily reflect your licensing information which cannot be updated online.



About My Permit Manager

Hello, Doe Smith.

Permit Manager -
Looking for an area or region? [Click here](#).
Or return to:
[Michiganlicenses](#)

Learn more about My Permit Manager including:
[Common Questions](#)
[Helpful Tips](#)
[Usage Fees](#)
[Getting Started](#)

My Account:
[My Folder](#)
[My Profile](#)
[My Licenses](#)

[Logout](#)

Select "My Profile" to update your contact information.

Once you have made the updates select “update” and the next page will be your registration confirmation page and select “proceed” to take you to the renewal process.

Registration Confirmation Page

Thank you for registering with Accela Citizen Access(tm). Your registration information has been updated.

Name: .John Doe (State of Michigan)
Email: -

Proceed

After logging in with your email and password follow the steps above under “License Number (screen 1)” to continue with the renewal process.

If you are renewing more than one license, select the “Home” link at the top left of the screen and begin the process for the next license (you are still logged on).