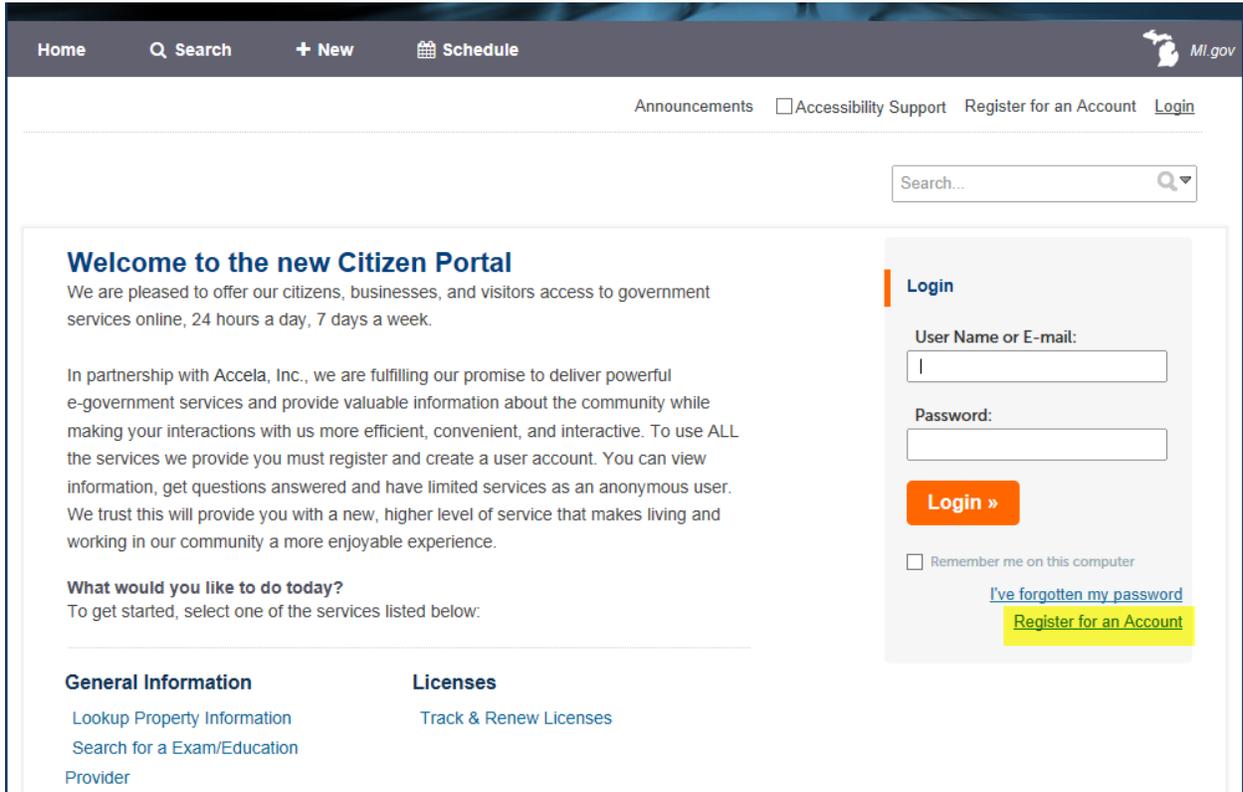


ACA Register for an Account

Start at the website <https://aca3.accela.com/lara/>

A Public user that does not have a login, should select the link to 'Register for an Account'. In the image below the link is highlighted in yellow. The text on the left side under Welcome to the new Citizen Portal can be changed to be specific to your agency and users.



After the 'Register for an Account' link is clicked, the Account Registration screen displays. The text and general disclaimer text can be update to be specific to your agency and users.

To move forward from this screen, the public use will select the check box and click the Continue Registration button.

The screenshot shows the 'Account Registration' page on the MI.gov website. The top navigation bar includes 'Home', 'Search', '+ New', and 'Schedule'. On the right side of the navigation bar, there is a Michigan state logo and the text 'MI.gov'. Below the navigation bar, there are links for 'Announcements', 'Register for an Account', and 'Login'. A search bar is located on the right side of the page. The main content area is titled 'Account Registration' and contains the following text: 'You will be asked to provide the following information to open an account:'. Below this text is a bulleted list: '- Choose a user name and password', '- Personal and Contact Information', and '- License Numbers if you are registering as a licensed professional (optional)'. Below the list, it says 'Please review and accept the terms below to proceed.'. There is a scrollable box containing a 'General Disclaimer' with the text: 'While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a'. Below the disclaimer is a checkbox with the text 'I have read and accepted the above terms.'. At the bottom of the page, there is an orange button labeled 'Continue Registration »'.

The next screen will ask the user to enter information to create their own user. If the user name or email address is already used by the system, a message will display to the user to enter something different. There is a configuration option to enter your own security question or select one from a select box. Also, mobile phone and receive SMS messages are only available in v8.0.

Under the Contact Information section, the user will need to select to Add New button.

Home Search New Schedule MI.gov

Announcements Register for an Account [Login](#)

Search...

Account Registration Step 2: Enter Your Account Information

* indicates a required field.

Login Information

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Enter Security Question:

* Answer:

Mobile Phone:

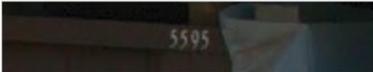
Receive SMS Messages

Contact Information

Choose how to fill in your contact information.

[Add New](#)

Enter the words below

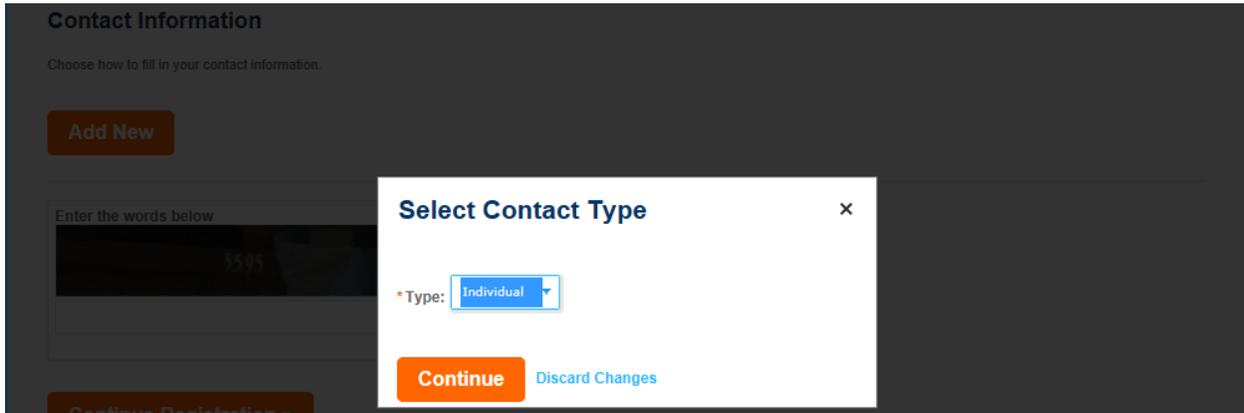
   

[Continue Registration »](#)

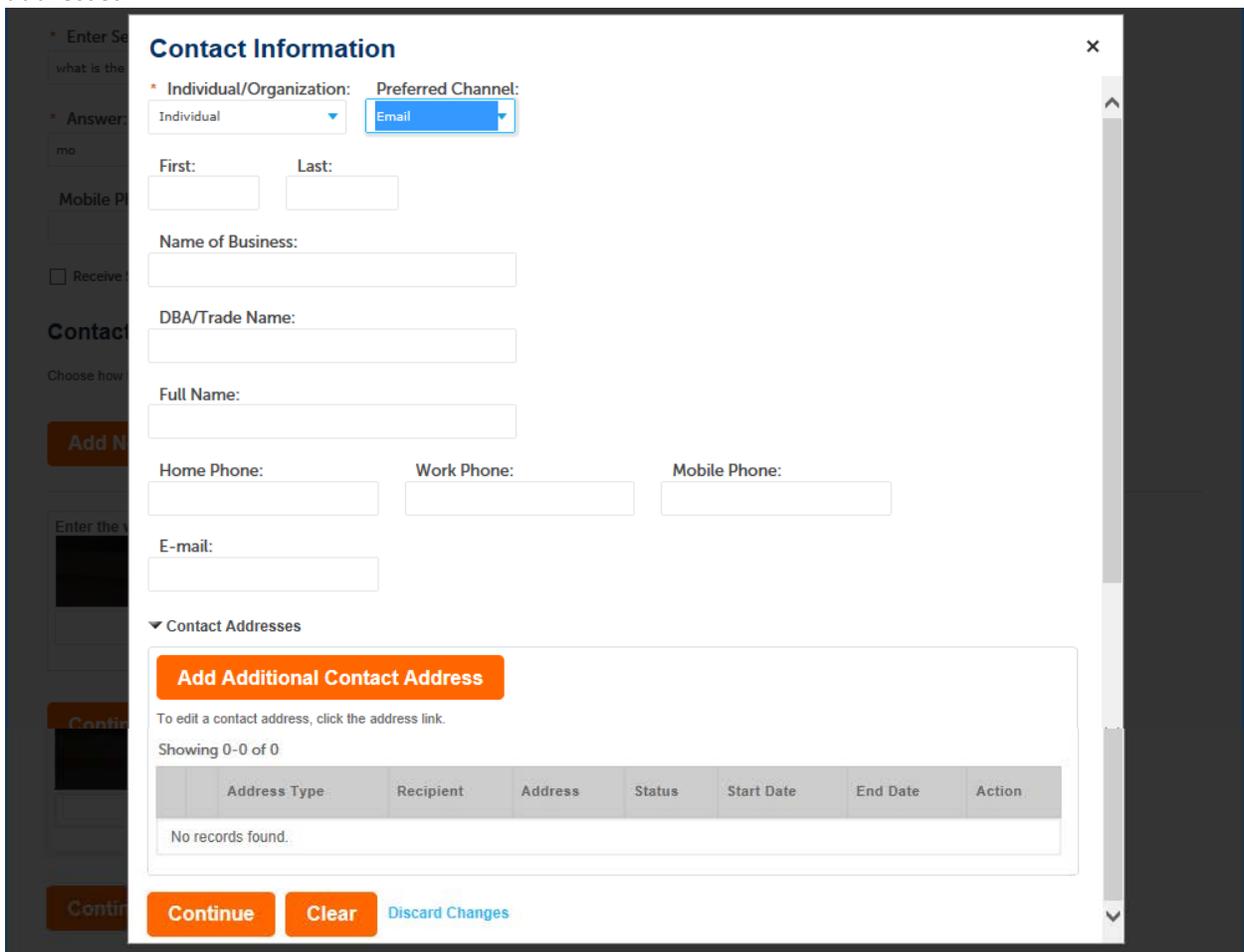
[Michigan.gov Home](#) | [LARA Home](#) | [Office of Regulatory Reinvention](#) | [FOIA](#) | [State Web Sites](#) | [Transparency](#) | [Policies](#) | [Michigan News](#)

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Once the Add New button is selected, the user may be prompted to Select Contact Type. This option can be skipped if only people need to log in.



After the Continue button is selected, the Contact Information screen displays. The fields on this form are editable and should be considered as input for matching new public users with existing contacts in the system. If the agency only allows for 1 address per contact, then the Add Additional Contact Address can be removed. The Add Additional Contact Address button, allows the user to enter multiple addresses.



Clicking the Additional Address button will display, then Contact Address Information. The fields on this screen can be rearranged and display only address 1 instead of broken into street #, street name, street type, and direction.

The image shows a screenshot of a contact management interface. Two modal windows are open. The top window, titled "Contact Information", contains fields for "Individual/Organization" (set to "Individual"), "Preferred Channel" (set to "Email"), "First" name, and "Last" name. Below it is the "Contact Address Information" window, which has a "Address Type" dropdown menu. It also includes fields for "Street # (start)", "Street Name", "Street Type" (dropdown), "Direction" (dropdown), "City", "State" (dropdown), and "ZIP Code". At the bottom of this window are four buttons: "Save and Close", "Save and Add Another", "Clear", and "Discard Changes". Below the address information window is a section titled "Contact Addresses" with an "Add Additional Contact Address" button and a note: "To edit a contact address, click the address link."

Once the address is entered and the 'Save and Close' button is selected, the new address displays at the bottom of the Contact Information screen. Click the Continue button to proceed.

The screenshot shows a 'Contact Information' form with the following fields and sections:

- DOB / Trade Name:** [Text input field]
- Full Name:** [Text input field]
- Home Phone:** [Text input field]
- Work Phone:** [Text input field]
- Mobile Phone:** [Text input field]
- E-mail:** [Text input field]
- Contact Addresses:**
 - Add Additional Contact Address** (orange button)
 - To edit a contact address, click the address link.
 - ✓ **Contact address added successfully.**
 - Showing 1-1 of 1
 - | Address Type | Recipient | Address | Status | Start Date | End Date | Action |
|--------------|-----------|--|--------|------------|----------|---------------------------|
| Home | | 953 horsetrail WAY, wake forest NC 27587 United States | Active | | | Actions ▼ |

At the bottom of the form, there are three buttons: **Continue** (orange), **Clear** (orange), and **Discard Changes** (blue text).

After the user enters their contact information, they will be enter the CAPCHA question and click the Continue Registration button.

Account Registration Step 2: Enter Your Account Information

* indicates a required field.

Login Information

* User Name: ?

* E-mail Address:

* Password: ?

* Type Password Again:

* Enter Security Question: ?

* Answer: ?

Mobile Phone:

Receive SMS Messages

Contact Information

Choose how to fill in your contact information.

✔ Contact added successfully.

Josie Corey
test@accela.com
Home phone:111-222-3333
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Recipient	Address	Status	Start Date	End Date	Action
Home		953 horsetrail WAY, wake forest NC 27587 United States	Active			Actions ▼

Enter the words below



[Continue Registration »](#)

The user will receive a successfully created screen with all the data they have entered. The system could optional send the user an email at this time.

Home Search + New Schedule MI.gov

Announcements Register for an Account Login

Search...

Your account has been successfully created.

Congratulations. You have successfully created an account with the Agency. An e-mail has been sent to you with instructions for verifying your information. If you have registered as a licensed professional, additional activation by the Agency may be required. If activation is necessary, another e-mail will be sent notifying you when activation is complete.

Account Information

User Name: josiecorey
E-mail: test@accela.com
Password: *****
Security Question: what is the name of your dog?
Mobile Phone:
Receive SMS Message: NO

Contact Information

Josie Corey Home Phone: 111-222-3333
test@accela.com Work Phone:
Mobile Phone:
Mobile Phone:
Preferred Method of Contact: Email

Contact Address List

▼ Contact Addresses

Showing 1-1 of 1

Address Type	Recipient	Address	Status	Start Date	End Date	Action
Home		953 horsetrail WAY, wake forest NC 27587 United States	Active			

Login Now

The user can click the Login Now button to login and start using ACA.

Home Search + New Schedule MI.gov

Announcements Logged in as: Josie Corey Collections (0) Cart (0) Account Management Logout

Search...

Hello, Josie Corey

Action Required (0) [?](#) [- Hide](#)

There are no actionable items which need your attention right now.

Saved in Cart (0) [View Cart](#)

There are no items in your shopping cart right now.

My Collection (0) [View Collections](#)

You do not have any collections right now.

Work in progress [?](#) [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				

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