Instructions for Paying Tank fees through Accela

1. Go to [https://aca3.accela.com/LARA](https://aca3.accela.com/LARA)
2. Log into account: Note if you do not have an account, you will need to create an account in order to pay your bill on line.

3. Search for facility that you want to pay. You will need to enter the 8 digit facility number in the search field and click on the magnifying glass to the right.

4. The facility information appears

5. Click on Payments and then fees. The fee amount appears.

6. Click on Pay Fees
The license information listed on the LARA website https://aca3.accelea.com/lara may be recognized as a license and all the authority granted with that specific license. Enforcing agencies should rely on this information to issue permits.

The following screen appears

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

<table>
<thead>
<tr>
<th>Fees</th>
<th>Qty</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>UST Tank Registration Fee</td>
<td>0</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

TOTAL FEES:
Note: This does not include additional inspection fees which may be assessed later.

$100.00

At this point you can repeat the procedure for other facilities or check out.
If you decide to checkout

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**Step 1: Select item to pay**

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

**PAY NOW**

You are required to pay all fees that have been assessed during the application process prior to staff reviewing your application. If you are unable to pay now see the Pay Later section below.

8574 VERONA RD, BATTLE CREEK MI 490148404
1 Application(a) | $100.00

Total amount to be paid: $100.00

Note: Application fees are non-refundable.

[Checkout] [Continue Shopping]

This screen appears and then follow the payment method instructions

Select the payment type and click on next
The payment process screen appears. Complete the required fields and click on next

**MI Accela LARA**

To continue the payment process, click the "Next" button in the box below.

**Billing Address**

- *First Name:*
- *Last Name:*
- Street Line 1:
- Street Line 2:
- City:
- State: Select State
- Zip:
- Country: UNITED STATES
- Phone:
- *E-Mail:

**Payment Details**

- *Payment Amount: 100.00 USD

**Payment Method**

- *Name on Card:*
- *Card Number:*
- *Expiration Date:*
  - *Month:*
  - *Year:*
- *Card Verification Value (CVV2):* What's This?

The payment confirmation window appears

Click on the Pay Now Box

The following screen appears
At this point you can log out of the system.
An E Mail will be sent.
Thank you for your recent payment to MI Accela LARA.

Payment Application: MI Accela LARA
Payment Status: Payment completed successfully.
Confirmation Number: 16120803160353
Payment Date: 12/08/2016

Billing Address: Test

Card Type: VISA
Card Number: x1111

Payment Amount: 200.00 USD
Total Amount: 200.00 USD

Reference: 254249

DO NOT REPLY DIRECTLY TO THIS EMAIL.