

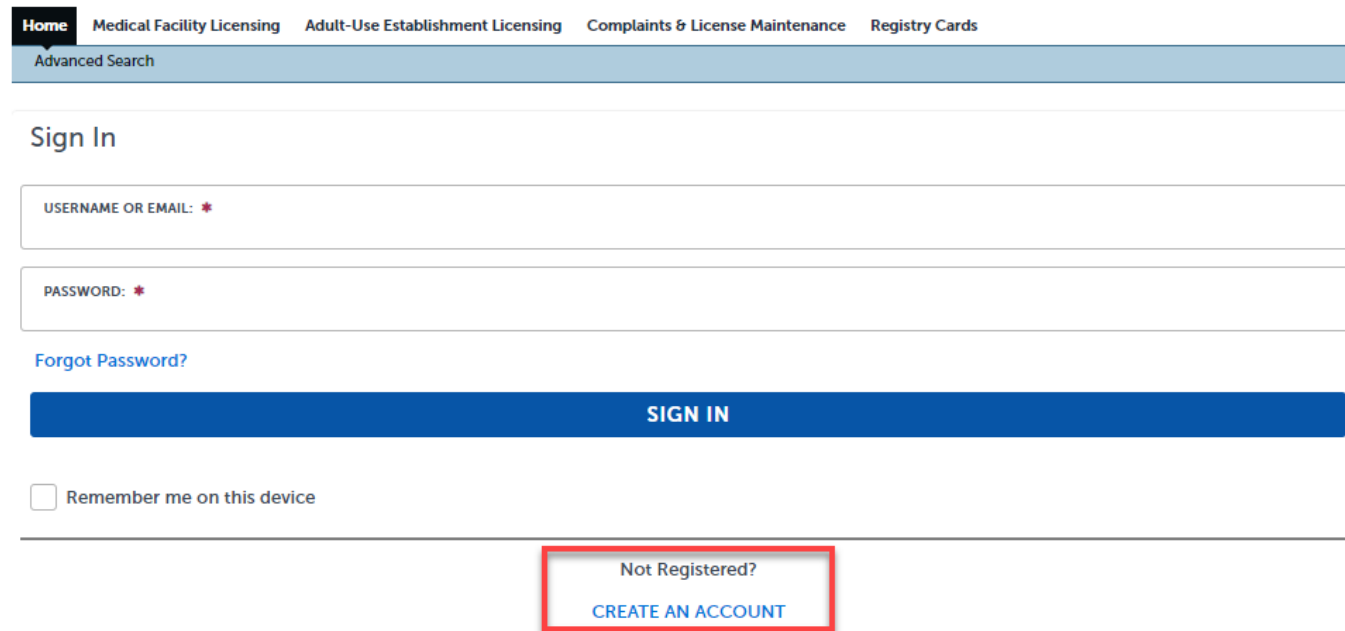


Instructions for Identifying Contact Information and Authorized Contacts via the Accela Citizen Access (ACA) Portal

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

Identifying Contact Information and Authorized Contacts Via ACA

- [Go to the online portal.](#)
- Enter **Username or Email** of an account that has access to the records for which you are seeking to identify the contacts.
 - 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 **Sign In**.



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

Advanced Search

Sign In

USERNAME OR EMAIL: *

PASSWORD: *

[Forgot Password?](#)

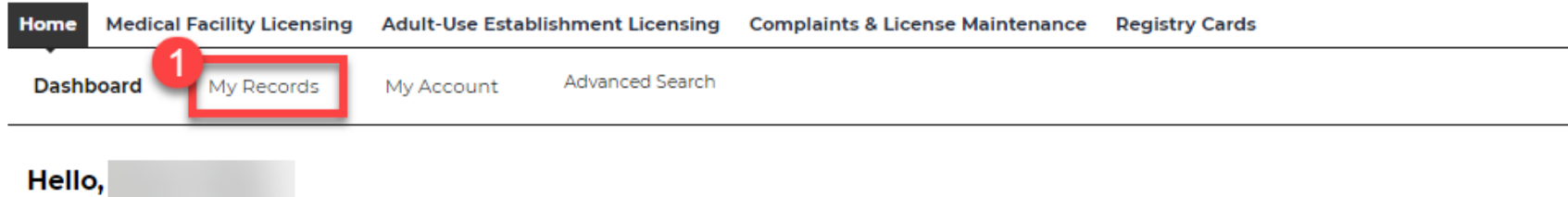
SIGN IN

Remember me on this device

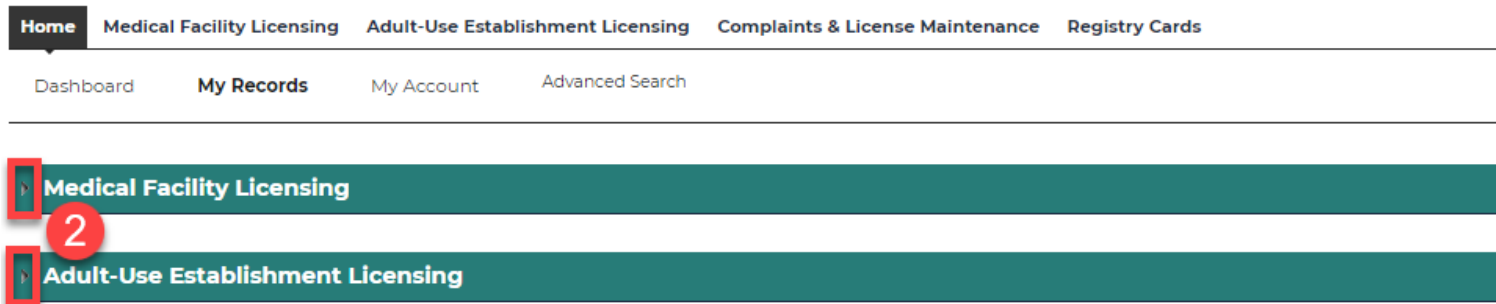
Not Registered?
[CREATE AN ACCOUNT](#)

Identifying Contact Information and Authorized Contacts Via ACA

1. Select *My Records*.



2. Select the *Medical Facility Licensing* or *Adult-Use Establishment Licensing* drop-down based on the program of the licensee for which you are trying to identify the contacts.



Identifying Contact Information and Authorized Contacts Via ACA

3. Select the **ERG-** (Medical) or **AU-ER-** (Adult-Use) Record in the Record Number column of the licensee for which you are trying to identify the contacts.

[Home](#)
[Medical Facility Licensing](#)
[Adult-Use Establishment Licensing](#)
[Complaints & License Maintenance](#)
[Registry Cards](#)

[Dashboard](#)
[My Records](#)
[My Account](#)
[Advanced Search](#)

Medical Facility Licensing

Showing 1-20 of 38 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Record Number	Record Type	Licensee Name	Address	Expiration Date	Status	Action	Short Notes	Disciplinary Action
<input type="checkbox"/>	ERG-000417	Entity Prequalification	Cannabis Co.		12/31/2099	Active - Main Applicant			
<input type="checkbox"/>	ERCA-19-000253	Entity Prequalification - Application	undefined			Eligible	Pay Fees Due		
<input type="checkbox"/>	ERGA-23-000417	Entity Prequalification - Application	Cannabis Co.			Eligible			

- The following screen will load:

License ERG-000417: [Add to collection](#)

Entity Prequalification

Record Status: Active - Main Applicant
Expiration Date: 12/31/2099

Record Info ▾

Record Details

Record Name:
Cannabis Co.

▶ **More Details**

Identifying Contact Information and Authorized Contacts Via ACA

4. Select the drop-down for *More Details*



Record Details

Record Name:
Cannabis Co.

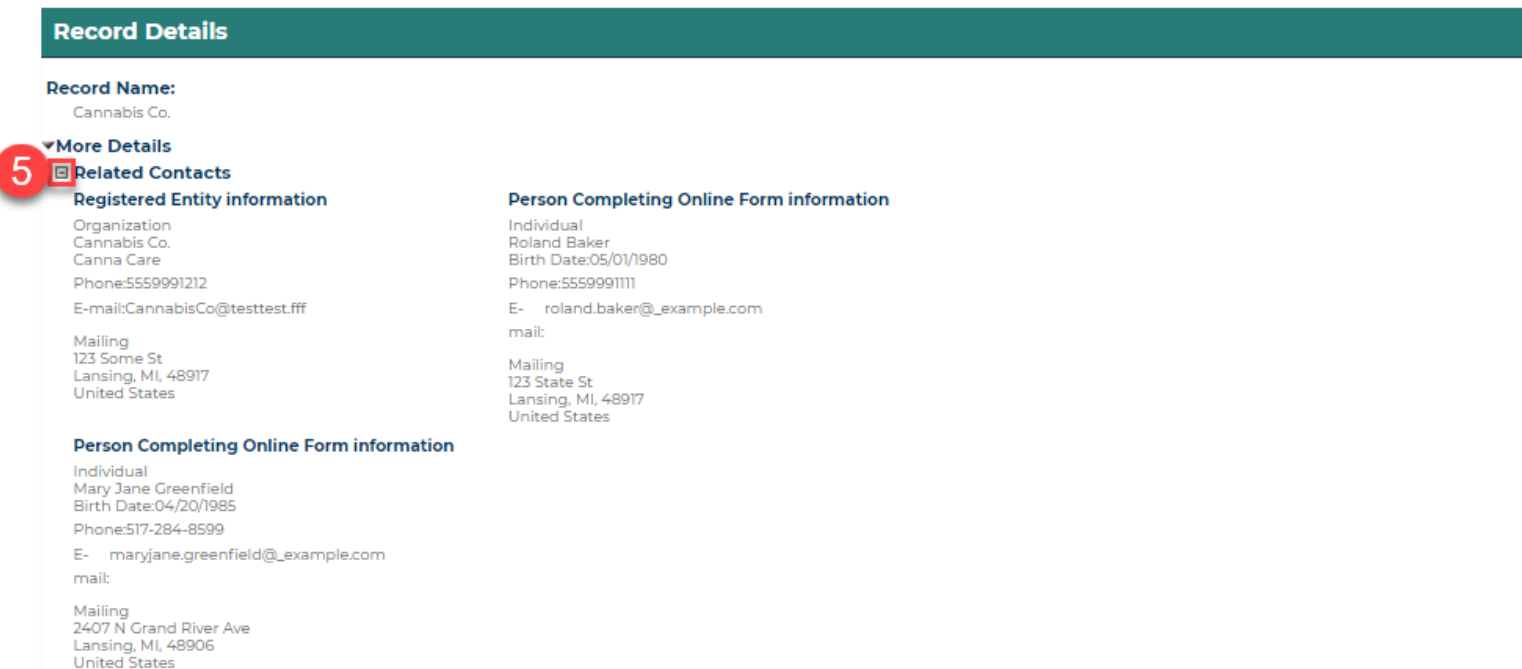
4 **More Details**

Related Contacts

5. Select the (+) sign for *Related Contacts*. Review the contact information.

The licensee's information is found under *Registered Entity information* (Medical) or *Record Entity information* (Adult-Use).

The Authorized Contacts are listed as *Person Completing Online Form* (Medical) or *Person Completing Application* (Adult-Use).



Record Details

Record Name:
Cannabis Co.

5 **More Details**

Related Contacts

Registered Entity information

Organization
Cannabis Co.
Canna Care
Phone:5559991212
E-mail:CannabisCo@testtest.fff

Mailing
123 Some St
Lansing, MI, 48917
United States

Person Completing Online Form information

Individual
Roland Baker
Birth Date:05/01/1980
Phone:5559991111
E- roland.baker@example.com
mail:

Mailing
123 State St
Lansing, MI, 48917
United States

Person Completing Online Form information

Individual
Mary Jane Greenfield
Birth Date:04/20/1985
Phone:517-284-8599
E- maryjane.greenfield@example.com
mail:

Mailing
2407 N Grand River Ave
Lansing, MI, 48906
United States

Updating Contact Information and/or Authorized Contacts

- If the contact information on file for the licensee needs to be updated, a [Demographic Amendment Application](#) must be completed for the licensee.
- If the Authorized Contacts need to be updated, click [here](#), then select the relevant form(s) under **Additional Forms**.

Additional Forms

See below for more information about additional reporting form and notification forms. Additional forms must be emailed to CRA-Amendments@michigan.gov.

 [Notification of Court-Appointed Representative](#)

 [Authorization of Additional Contact Person](#)

 [Removal of Authorized Contact Person](#)

 [Withdrawal of Authorized Contact Person Form](#)

 [Request to Hire Prospective Employee](#)

 [Address Update Request](#)

- If the Authorized Contacts are correct but the contact information on file needs to be updated, a [Demographic Amendment Application](#) must be completed for the Authorized Contact(s).
- Instructions for the Demographic Amendment Application can be found [here](#).
- After completing the applicable form(s), send to CRA-Amendments@michigan.gov to be processed.



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