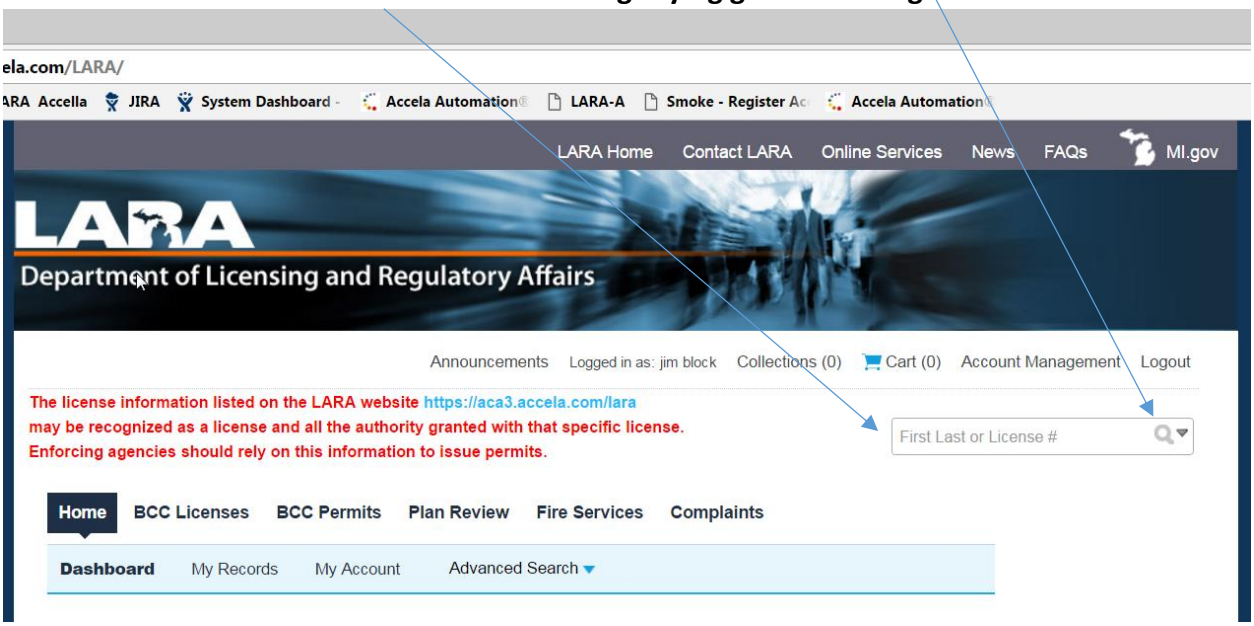
12/8/2016

Instructions for Paying Tank fees through Accela

1. **Go to 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.**

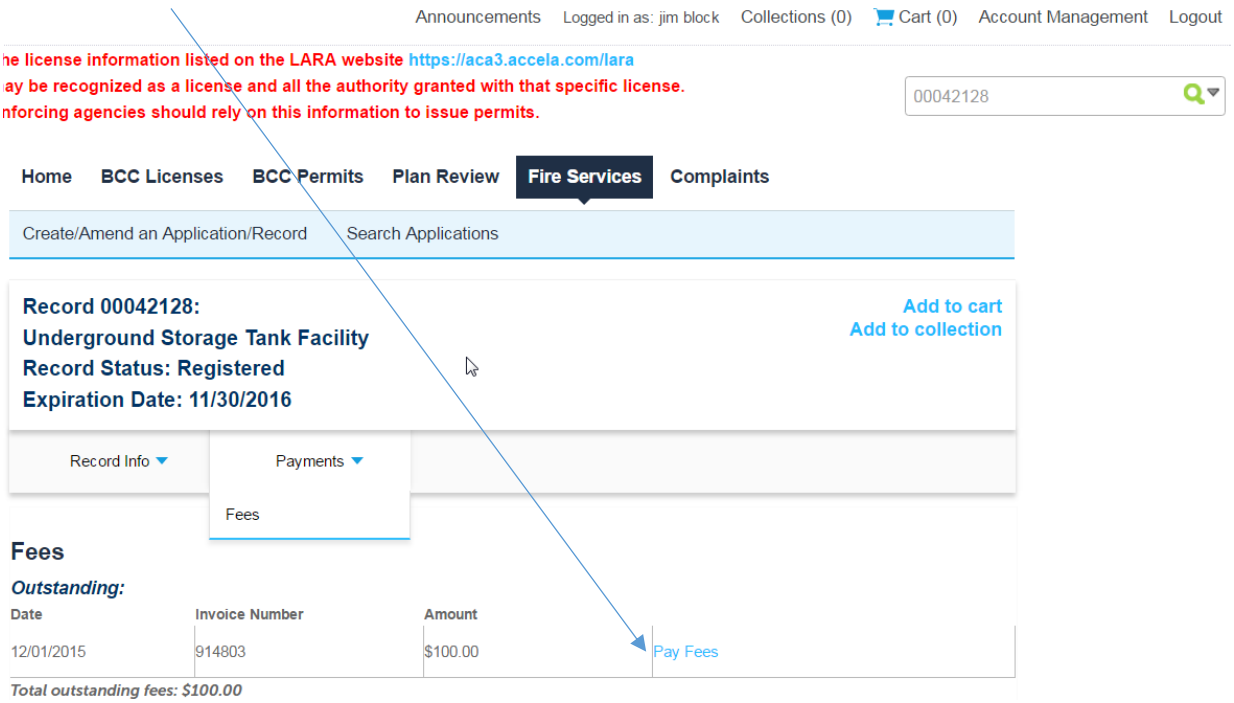
3. **Search for facility that you want to pay. You will need to enter the 8 digit facility number in the search field and click on the magnifying glass to the right**



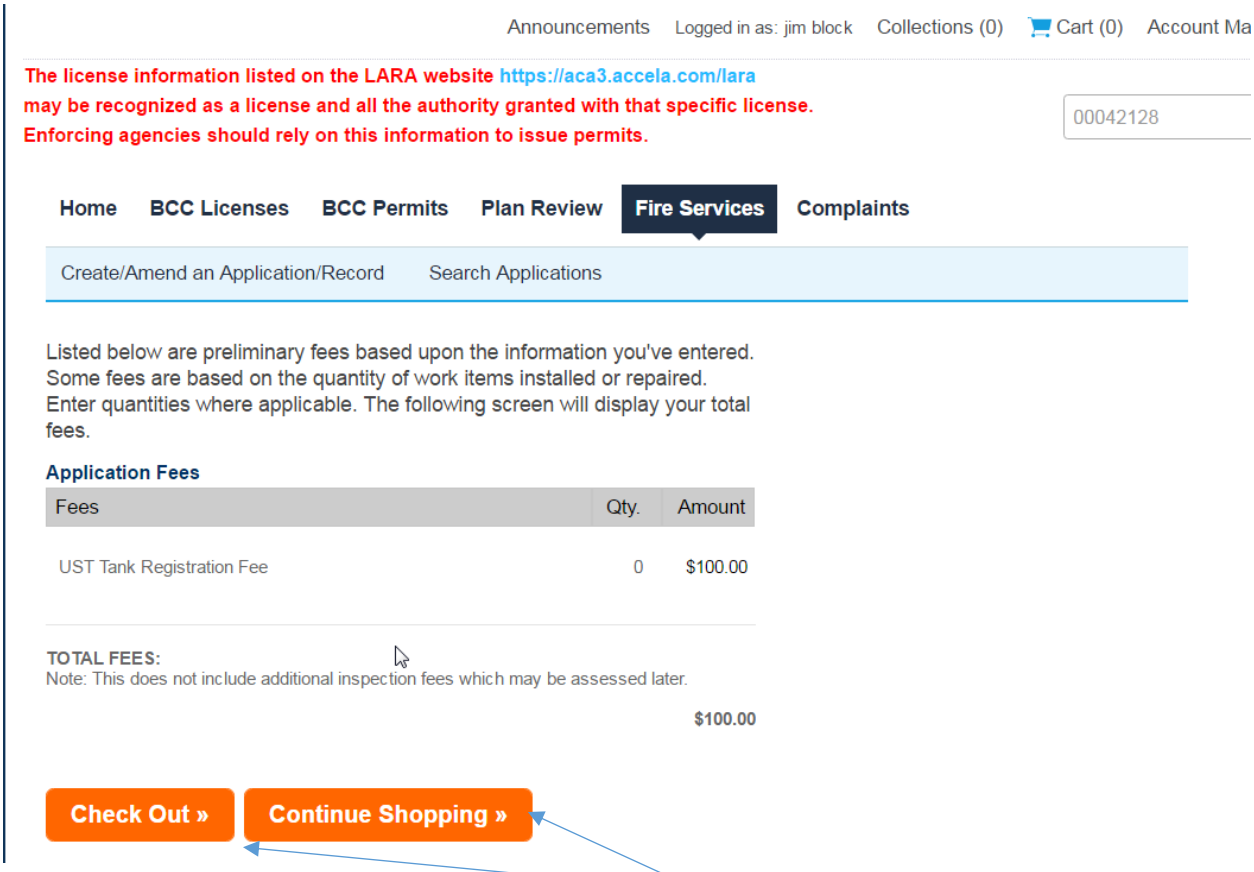
4. **The facility information appears**

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

6. **Click on Pay Fees**

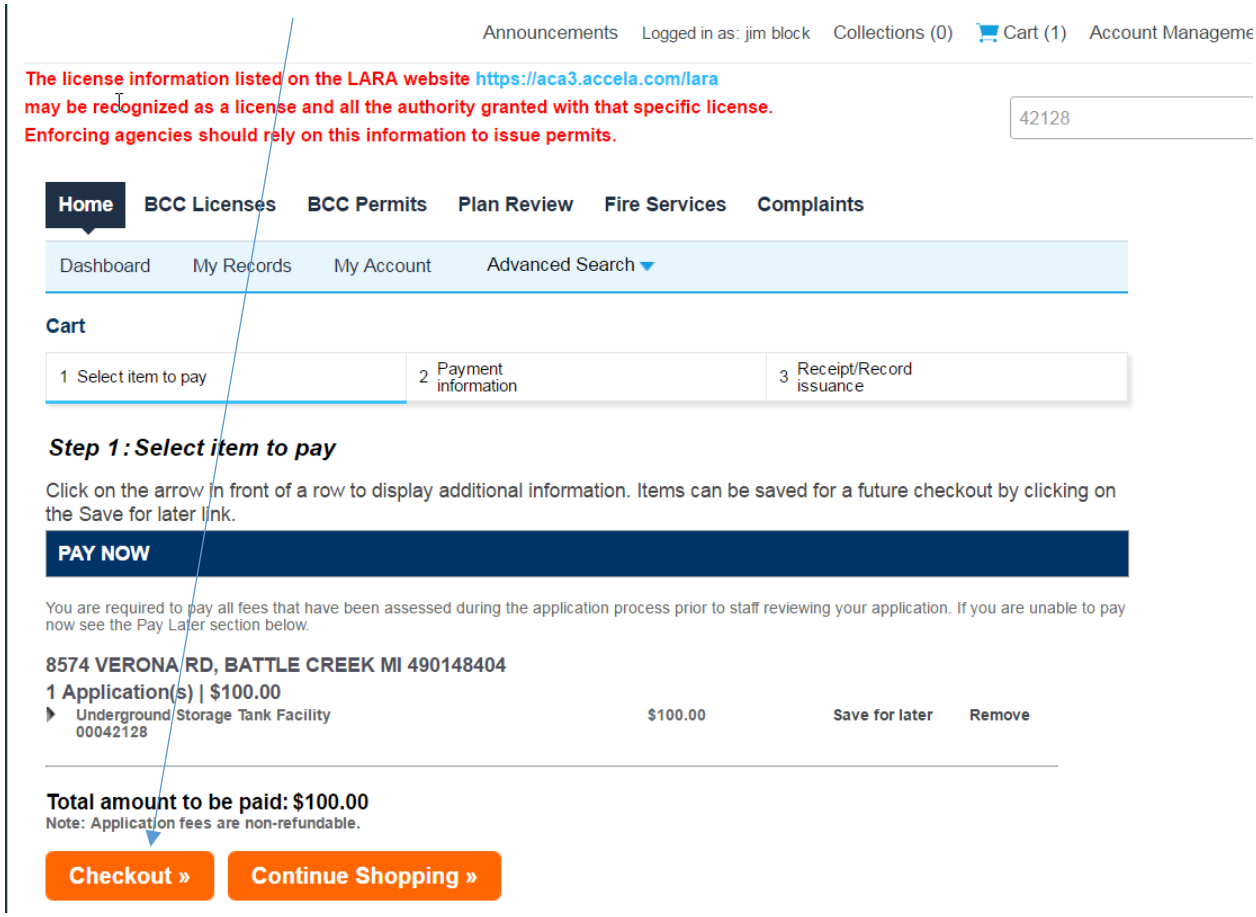


The following screen appears

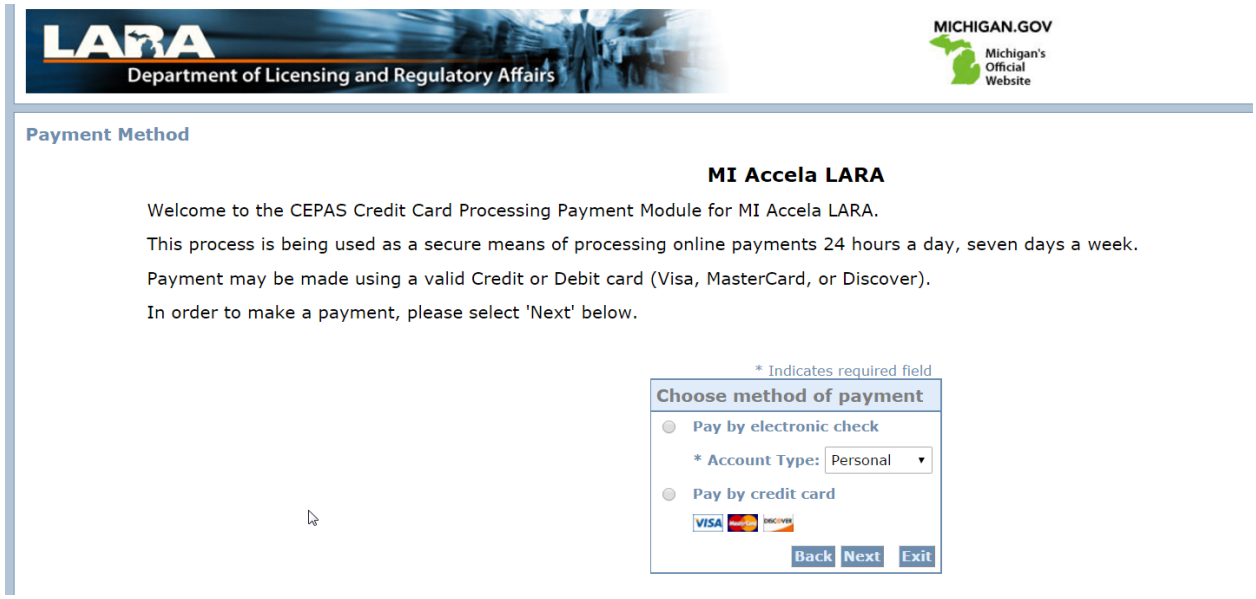


At this point you can repeat the procedure for other facilities or check out.

If you decide to checkout



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.

* Indicates required field

Billing Address

*First Name:
M.I.:
*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?

Back Next Exit

The payment confirmation window appears

Click on the Pay Now Box

LARA Department of Licensing and Regulatory Affairs

MICHIGAN.GOV Michigan's Official Website

Payment Review

MI Accela LARA

To confirm your payment information, click on "Pay Now" in the box below.

Address

Billing Address:
Jim Block

blockj@michigan.gov

Payment Method

Credit Card VISA
Test
x1111 12/26

Payment Amount

Amount: 200.00 USD
Total: **200.00 USD**

Back Pay Now Exit

The following screen appears

The license information listed on the LARA website https://aca3.accela.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.

00005964

Home | BCC Licenses | BCC Permits | Plan Review | Fire Services | Complaints

Dashboard | My Records | My Account | Advanced Search

1 Select item to pay | 2 Payment information | 3 Receipt/Record issuance

Step 3 : Receipt/Record issuance

Receipt

Your submittal has been successfully received.
Your application will be reviewed. Please check your account for updates regarding the status of this application and for any additional actions required from you to move forward with the plan review process by Searching Applications and selecting this record number.
Once your application is approved you will be notified by the department.
If you selected to pay by paper check, please print the Summary-Invoice page and mail a copy with your check. See invoice for mailing information.

1200 LAKESHORE DR, MUSKEGON MI 494411613

00009072

At this point you can log out of the system.
An E Mail will be sent.

MiPermitLicPlanRev@Michigan.gov

Payment Confirmation

To Block, James (LARA)

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.