

LARA

Department of Licensing and Regulatory Affairs

Accela Citizen Access

Create an Account in

 **Accela**

Creating a User Profile

1. Please be sure your pop-up blocker is turned off before starting.

Go to <http://www.michigan.gov/CRAonline> and click **Register for an Account**.

The screenshot displays the LARA website interface. At the top, the LARA logo is visible, followed by the text "Department of Licensing and Regulatory Affairs". Below this is a navigation bar with links for Home, Dashboard, Search, New, and Help. On the right side of the navigation bar, there is a link for "Register for an Account" which is highlighted with a red rectangular box. Below the navigation bar, there is a secondary navigation bar with links for Home, Medical Facility Licensing, Adult-Use Establishment Licensing, Complaints & License Maintenance, and Registry Cards. Below this is an "Advanced Search" bar. The main content area features a "Sign In" section with two input fields: "USER NAME OR E-MAIL: *" and "PASSWORD: *".

Login Information

STEP 1 OF 2: ACCOUNT DETAILS

* Required Fields

USER NAME: *

E-MAIL ADDRESS: *


PASSWORD: *

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION: *

Select ▼

ANSWER: *

I have read, understand, and agree to the [Terms of Service](#) 

CONTINUE

2. Fill out all the **Required Fields (*)**.

Please Note: Your password should contain 8-20 characters including 1 upper case letter, 1 lower case letter, 1 special character, and 1 number.

3. Check that you have read, understand and agree to the Terms of service

4. Click continue

5. For Contact Type select **Individual**.

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

- Individual
- Municipality
- Organization
- Physician

*Required Fields

FIRST: *

Must enter a First:

MIDDLE:

LAST: *

SUFFIX:
Jr, Sr, III, etc.

PRIMARY PHONE:

WORK PHONE:

MOBILE PHONE:

E-MAIL: *

BIRTH DATE: *

6. Enter your Contact Information (*** fields are required**):
First Name, Middle Initial, Last Name and **Date of Birth**
must match your proof of Michigan residency.

ADDRESS | [Delete](#)

ADDRESS TYPE: *

Mailing



ADDRESS LINE 1: *

CITY: *

STATE:

Select



ZIP CODE:

+ Add Address

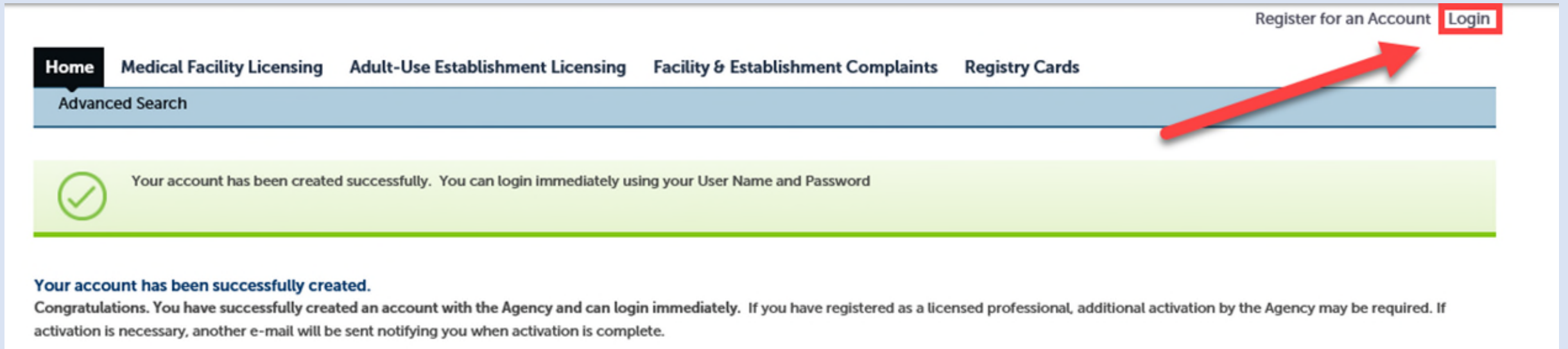
Submit

Back

7. Select Mailing from the Address Type drop down menu and provide your mailing address.

8. Click submit

9. Now you will be back at the Home page. This will show your account has been completed and you may now **Login**.



The screenshot displays a web application interface. At the top right, there are links for "Register for an Account" and "Login", with the "Login" link highlighted in a red box. A red arrow points from the "Login" link towards the center of the page. The main navigation bar includes "Home" (highlighted in a black box), "Medical Facility Licensing", "Adult-Use Establishment Licensing", "Facility & Establishment Complaints", and "Registry Cards". Below the navigation bar is a blue bar with "Advanced Search". A green success message box contains a checkmark icon and the text: "Your account has been created successfully. You can login immediately using your User Name and Password". Below this is a blue heading "Your account has been successfully created." followed by a paragraph of congratulatory text: "Congratulations. You have successfully created an account with the Agency and can login immediately. 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."