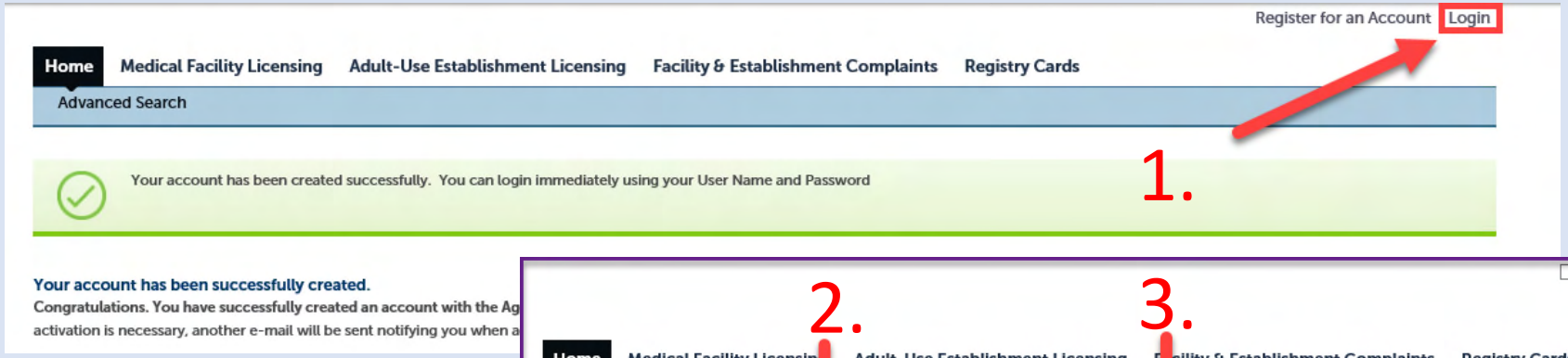
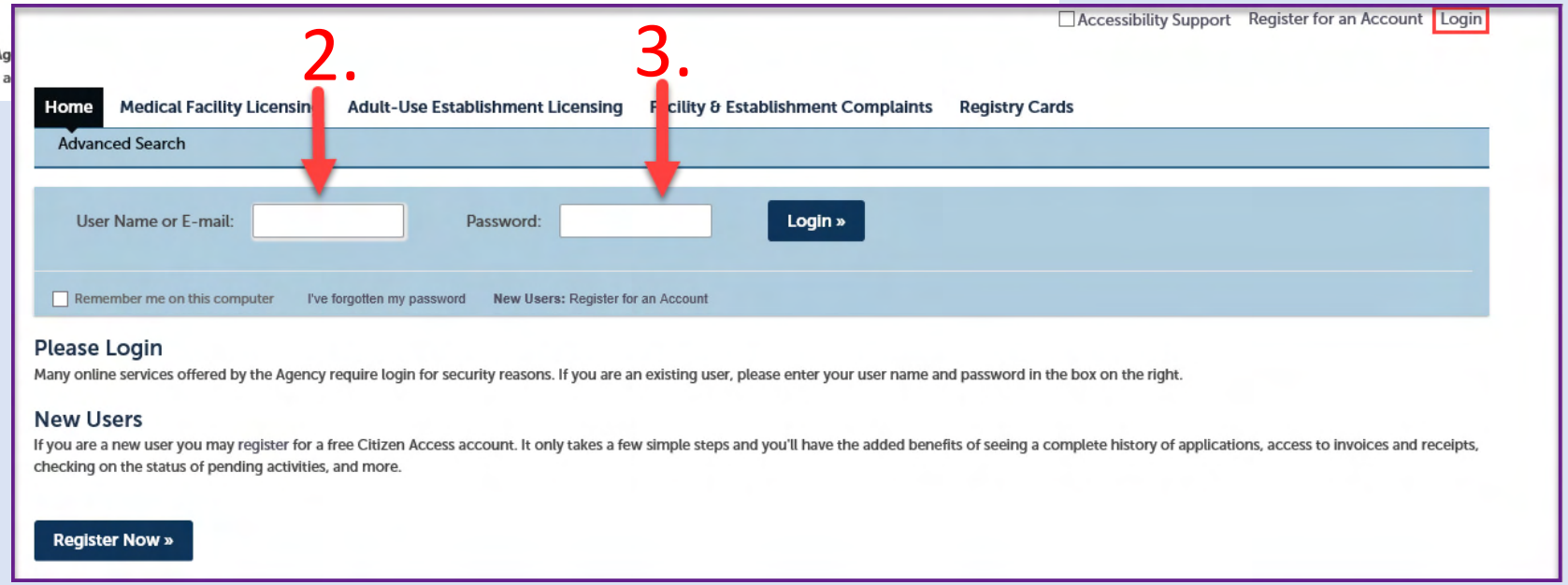
Accela Citizen Access

Apply for a Patient Only Registry Card in Accela

Applying for Patient Only Registry Card

1. Click **Login** if you have just created an account. https://michigan.gov/CRAonline
2. Enter the User Name **OR** E-mail address you created the account with.
3. Enter your Password. You may click **Login**, or press Enter on your keyboard.



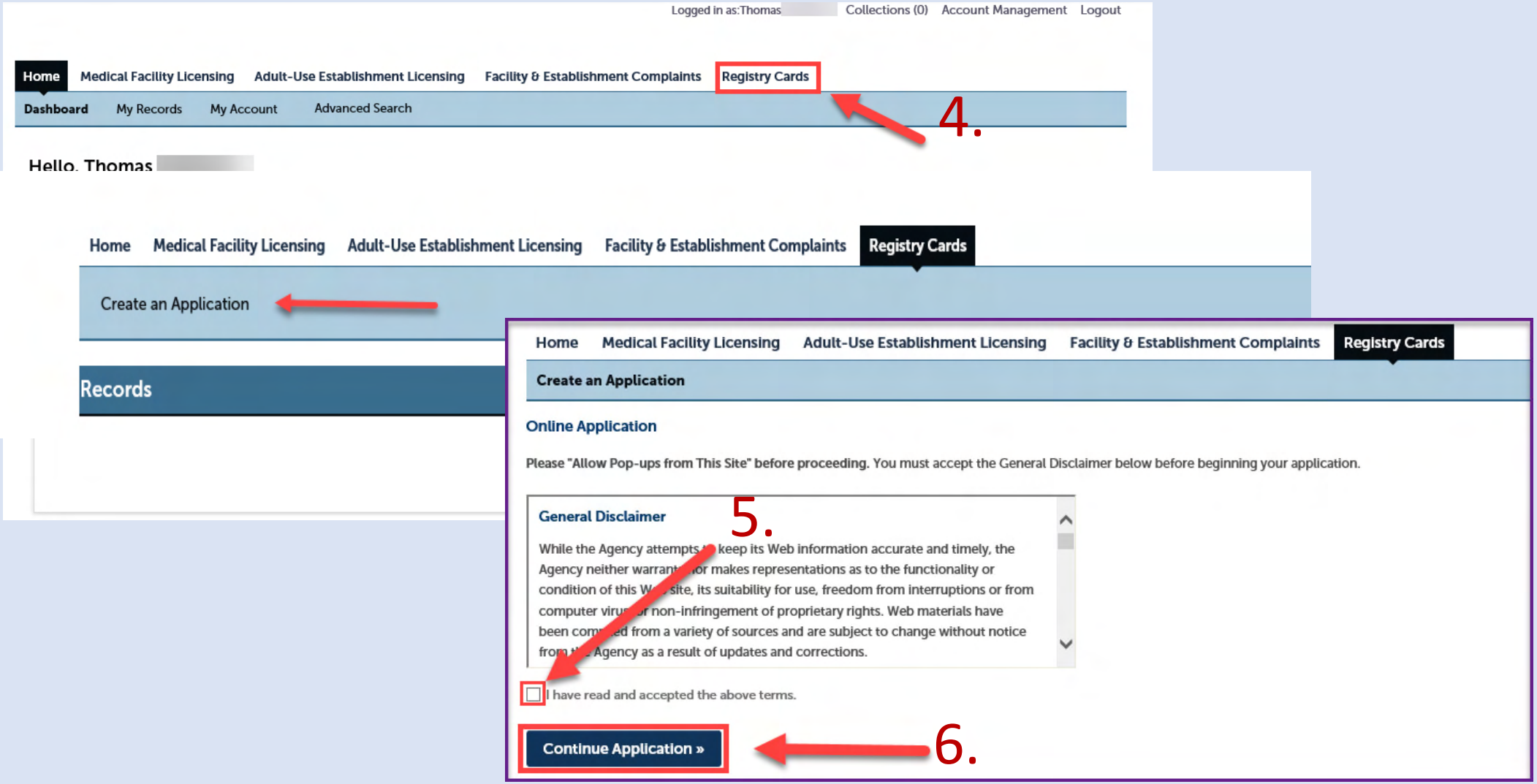


4. Click on the **Registry Cards** tab.

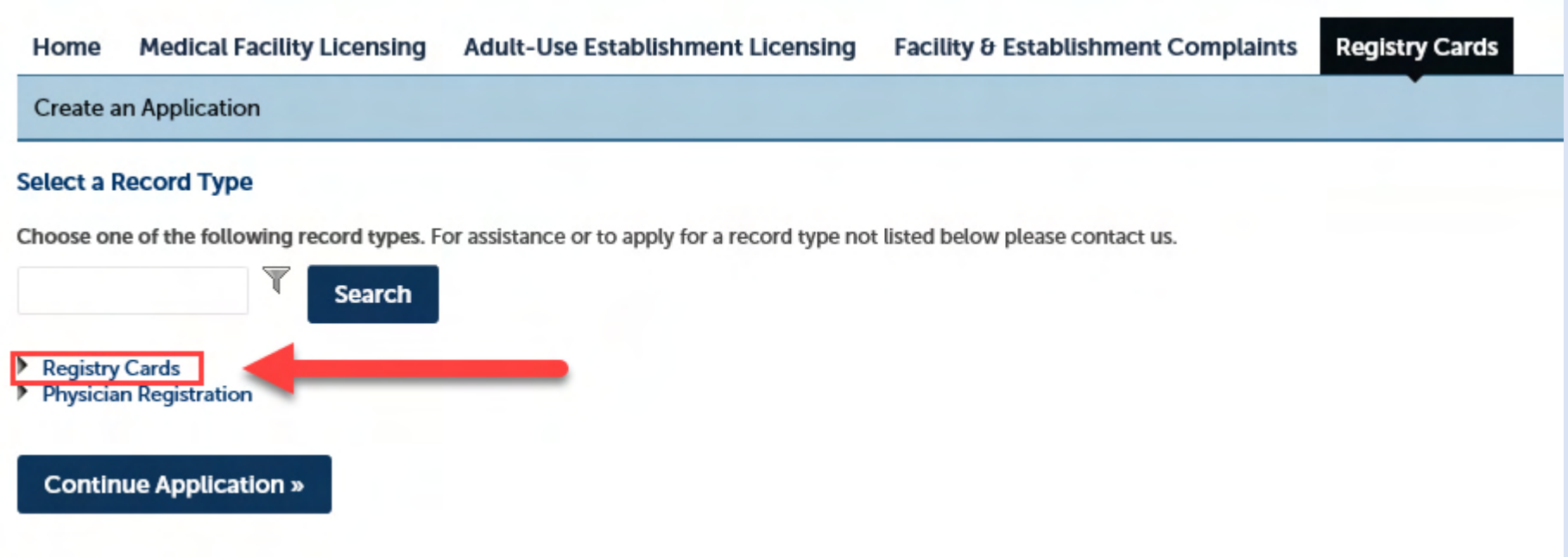
4.5 Click on **Create an Application**.

5. Read the General Disclaimer and check the **acceptance box.**

6. Click **Continue Application.**

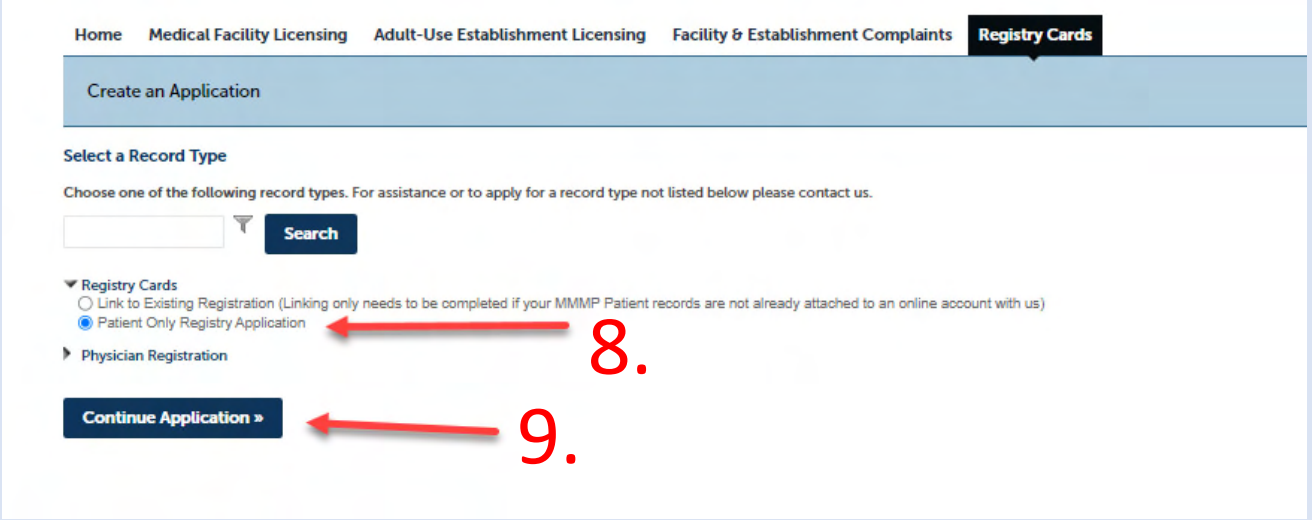


7. Click on the **Registry Cards** drop-down.

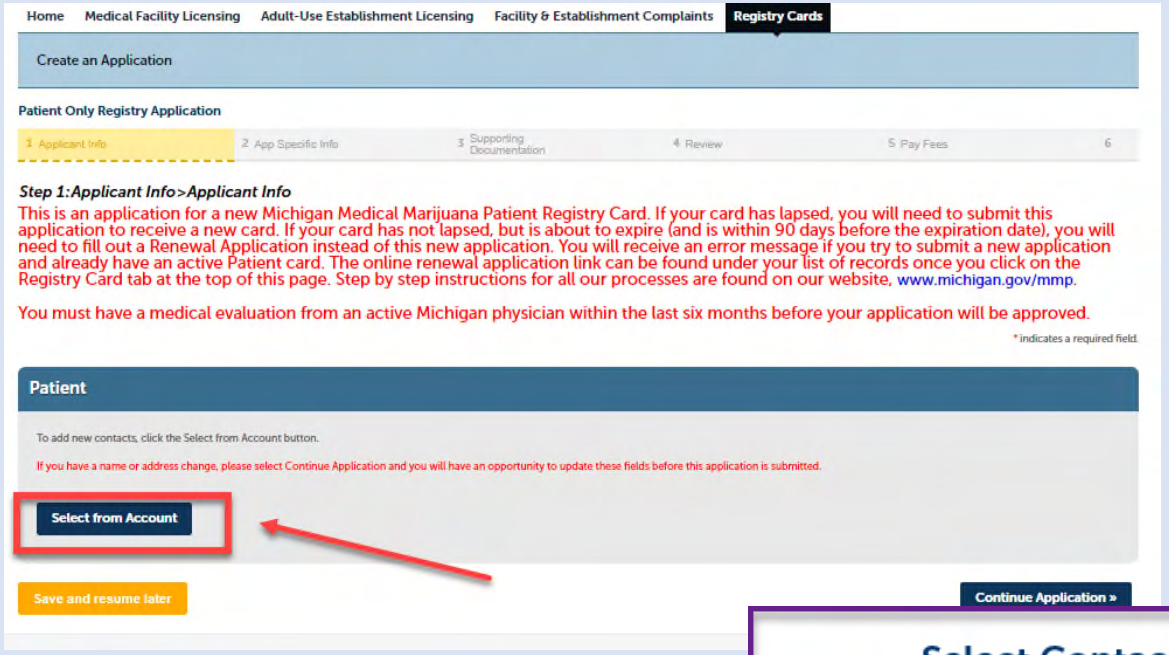


8. Select **Patient Only Registry Application.**

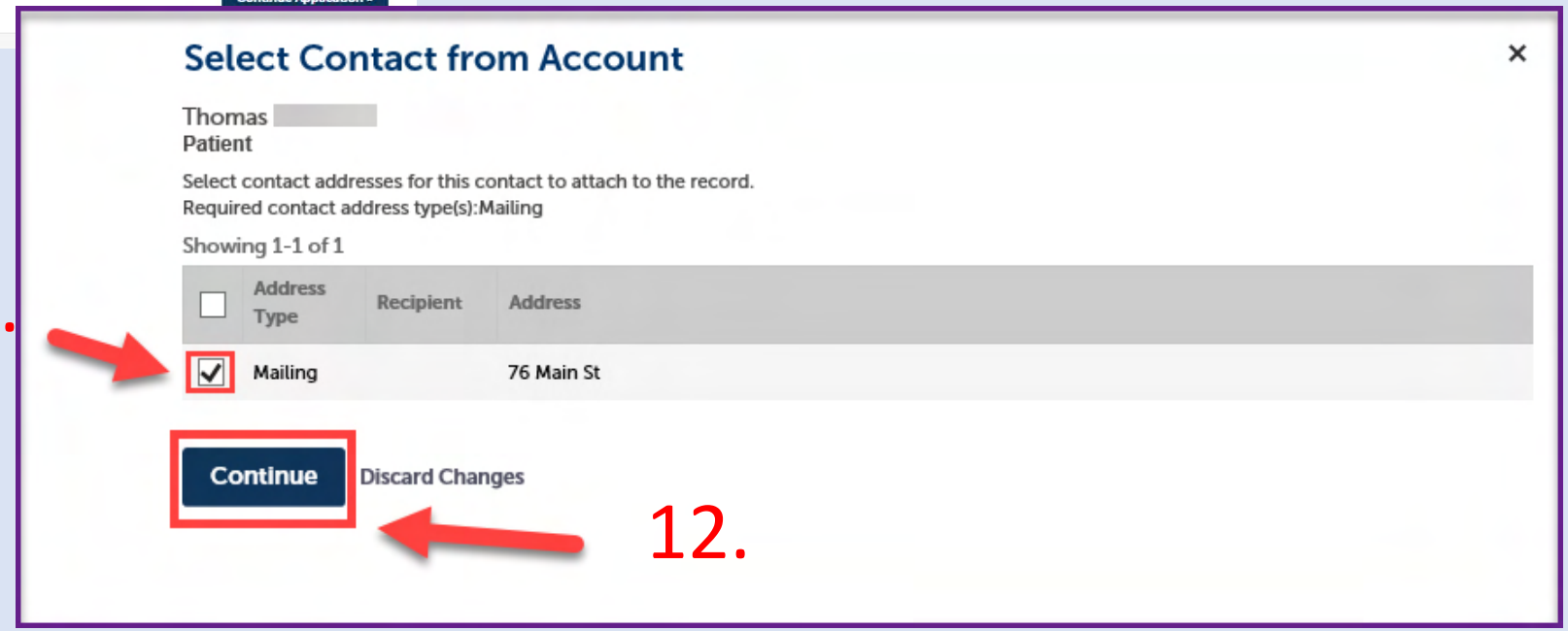
9. Click **Continue Application.**



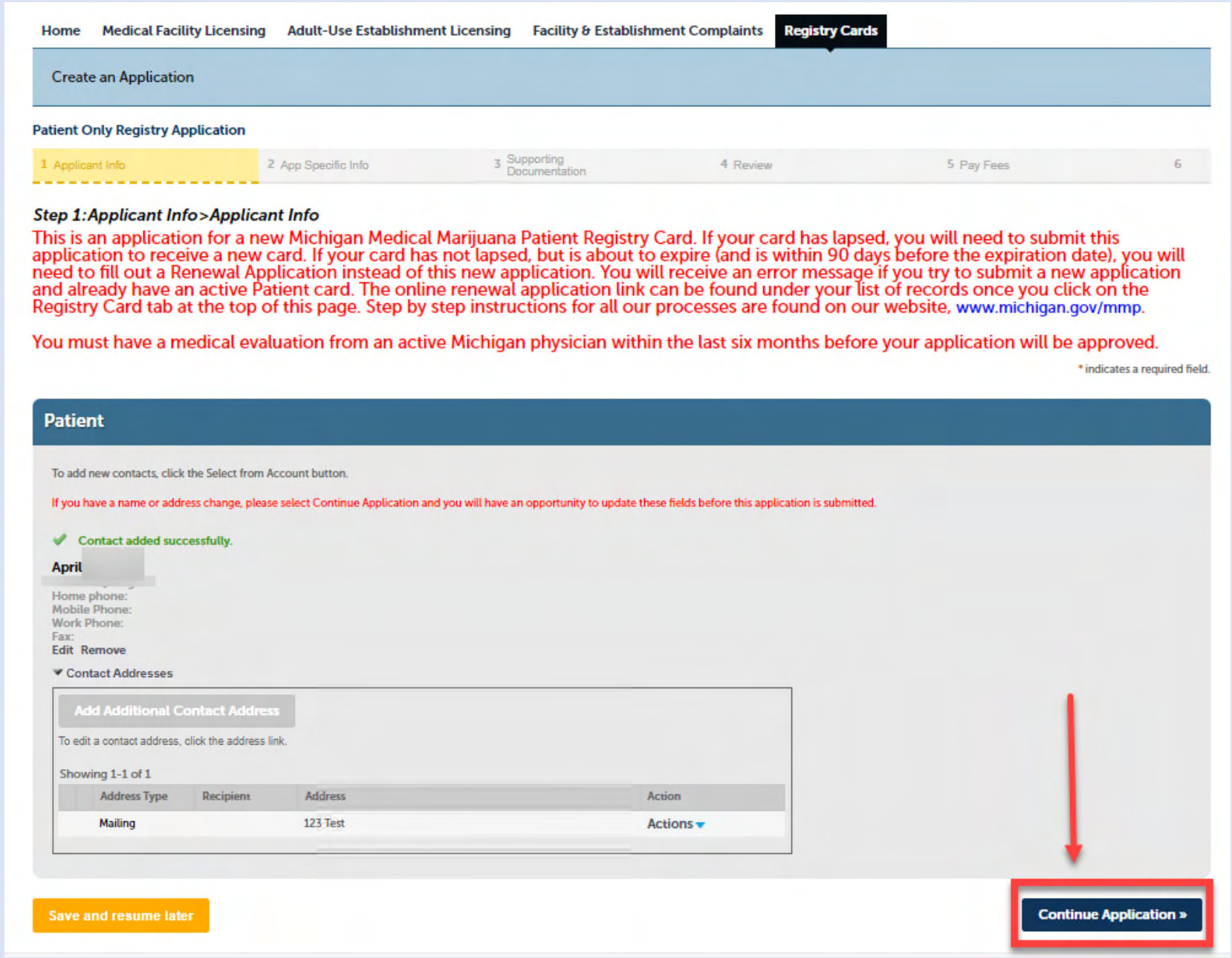
10. Click on the **Select from Account.**



11. Verify your **Mailing** address is checked.
12. Click **Continue.**

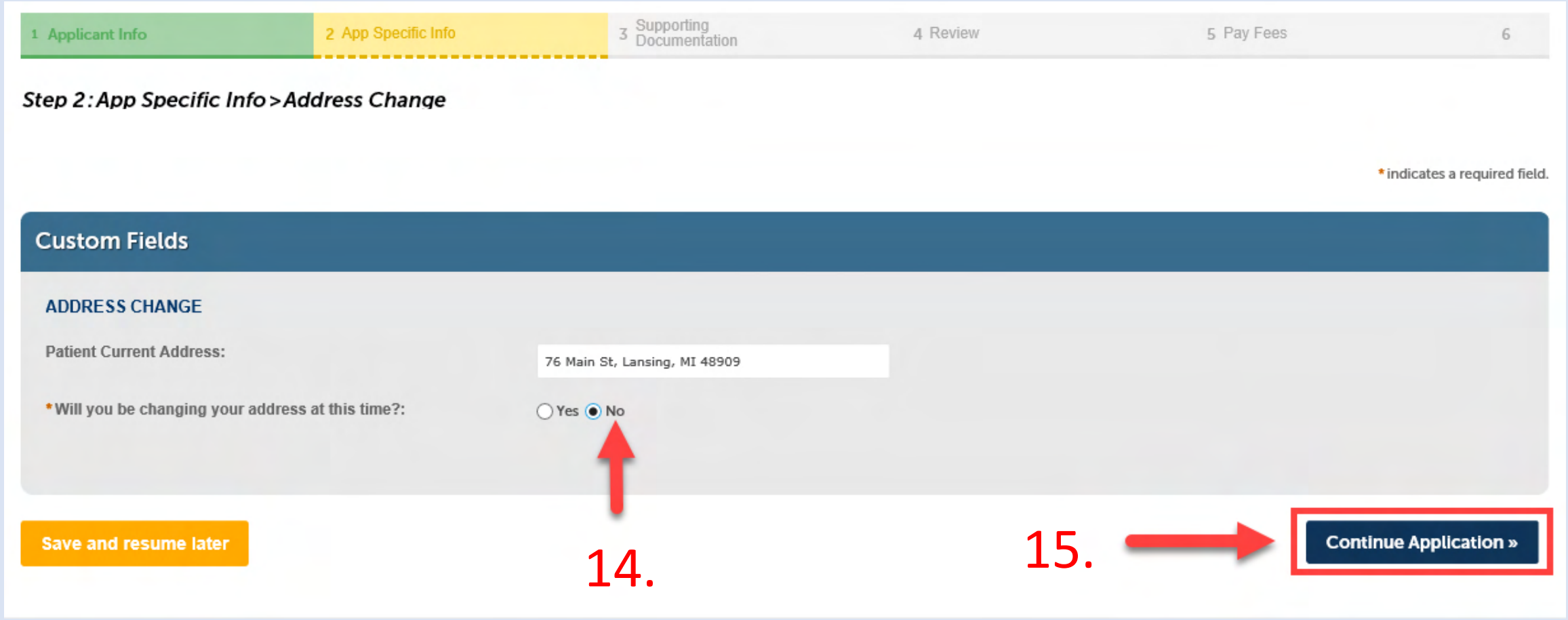


13. After verifying your information, click **Continue Application.**



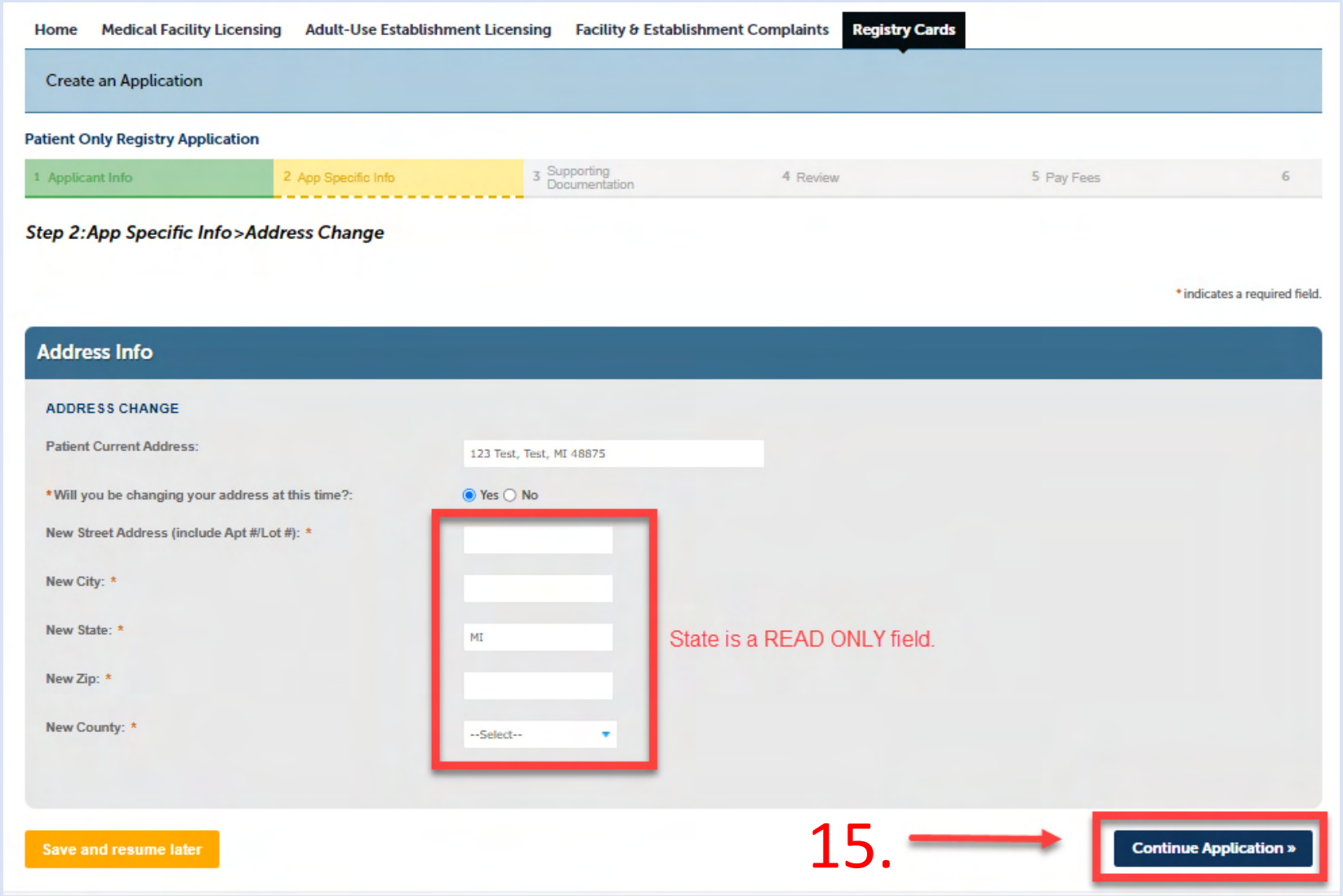
Review Patient Current Address

14. Select **Yes** or **No** if you need to change your address. If you select **Yes**, skip to Step 14.b. on page 8.
15. If you selected **No** then click **Continue Application.**



14.b. If you selected **Yes,** fill in the required fields (*) that appear.

15.Click **Continue Application**.

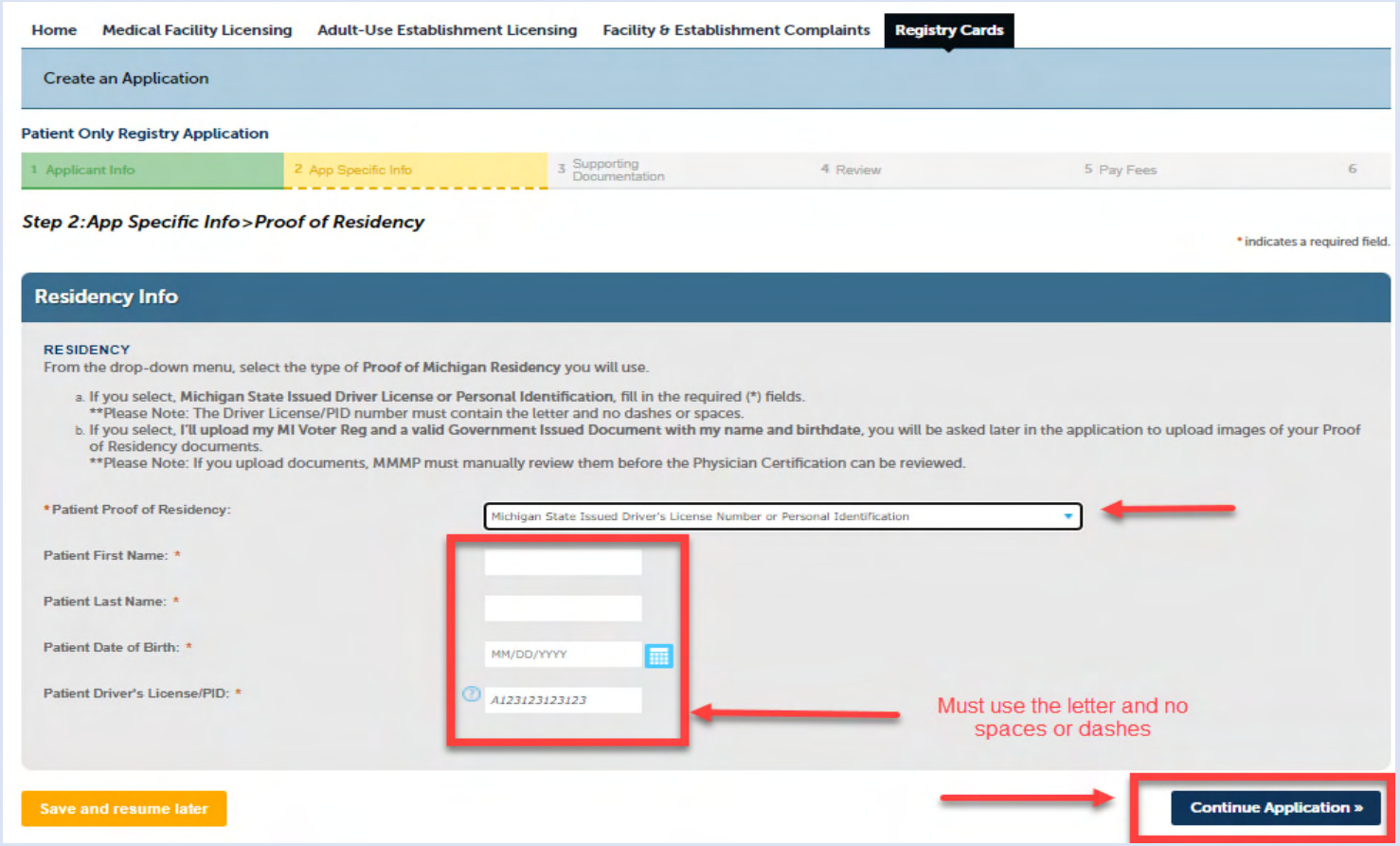


16. From the drop-down menu, select what type of **Proof of Residency** you will use.
17. a. If you select **Michigan State Issued Driver's License Number or Personal Identification**, fill in the required (*) fields.
**Please note the Driver's License/PID number must contain the letter and no dashes or spaces.

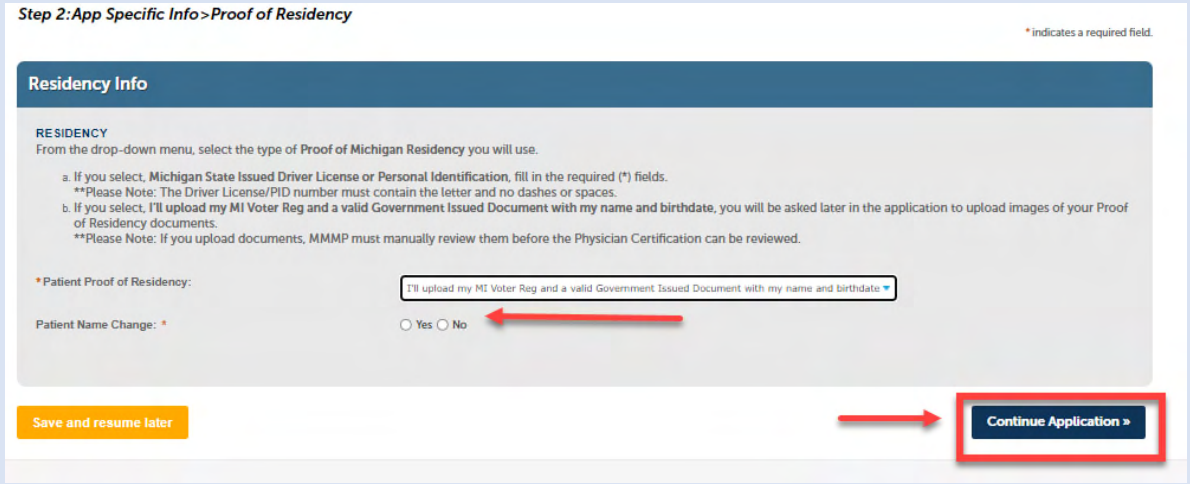
→ If you select **I'll upload my MI Voter Reg and a valid Government Issued Document with my name and birthdate**, continue to step 17.b **or** 17.c. on the next page. ** Later in the application you will need to complete Steps 11.d -11.h. to upload your Proof of Residency documents.

18. Click **Continue Application.**

Please Note: If you receive an error when submitting your Driver License/ID info, select the "I'll upload my MI Voter…"** option from the drop-down and follow steps 17.b/c.

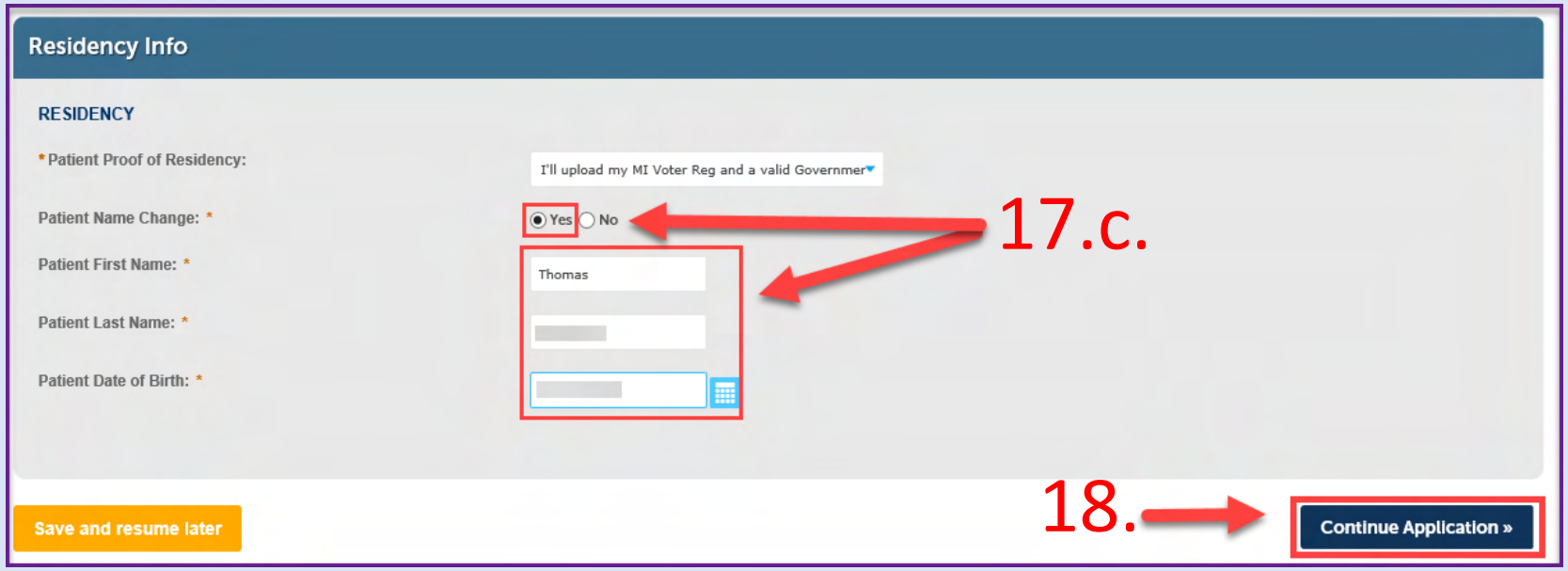


17.b. (No Name Change) – If you do not need to change your name select **No.**
18. Click **Continue Application.**



Only complete the steps on this page if you are uploading a Voter ID with additional document or MI ID card or a Physician Certification.

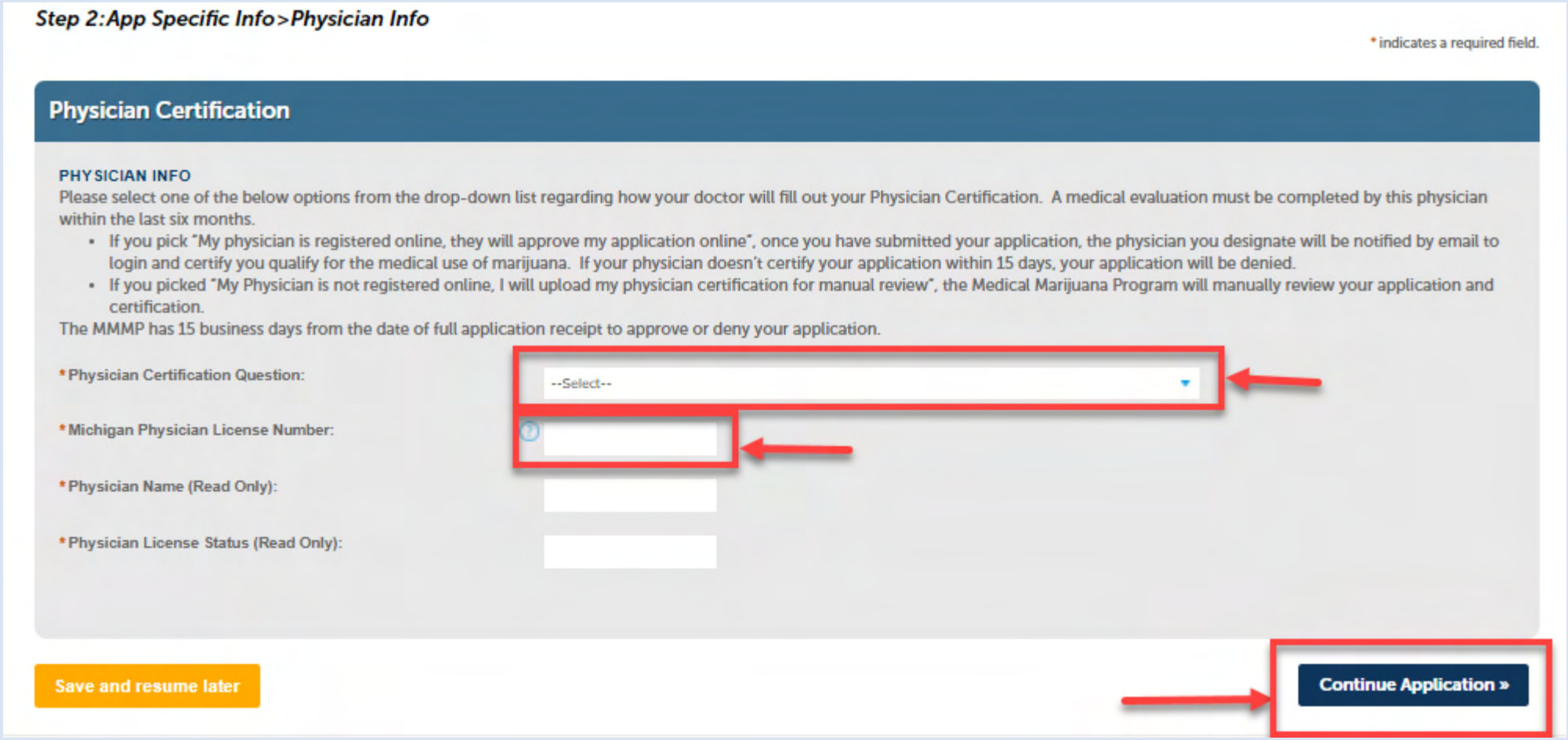
17.c. (Name Change) – If you need to change your name, select **Yes.** Fill in the required fields (*) with your **new Name** and **Date of Birth.**
18.Click **Continue Application.**



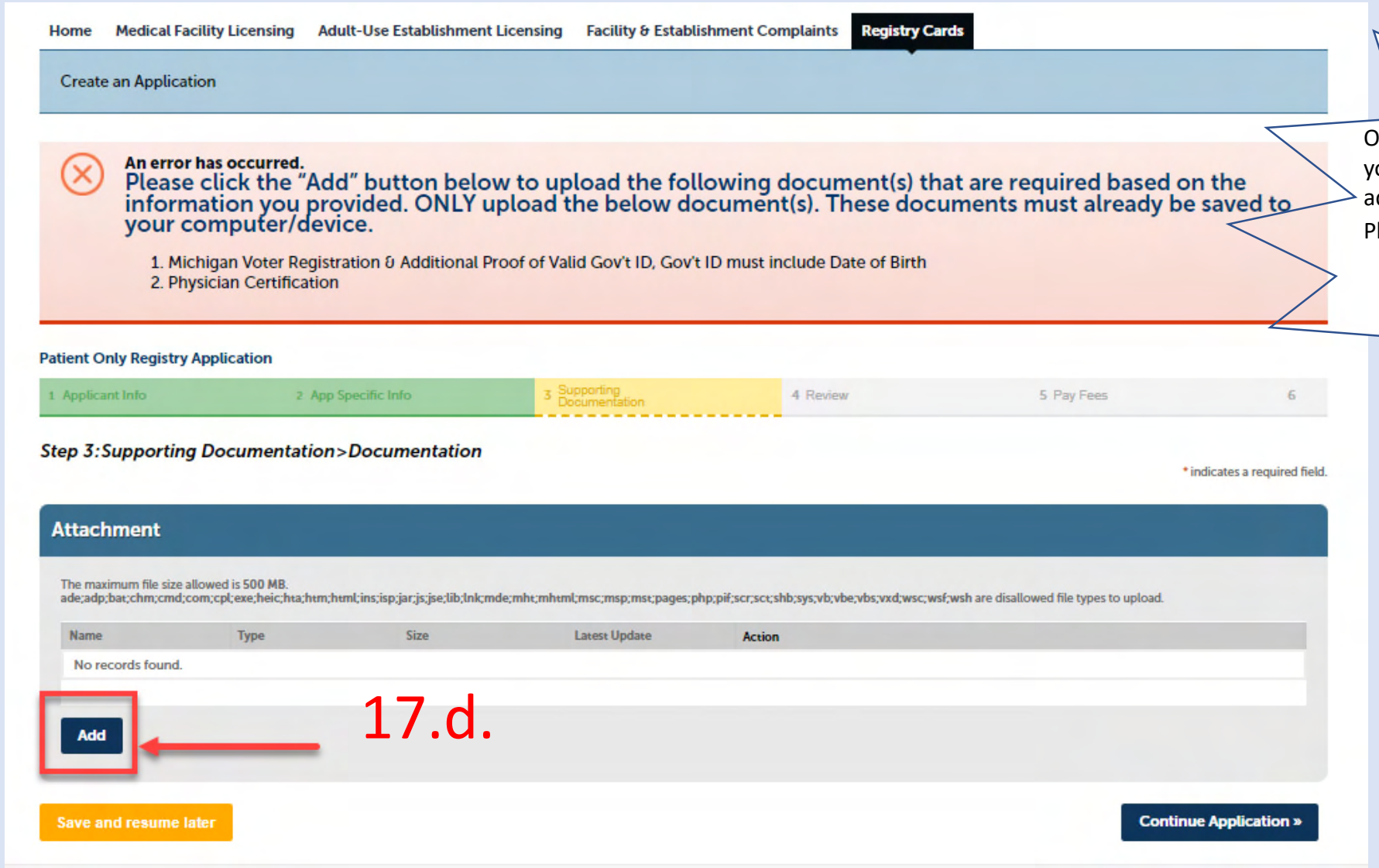
19. Select from the **dropdown list** whether your physician will certify you online or if you will upload a copy of the paper certification.

19 a.) Type in the **Michigan Physician License Number** then press **tab. (**Physician's info will auto populate)

20. Click **Continue Application**.

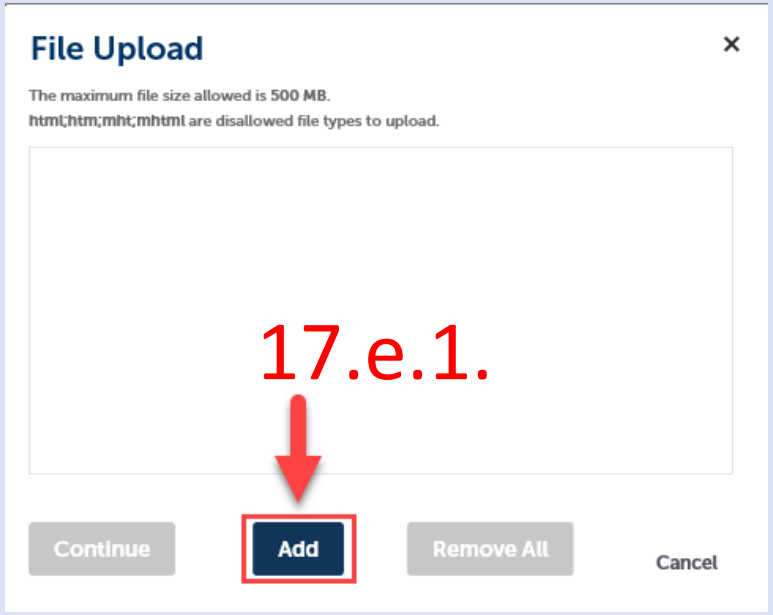


17.d. If you selected, **I'll Upload my MI Voter Reg and a Government Issued Document with my name and birthdate** for proof of residency or **I will upload my Physician Certification** you will now be asked to upload those documents. Make sure your documents are downloaded to your computer or device before moving on. Click **Add.**



Only complete the steps on this page if you are uploading a Voter ID with additional document or MI ID card or a Physician Certification.

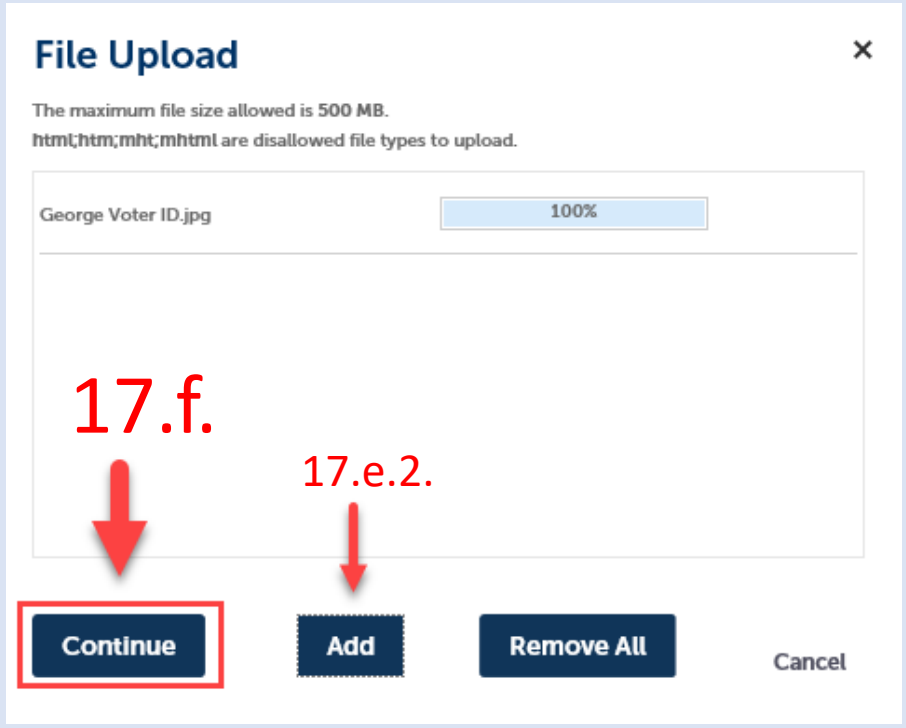
17.e.1. Click **Add** again. You will then select the documents that are saved on your device.



Only complete the steps on this page if you are uploading a Voter ID with additional document or MI ID card or a Physician Certification.

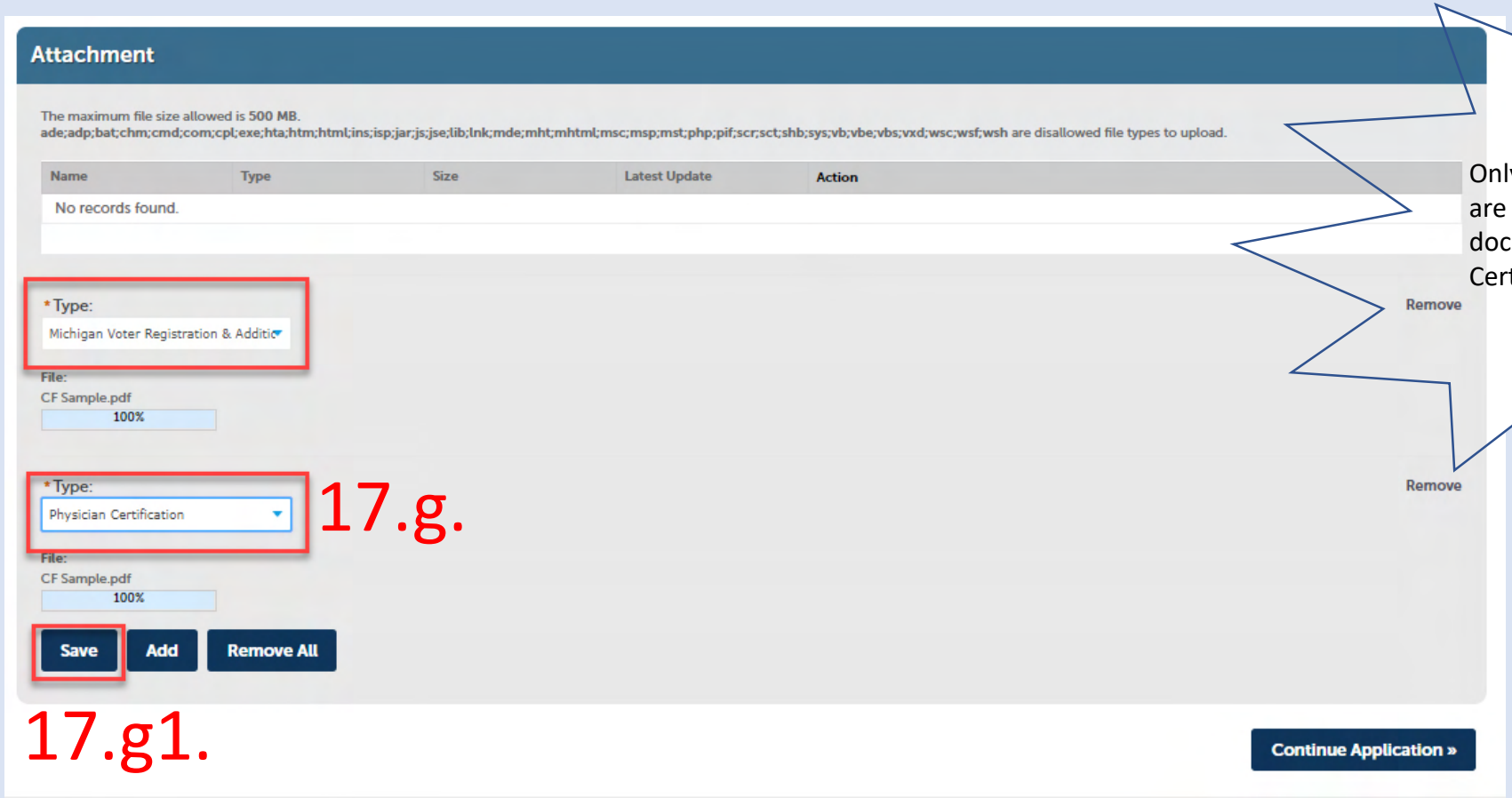
17.e.2. Once you have uploaded a document it will be visible in the window. If you need to upload more than one, click **Add** again.

17.f. Once all documents are uploaded, click **Continue.**



Please Note: Above the Save button, you can see what documents you have uploaded. If you need to add additional documents, you can click **Add.**

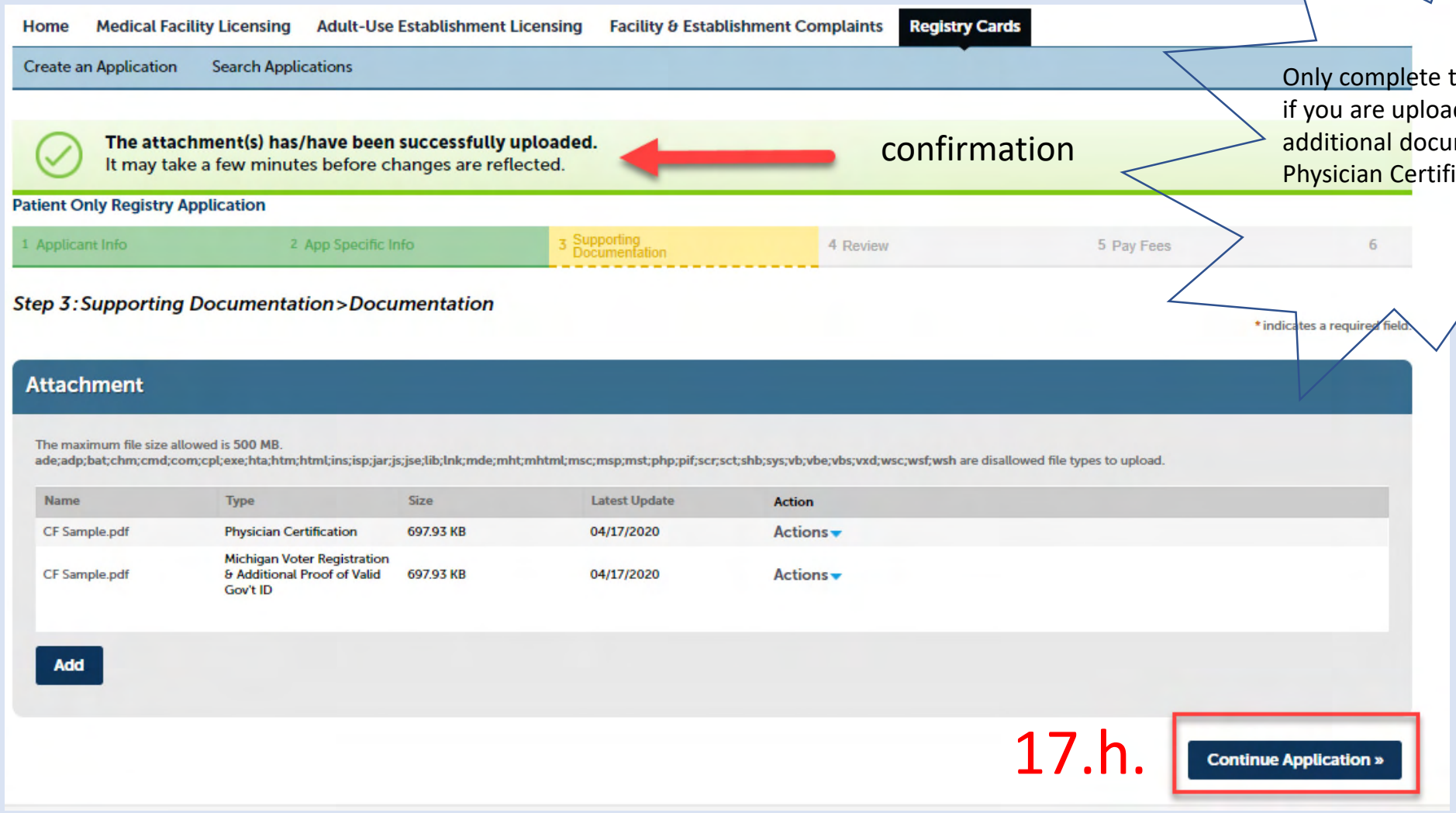
17.g. Select the applicable **record type** for each document you uploaded from the drop-down list.
17.g1. If all documents are uploaded, click **Save.** Once you have saved, you will get a confirmation when the documents are successfully uploaded.



Only complete the steps on this page if you are uploading a Voter ID with additional document or MI ID card or a Physician Certification.

Once you have saved, you will get a confirmation when the documents are successfully uploaded.

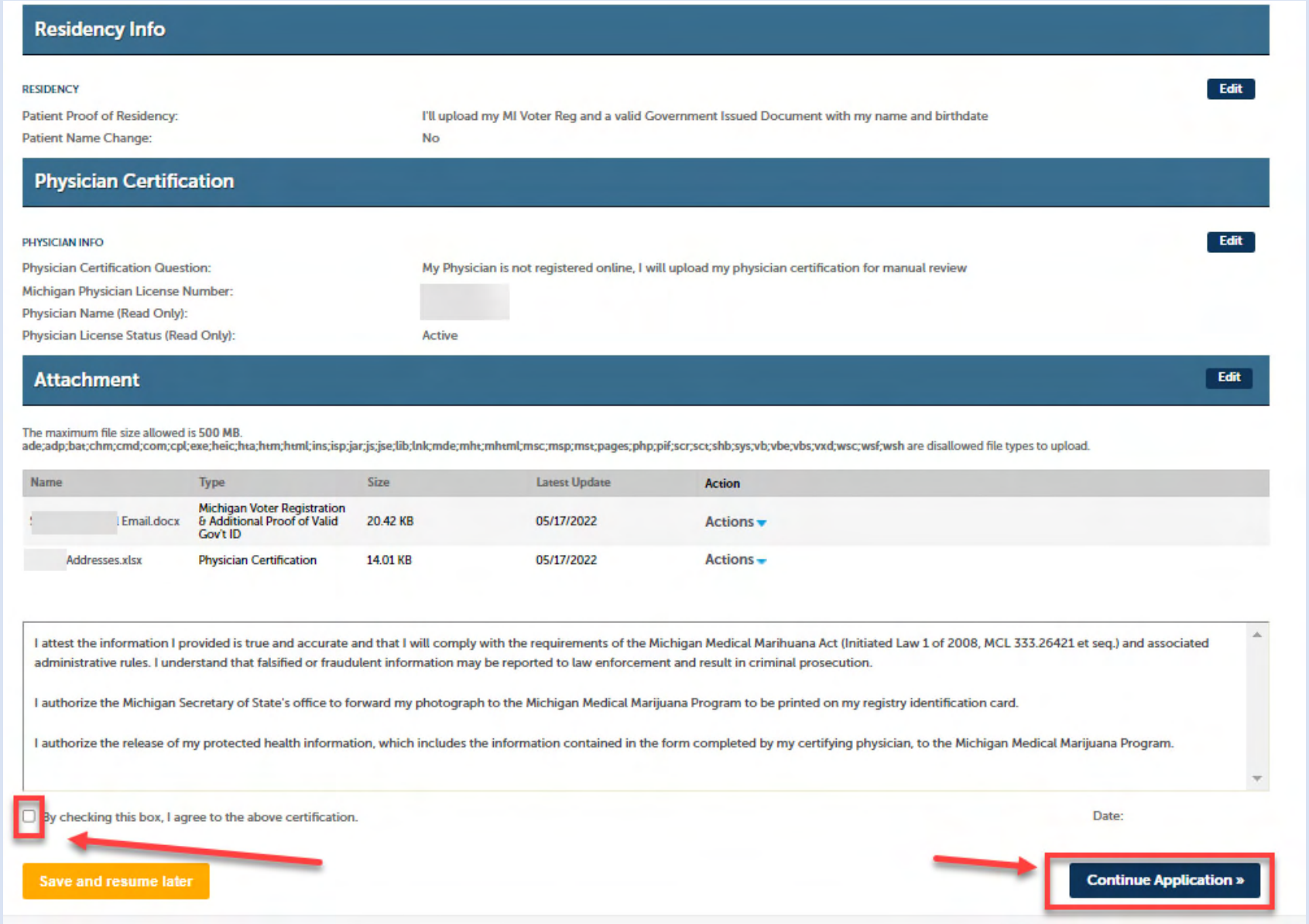
17.h. Once confirmed, click **Continue Application.**



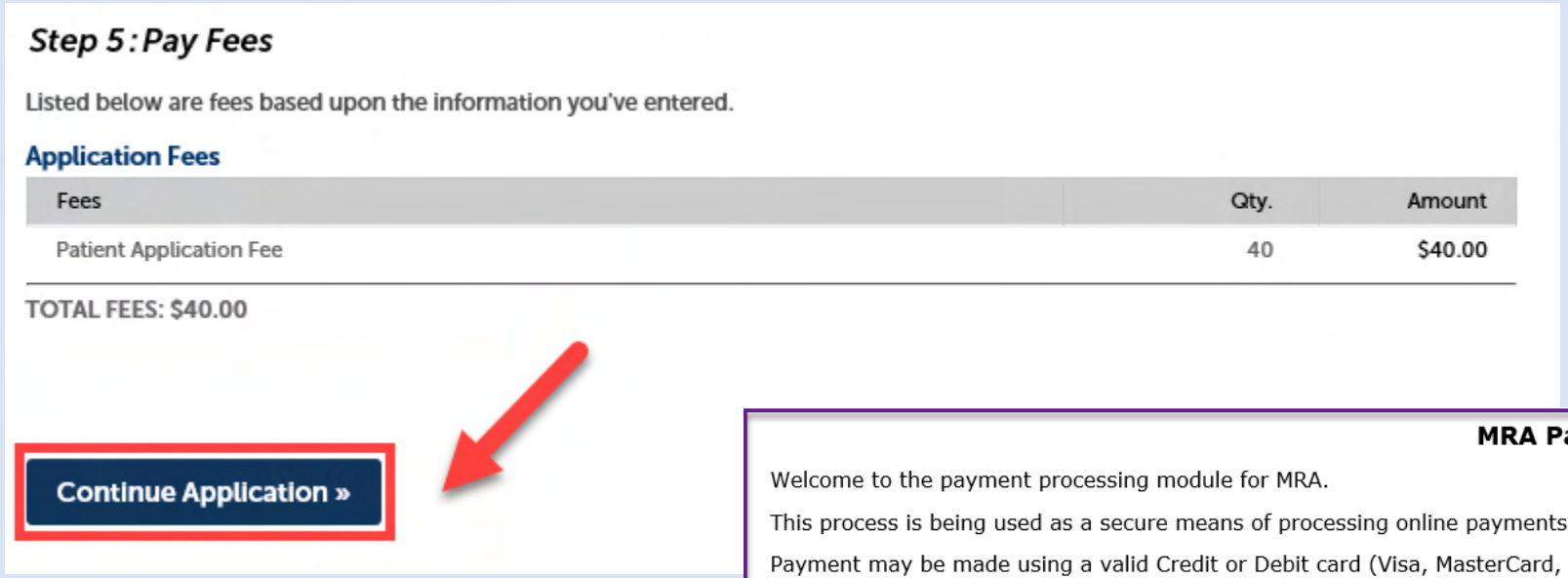
Only complete the steps on this page if you are uploading a Voter ID with additional document or MI ID card or a Physician Certification.

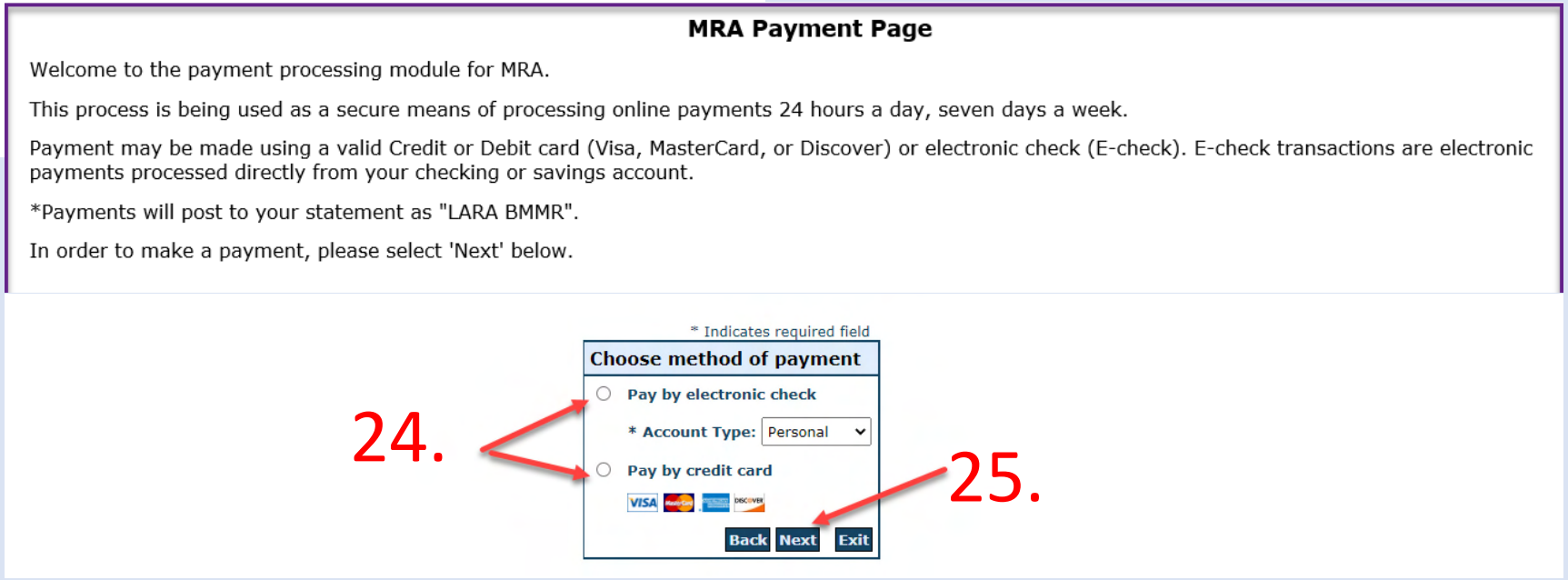
21. Review the application info, edit each section if needed and print a copy for your records. Read the Attestation, check the **Attestation Certification Box.**

22. Click **Continue Application.**



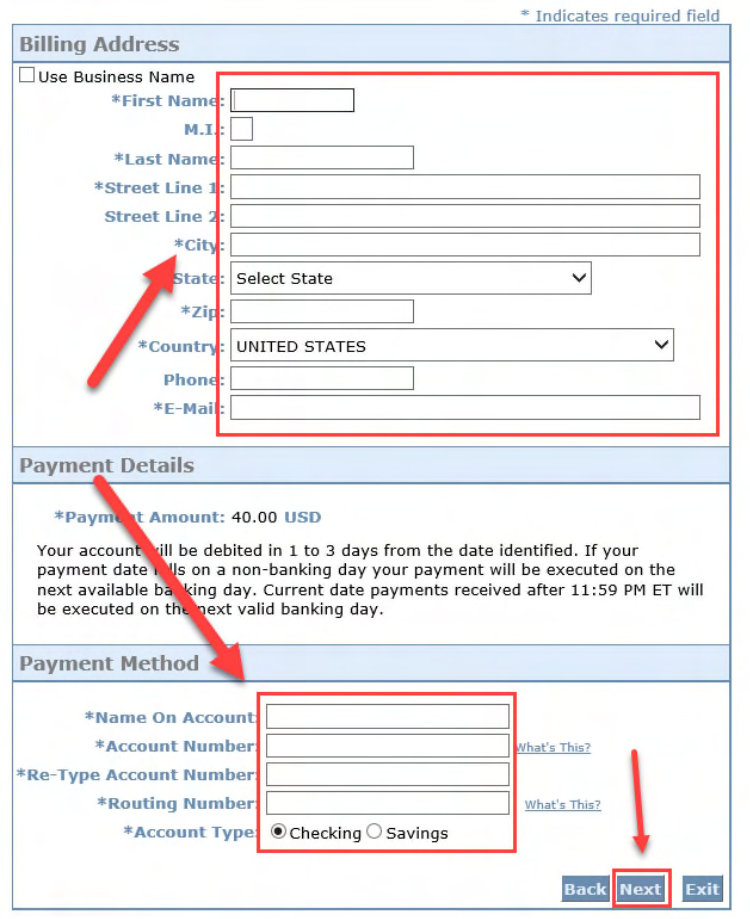
23. Once you have reviewed the application fee, click **Continue Application.**
24. Choose a **method of payment**.
25. Click **Next.**



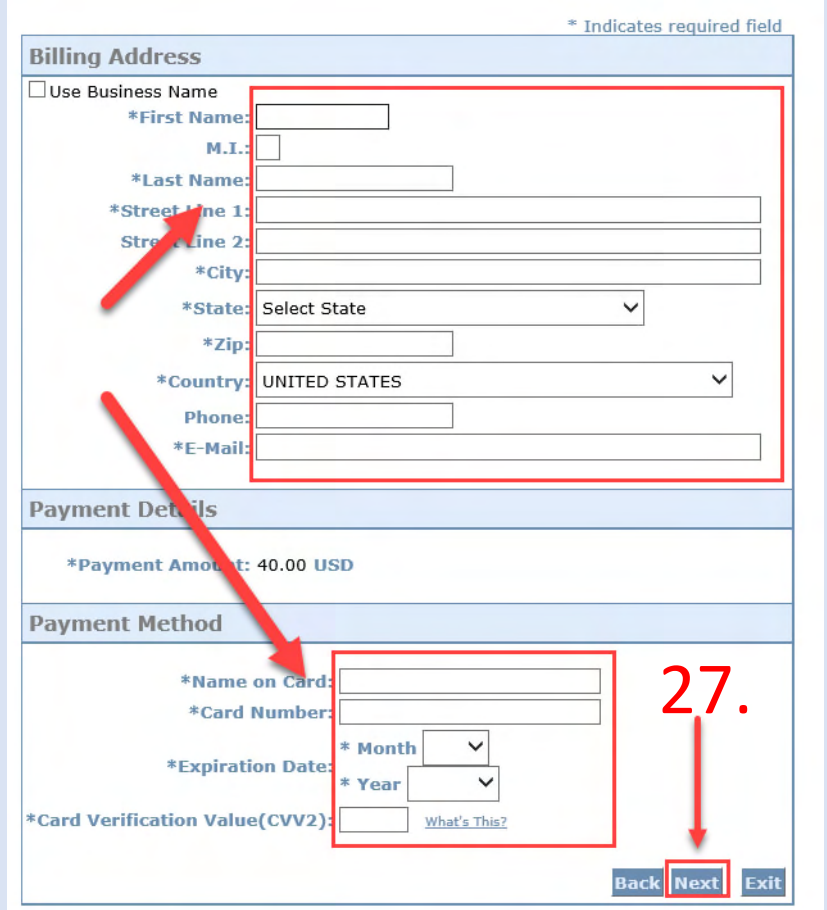


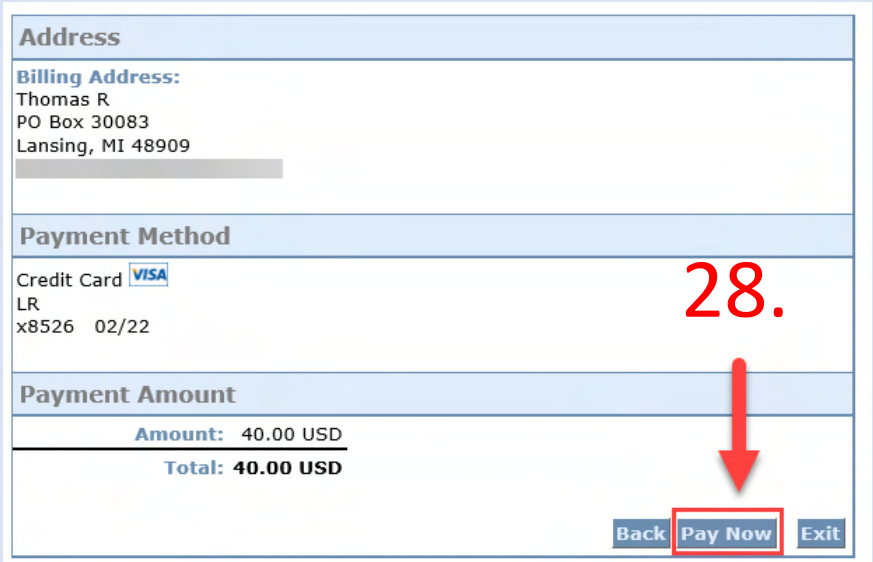
26. Fill in all **Required Fields (*)** for the payment type you selected.
27. Click **Next.**
28. Click **Pay Now.**

Electronic Check Fields

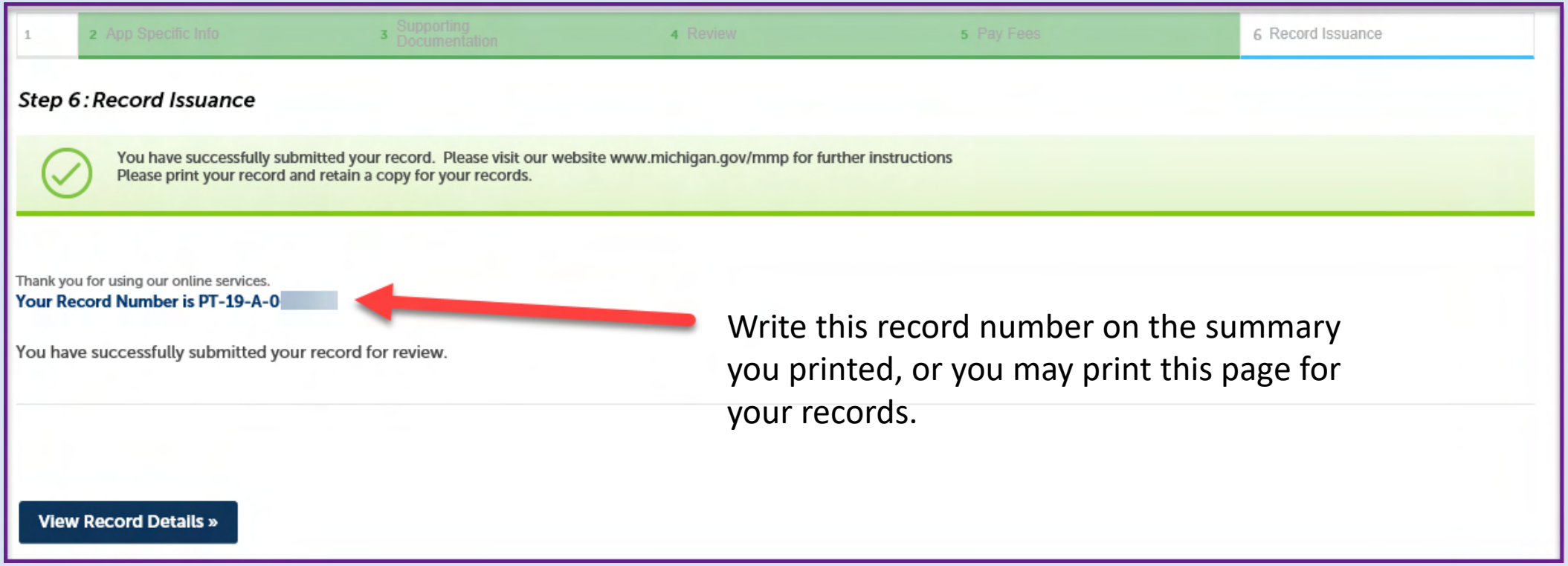


Credit Card Fields





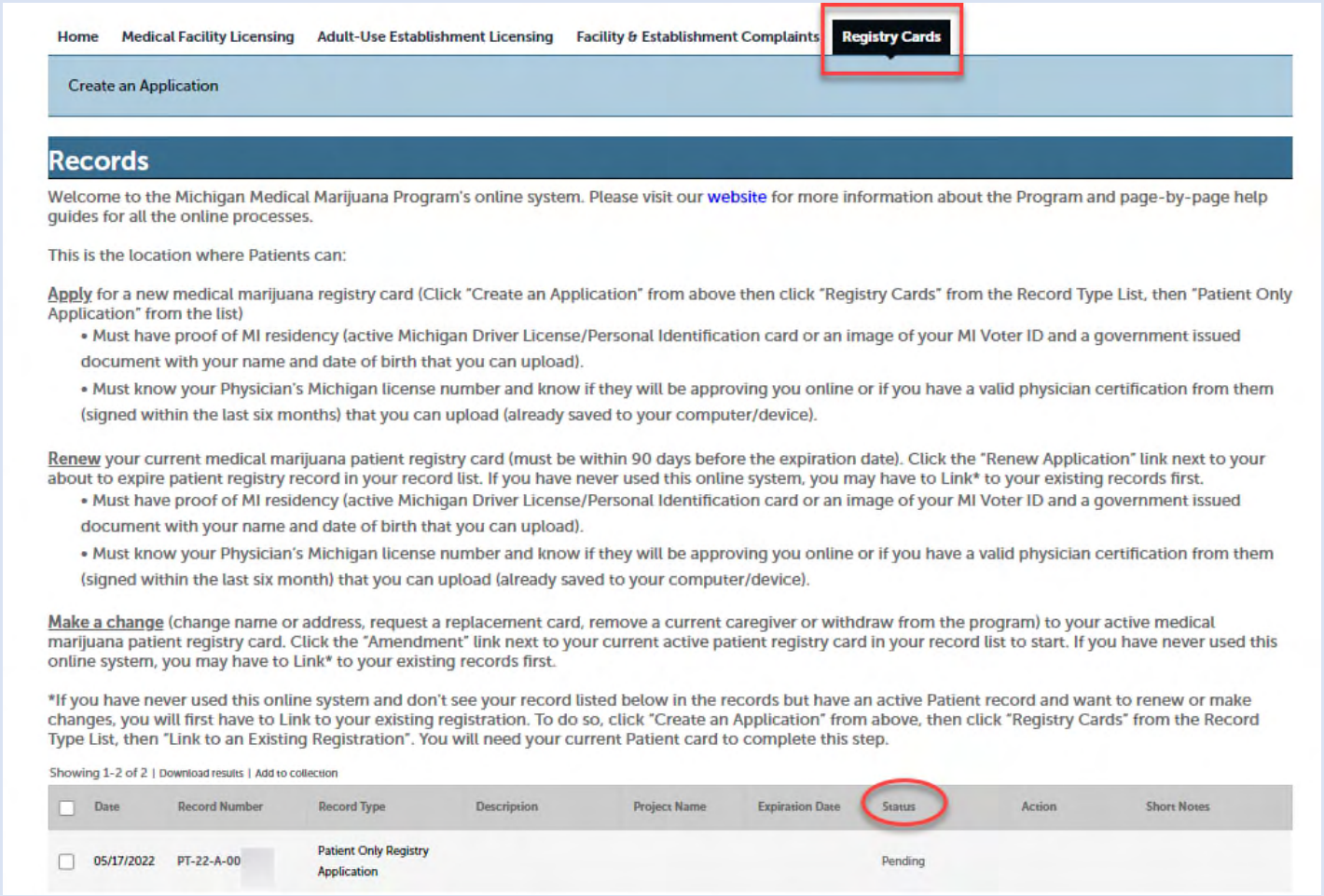
Once your payment has been successfully submitted, you will receive confirmation your application has been submitted. Write this record number on the summary you printed, or you may print this page for your records.



- Once the Physician receives notice of your pending application, they have 15 days to complete their portion of your application.
- Once your application has been processed, you will receive an e-mail from **noreply@accela.com**. This e-mail may go to your Spam or Junk folder.
- You may check the status at any time by logging into the Accela Citizen Access Portal(Michigan.gov/CRAonline) and click on the **Registry Card** tab. (see next page)

To Review your application status:

Click **Registry Card** tab**.**



You can then review the status of your application.

- If you picked “My Physician will approve me online”, once the Physician receives notice of your pending application, they have 15 days to complete their portion of your application.
- If you picked “I will upload my Physician Certification”, the Michigan Medical Marijuana Program has 15 business days to review your application.