



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

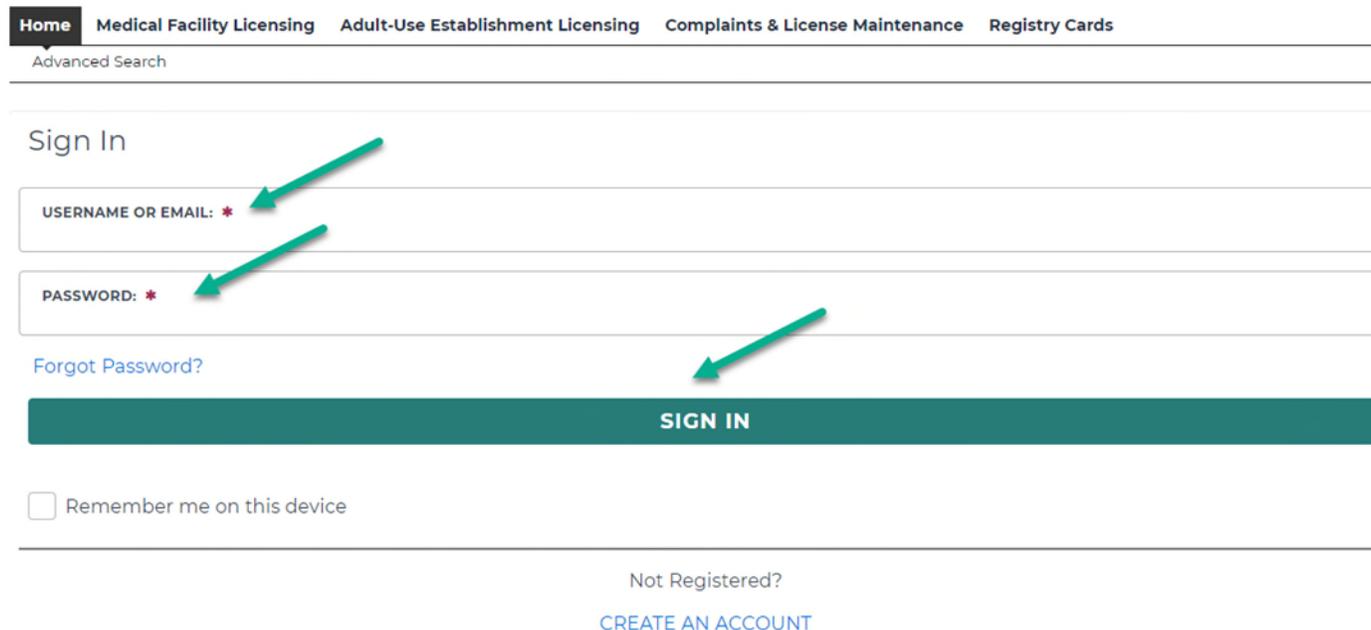
**Cannabis Regulatory Agency
517-284-8599
mi.gov/cra
CRA-AFS@michigan.gov**

Identifying Contacts Via ACA

[Go to the online portal.](#)

Enter **User Name or E-mail** 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 **Login**.

A screenshot of the online portal's sign-in page. At the top, there is a navigation menu with links for Home, Medical Facility Licensing, Adult-Use Establishment Licensing, Complaints & License Maintenance, and Registry Cards. Below the menu is an "Advanced Search" field. The main section is titled "Sign In" and contains two input fields: "USERNAME OR EMAIL: *" and "PASSWORD: *". A "Forgot Password?" link is located below the password field. A large green "SIGN IN" button is positioned below the input fields. At the bottom, there is a "Remember me on this device" checkbox and a "Not Registered? CREATE AN ACCOUNT" link.

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

Advanced Search

Sign In

USERNAME OR EMAIL: *

PASSWORD: *

[Forgot Password?](#)

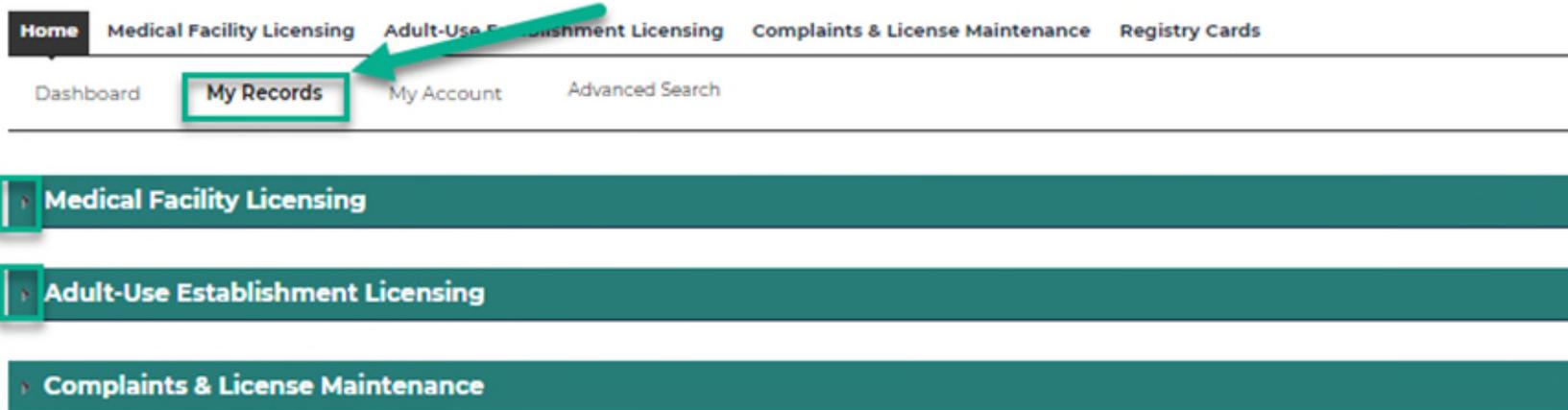
SIGN IN

Remember me on this device

Not Registered?
[CREATE AN ACCOUNT](#)

Identifying Contacts Via ACA

- Select ***My Records***.
- 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 Contacts Via ACA

- 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.

Medical Facility Licensing

Showing 1-4 of 4 | 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 [REDACTED]	Entity Prequalification	[REDACTED]	[REDACTED]	[REDACTED]	Active - Main Applicant			
<input type="checkbox"/>	ERGA-[REDACTED]	Entity Prequalification - Application	[REDACTED]	[REDACTED]	[REDACTED]	Eligible			

- The following screen will appear:

License ERG [REDACTED]

Entity Prequalification

Record Status: Active - Main Applicant

Expiration Date: [REDACTED]

Record Info ▾ | Payments ▾

Record Details

Record Name:
[REDACTED]

▶ More Details

Identifying Contacts Via ACA

- Select the drop-down for More Details, then click the (+) sign for Related Contacts. The authorized contacts are listed as Person Completing Online Form (Medical) or Person Completing Application (Adult-Use)

Record Details

Record Name:
[REDACTED]

▼ **More Details**

☐ **Related Contacts**

Registered Entity information	Affiliate Individual information
Organization [REDACTED]	Individual [REDACTED]
Phone [REDACTED]	Birth Date [REDACTED]
E-mail: [REDACTED]	E-mail: [REDACTED]
Mailing [REDACTED]	Mailing [REDACTED]
Person Completing Online Form information	Person Completing Online Form information
Individual [REDACTED]	Individual [REDACTED]
E-mail: [REDACTED]	Birth Date: [REDACTED]
Mailing [REDACTED]	E-mail: [REDACTED]
	Mailing [REDACTED]

Updating Authorized Contacts

- If you identify that the Authorized Contacts for Medical licenses and/or Adult-Use licenses need to be updated, click [here](#) then select the relevant forms under “Additional Forms.”
- If you identify that the Authorized Contacts for Medical licenses and/or Adult-Use licenses are correct but need to update the contact information, click [here](#) for the Demographic Amendment Application.

Additional Forms

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

- [PDF](#) Notification of Court-Appointed Representative
- [PDF](#) Authorization of Additional Contact Person
- [PDF](#) Removal of Authorized Contact Person
- [PDF](#) Withdrawal of Authorized Contact Person Form
- [PDF](#) Request to Hire Prospective Employee
- [PDF](#) Address Update Request

Demographic Amendment

See below for what changes require a demographic amendment application. Demographic amendment applications must be emailed to CRA-Amendments@michigan.gov.

- [PDF](#) Demographic Amendment Application
- [PDF](#) Demographic Amendment Application Instructions

- After completing the applicable form(s), send to CRA-Amendments@michigan.gov to be processed.



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