



Instructions for How to Upload Documents to the AFS Record via the Accela Citizen Access (ACA) Portal

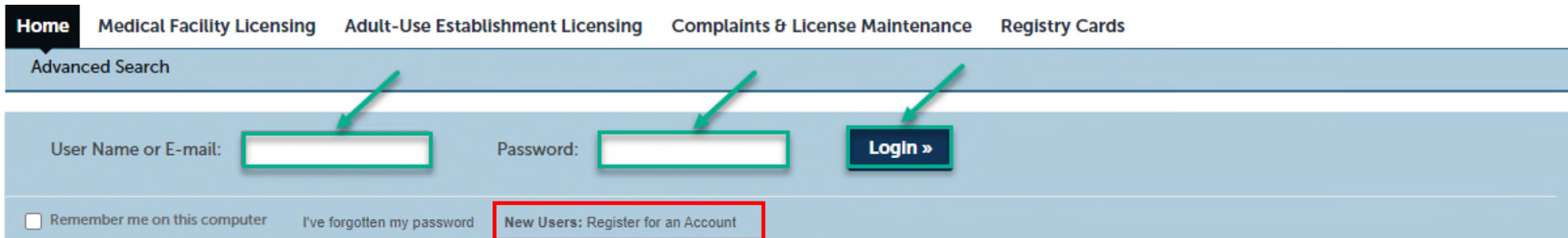
**Cannabis Regulatory Agency
517-284-8599
mi.gov/cra
CRA-AFS@michigan.gov**

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 (Account Creation and Access) login page. The page has a light blue header with navigation links: Home, Medical Facility Licensing, Adult-Use Establishment Licensing, Complaints & License Maintenance, and Registry Cards. Below the header is a search bar labeled "Advanced Search". The main login area contains three input fields: "User Name or E-mail:", "Password:", and a "Login »" button. Green arrows point to each of these three elements. At the bottom of the login area, there are three links: "Remember me on this computer" (with a checkbox), "I've forgotten my password", and "New Users: Register for an Account". A red box highlights the "New Users: Register for an Account" link, with a red arrow pointing to it from below.

Uploading Documents to the AFS Record Via ACA

- Select **Complaints & License Maintenance**.



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

Dashboard My Records My Account Advanced Search

Welcome [REDACTED]

You are now logged in.

- 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 1-10 of 11 | [Download results](#) [Add to collection](#)

<input type="checkbox"/>	Record Number	Record Type	Licensee Name	Expiration Date	Status	Action
<input type="checkbox"/>	AFS-0623-00 [REDACTED]	Annual Financial Statement Report	[REDACTED]		AFS Info Requested	

CRA 5488

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-0623-00 [REDACTED]

Annual Financial Statement Report

Record Status: AFS Info Requested

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-0623-00 [REDACTED]

Annual Financial Statement Report

Record Status: AFS Info Requested

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;cpl;exe;heic;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;pages;php;pif;scr;sct;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
No records found.								

Add

- Select Add on the file upload pop out window.

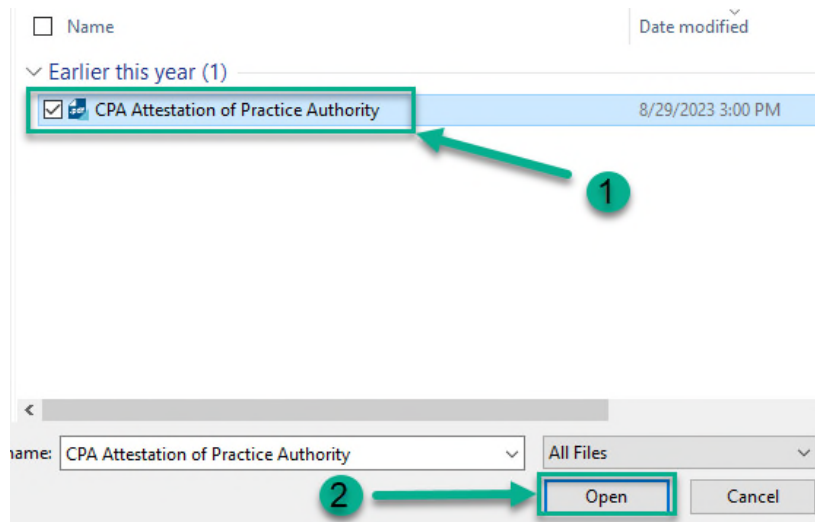
File Upload

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

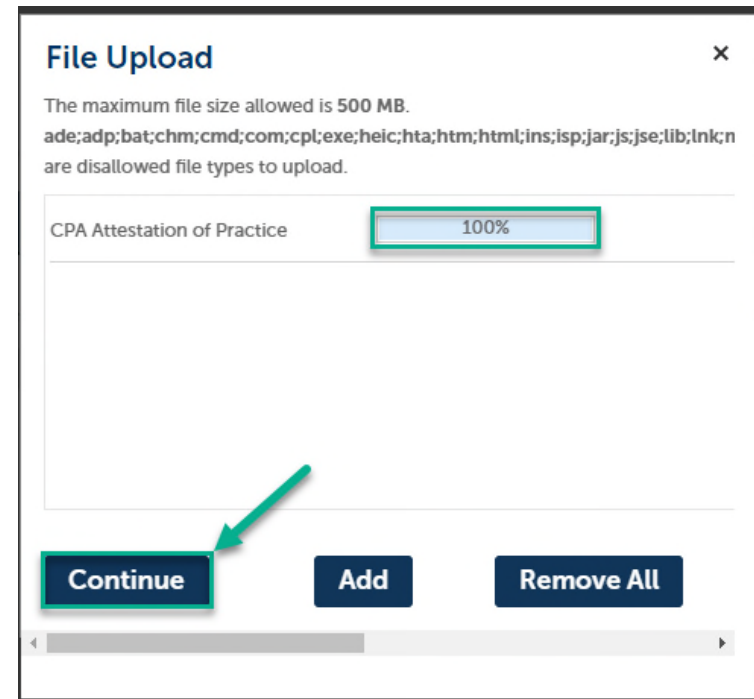
Continue **Add** **Remove All**

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 CPA Attestation of Practice Authority PDF should be named “CPA Attestation of Practice Authority”.
- 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.

*Type:

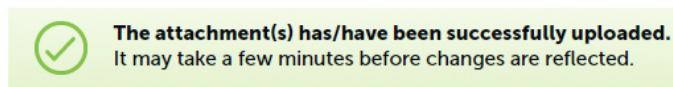
--Select--

- Select--
- AFS Clarification
- AFS Report
- Contact Authorization Form
- CPA Attestation of Practice Authority
- Expenditures Supporting Documents
- Other
- Ownership Supporting Documents
- Removal of Authorized Contact Person Form
- Revenue Supporting Documents
- Tax Supporting Documents

spell check

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
CPA Attestation of Practice Authority	CPA Attestation of Practice Authority
NOD Response	AFS Clarification
Any Documents Relating to the Schedules of Total Revenue	Revenue Supporting Documents
Any Documents Relating to Lease 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	Other



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