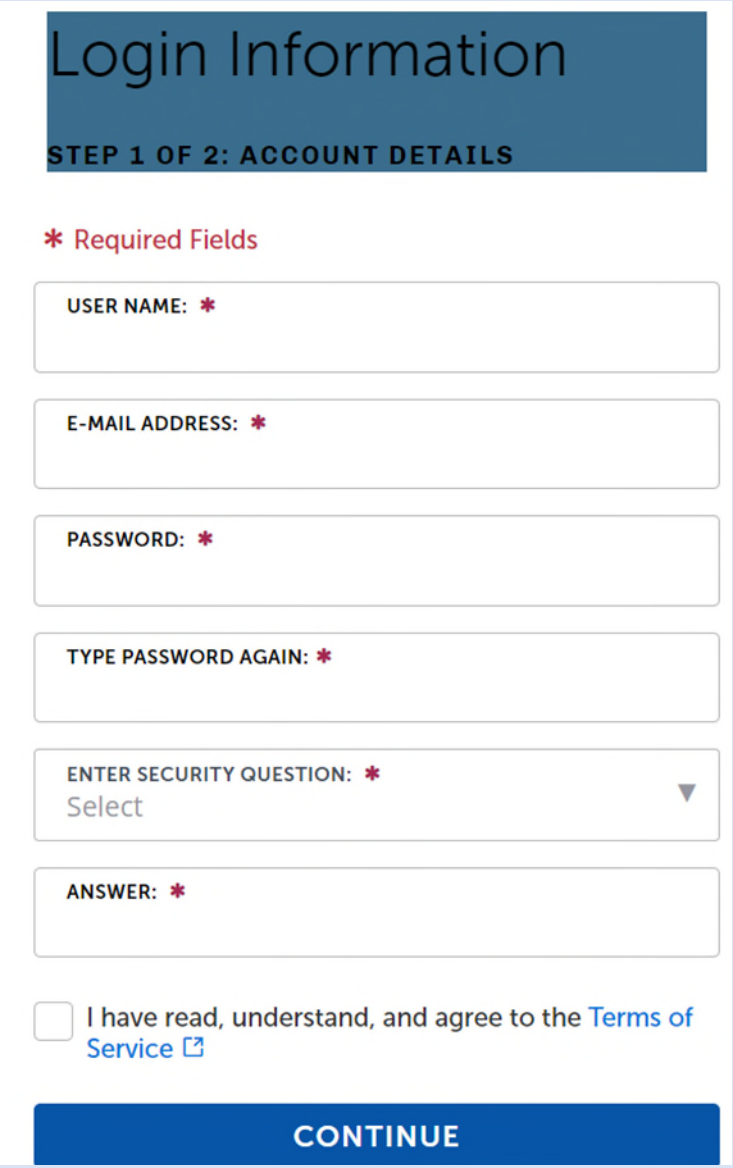
Accela Citizen Access

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**.



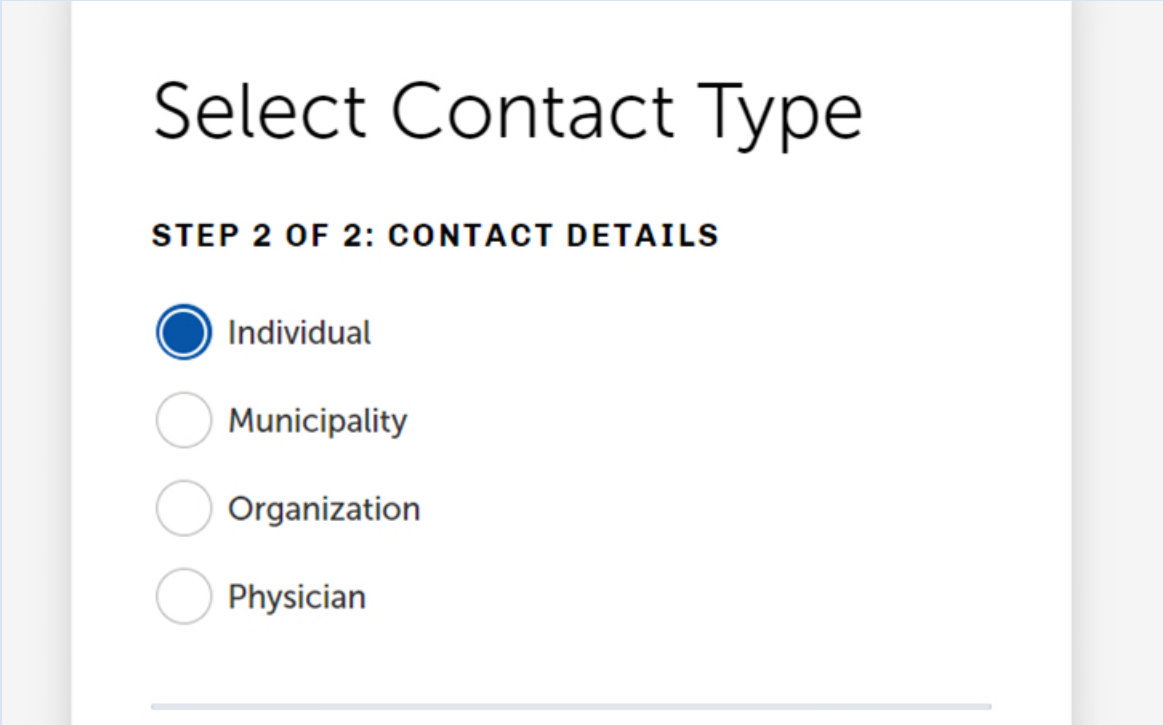
2. Fill out all the **Required Fields (*).**

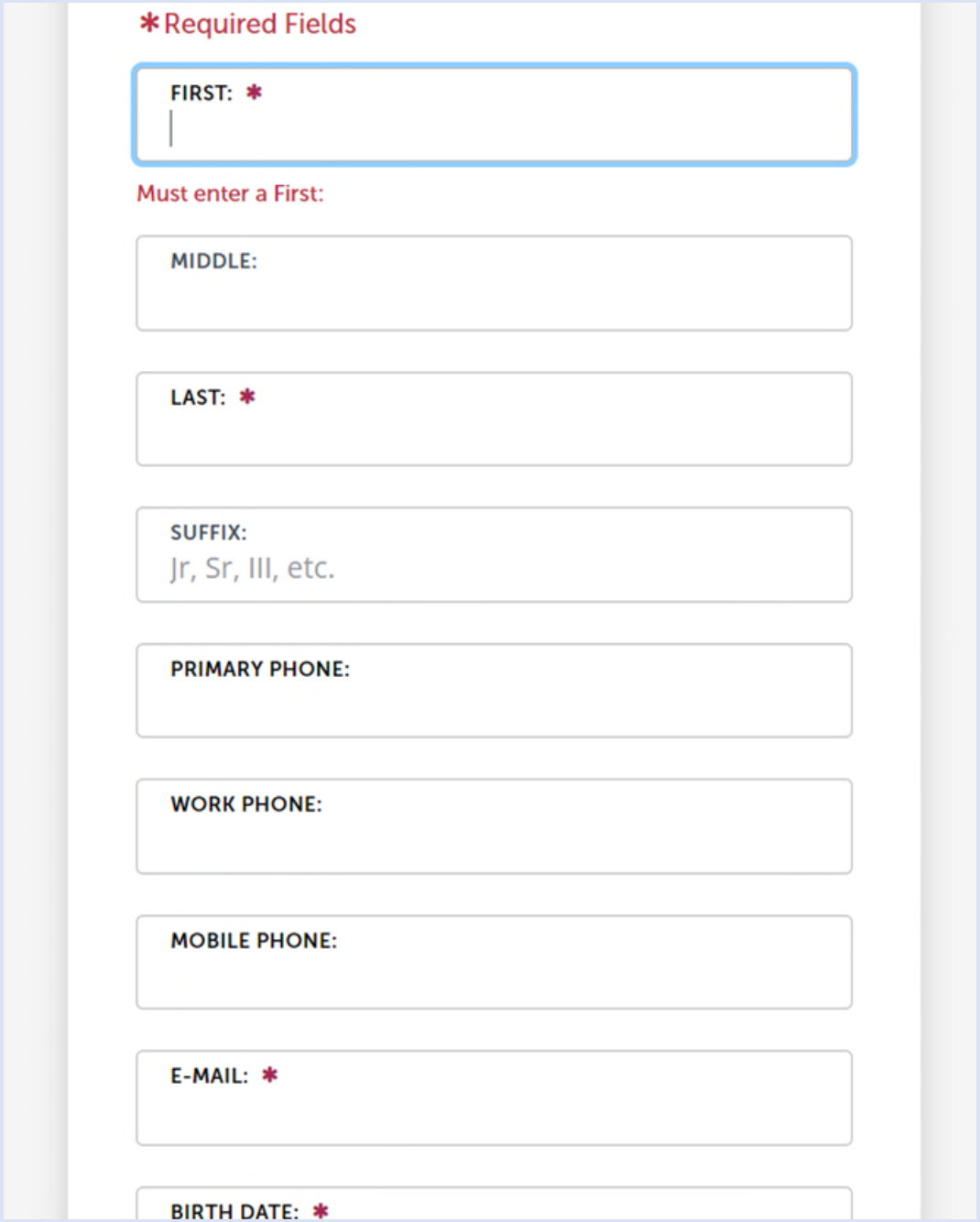
Please **Note:** **Your password should contain 8-20 characters** including **1 upper case letter, 1 lower case letter, 1 special character, and 1 number.**

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

4. Click continue

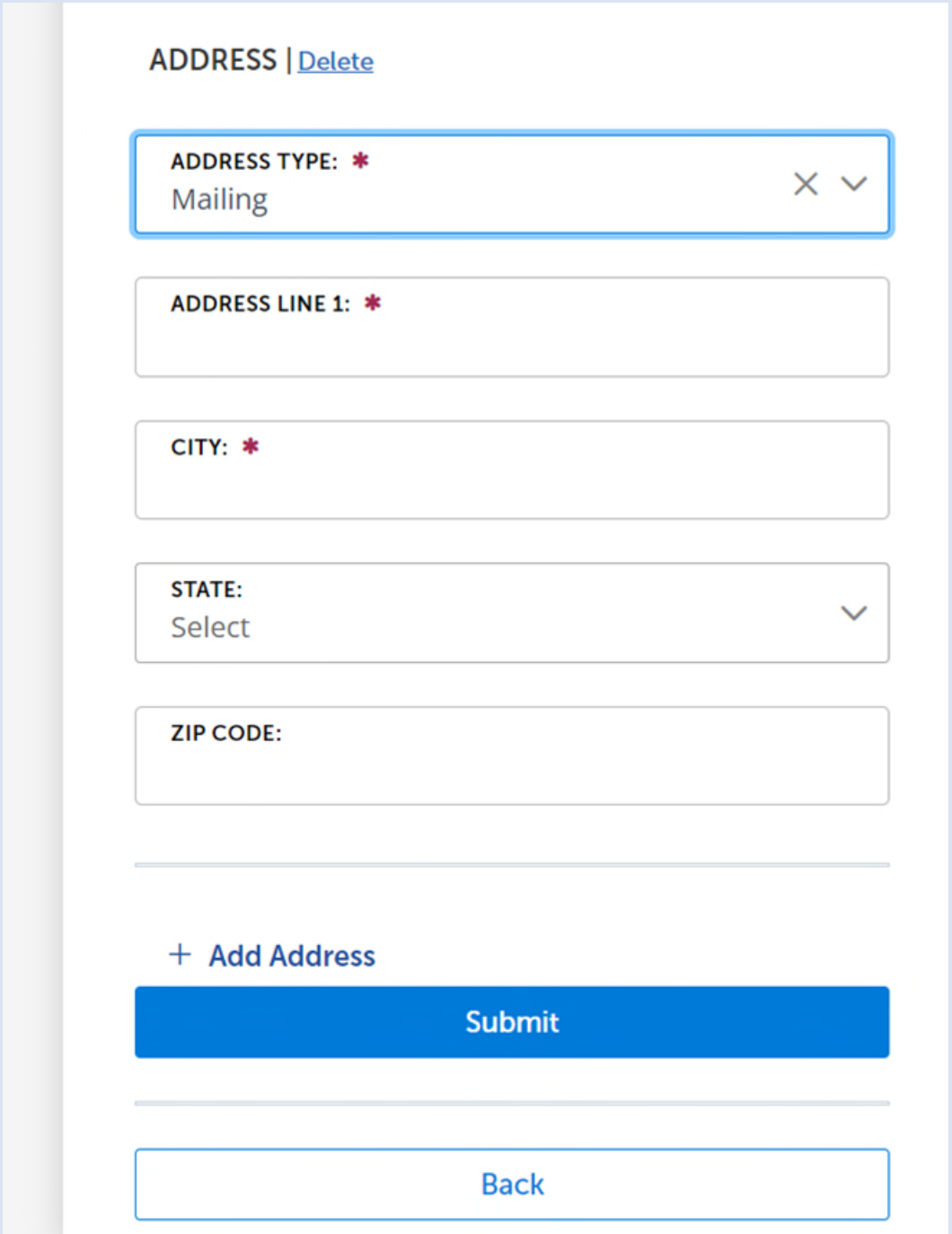
5. For Contact Type select **Individual.**



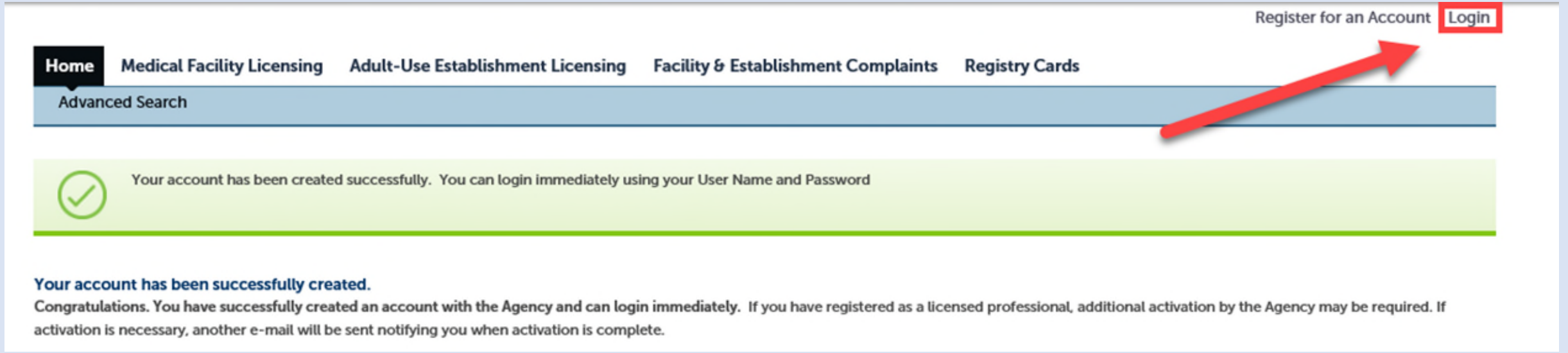


6. Enter your Contact Information **(* fields are required):**

First Name, **Middle Initial**, **Last Name** and **Date of Birth** must match your proof of Michigan residency.



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**.