



How to Find your AFS Record and Upload Documents

**Cannabis Regulatory Agency
517-284-8599
mi.gov/afs
CRA-AFS@michigan.gov**

Uploading Documents to the AFS Record Via ACA

[Go to the online portal.](#)

Enter **User Name or E-mail** of an account that has access to the AFS record for which you are seeking to upload documents.

- If you do not have an online account, you must register for an account.
- If you are unable to access the records you are seeking, please contact CRA-Amendments@michigan.gov to request assistance gaining online access.
- Enter **Password**.
- Select **Login**.

A screenshot of the ACA (Adult-Use Cannabis Application) Sign In page. The page has a dark teal header with navigation links: Home, Medical Facility Licensing, Adult-Use Establishment Licensing, Complaints & License Maintenance, and Registry Cards. Below the header is an "Advanced Search" section. The main content area is titled "Sign In" and contains two input fields: "USERNAME OR EMAIL: *" and "PASSWORD: *". Both fields have red asterisks indicating required fields. A "Forgot Password?" link is located below the password field. A large teal "SIGN IN" button is positioned below the input fields. At the bottom of the form, there is a checkbox labeled "Remember me on this device". Below the form, there is a "Not Registered?" link and a "CREATE AN ACCOUNT" button.

Home Medical Facility Licensing Adult-Use Establishment Licensing Complaints & License Maintenance Registry Cards

Advanced Search

Sign In

USERNAME OR EMAIL: *

PASSWORD: *

[Forgot Password?](#)

SIGN IN

Remember me on this device

[Not Registered?](#)

[CREATE AN ACCOUNT](#)

Uploading Documents to the AFS Record Via ACA

- Select **Complaints & License Maintenance**.
- Scroll down and click on the Record Number of the AFS Record you are trying to upload documents to.

Home Medical Facility Licensing Adult-Use Establishment Licensing **Complaints & License Maintenance** Registry Cards

[Click here to Enter a Complaint](#)

Records

Reporting Form Applications

To submit a reporting form, follow this link [Reporting Form](#).

If you have any questions regarding the reporting form process, please email us at CRA-Amendments@michigan.gov.

Amendment Applications

If you are seeking to submit a proposed change to a prequalified application or a licensed facility/establishment, follow this link [Amendment Application](#).

For more information on how to complete the amendment application and the required documentation, follow this link [Amendment Information](#).

If you have any questions regarding the amendment process, please email us at CRA-Amendments@michigan.gov.

Showing 1-3 of 3 | [Download results](#) | [Add to comparison](#)

| <input type="checkbox"/> | Record Number | Record Type | Licensee Name | Expiration Date | Status | Action |
|--------------------------|---------------|-----------------------------------|---------------|-----------------|--------------|--------|
| <input type="checkbox"/> | FCR-██████ | Financial Compliance Record | ██████ | ██████ | FCR Active | |
| <input type="checkbox"/> | AFS ██████ | Annual Financial Statement Report | ██████ | | AFS Received | |

Uploading Documents to the AFS Record Via ACA

- Click Record Info.

Home Medical Facility Licensing Adult-Use Establishment Licensing **Complaints & License Maintenance** Registry Cards

[Click here to Enter a Complaint](#)

Record AFS- [REDACTED]: [Add to collection](#)

Annual Financial Statement Report

Record Status: AFS Received

Record Info ▼ ←

- Click Attachments.

Home Medical Facility Licensing Adult-Use Establishment Licensing **Complaints & License Maintenance** Registry Cards

[Click here to Enter a Complaint](#)

Record AFS- [REDACTED]: [Add to collection](#)

Annual Financial Statement Report

Record Status: AFS Received

Record Info ▼

Record Details

Attachments ←


Uploading Documents to the AFS Record Via ACA

- Click Add.

Attachments

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cp;exe;heic;hta;htm;html;ins;isp;jar;js;se;lib;ink;mde;mht;mhtml;msc;mpost;pages;php;plf;scr;scs;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

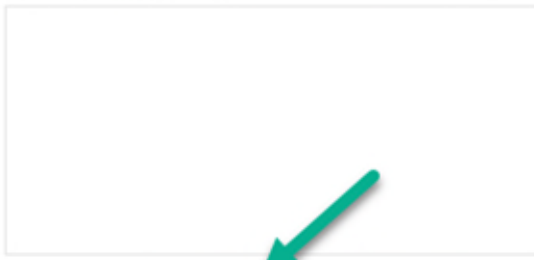
| Name | Record ID | Record Type | Entity Type | Type | Size | Latest Update | Action | Entity |
|------------------------------------|-----------------|-----------------------------------|-------------|----------------------------|---------|---------------|-----------|---|
| AFS Contact Authorization Form.pdf | AFS- [REDACTED] | Annual Financial Statement Report | Record | Contact Authorization Form | 1.42 MB | 05/16/2024 | Actions ▾ | Annual Financial Statement Report - AFS- [REDACTED] |
| AFS Report.xlsx | AFS- [REDACTED] | Annual Financial Statement Report | Record | AFS Report | 1.21 MB | 05/16/2024 | Actions ▾ | Annual Financial Statement Report - AFS- [REDACTED] |

Add 


- Select Add on the file upload pop out window.

File Upload

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cp;exe;heic;hta;htm;html;ins;isp;jar;js;se;lib are disallowed file types to upload.

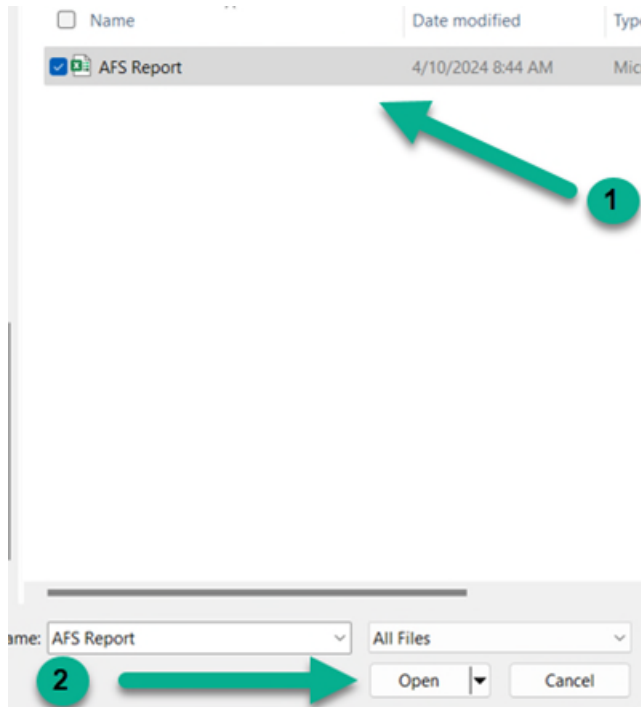


Continue **Add** **Remove All**

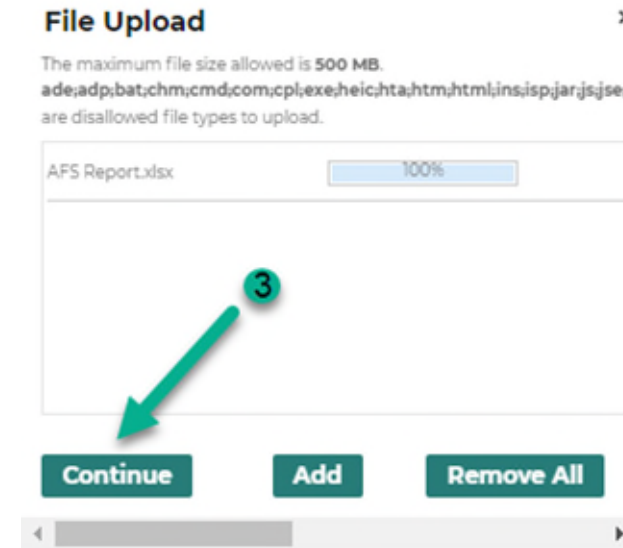


Uploading Documents to the AFS Record Via ACA

- Select and Open the file(s) you wish to upload.
 - All documents should be uploaded in PDF format except for the NOD Response or an updated AFS Report (if required).
 - An NOD Response or updated AFS Report should be uploaded in Excel format.
 - Files should be named according to their document type. For example, the Contact Authorization Form PDF should be named “Contact Authorization Form”.
- Please upload each responsive document as a separate PDF.

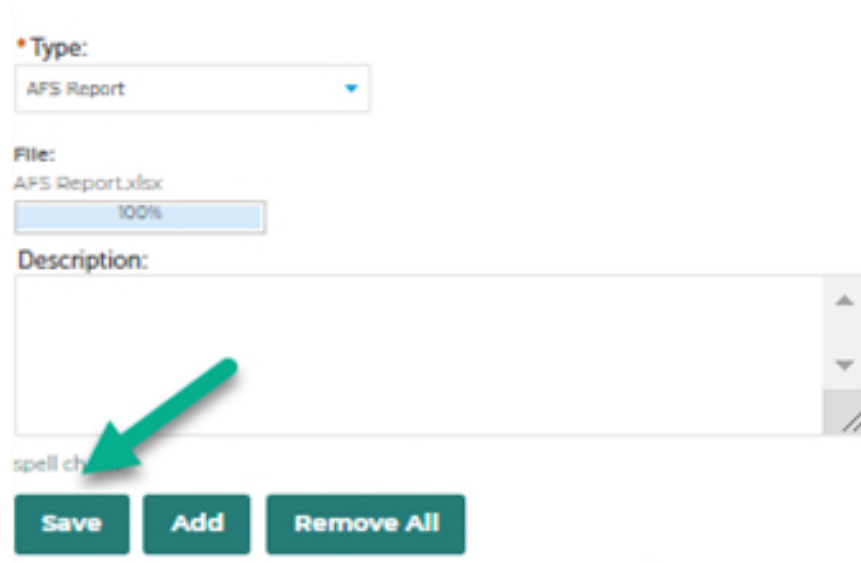


- Confirm the file(s) are 100% uploaded and select Continue.



Uploading Documents to the AFS Record Via ACA

- Select document Type.
 - All documents have a corresponding type. You must choose the corresponding document type for each document that is uploaded. Please see the chart on the next slide to identify which Type should be used for each document.
- After selecting a document Type, select Save.
- You must repeat the process depicted for each document you are uploading.

A screenshot of a web interface for uploading documents. It shows a dropdown menu for "Type" with "AFS Report" selected. Below it, a "File:" section shows "AFS Report.xlsx" with a progress bar at 100%. A "Description:" text area is empty. At the bottom, there are three buttons: "Save", "Add", and "Remove All". A green arrow points to the "Save" button. A "spell ch" label is partially visible above the buttons.

Type:
AFS Report

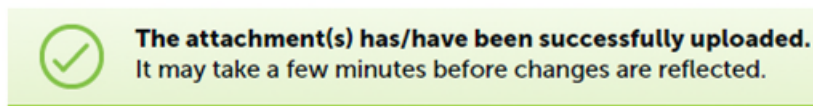
File:
AFS Report.xlsx
100%

Description:

spell ch

Save Add Remove All

- The following notification will appear on the screen and the analyst will receive a notification that documents were uploaded:



Uploading Documents to the AFS Record Via ACA

| Document | Document Type |
|--|-----------------------------------|
| AFS Report | AFS Report |
| Contact Authorization Form | Contact Authorization Form |
| NOD Response | AFS Clarification |
| Any Documents Relating to the Schedules of Total Revenue | Revenue Supporting Documents |
| Any Documents Relating to Real Property Agreements, Financing Agreements, Management Agreements, Licensing Agreements, the Schedule of Service Vendors, or the Schedule of Other Vendors | Expenditures Supporting Documents |
| Any Documents Relating to the Schedule of Ownership | Ownership Supporting Documents |
| Any Documents Relating to the Schedule of Employees | Distribution Supporting Documents |
| Any Documents Relating to the Schedule of Other Persons | Distribution Supporting Documents |



517-284-8599

CRA-AFS@michigan.gov

mi.gov/afs