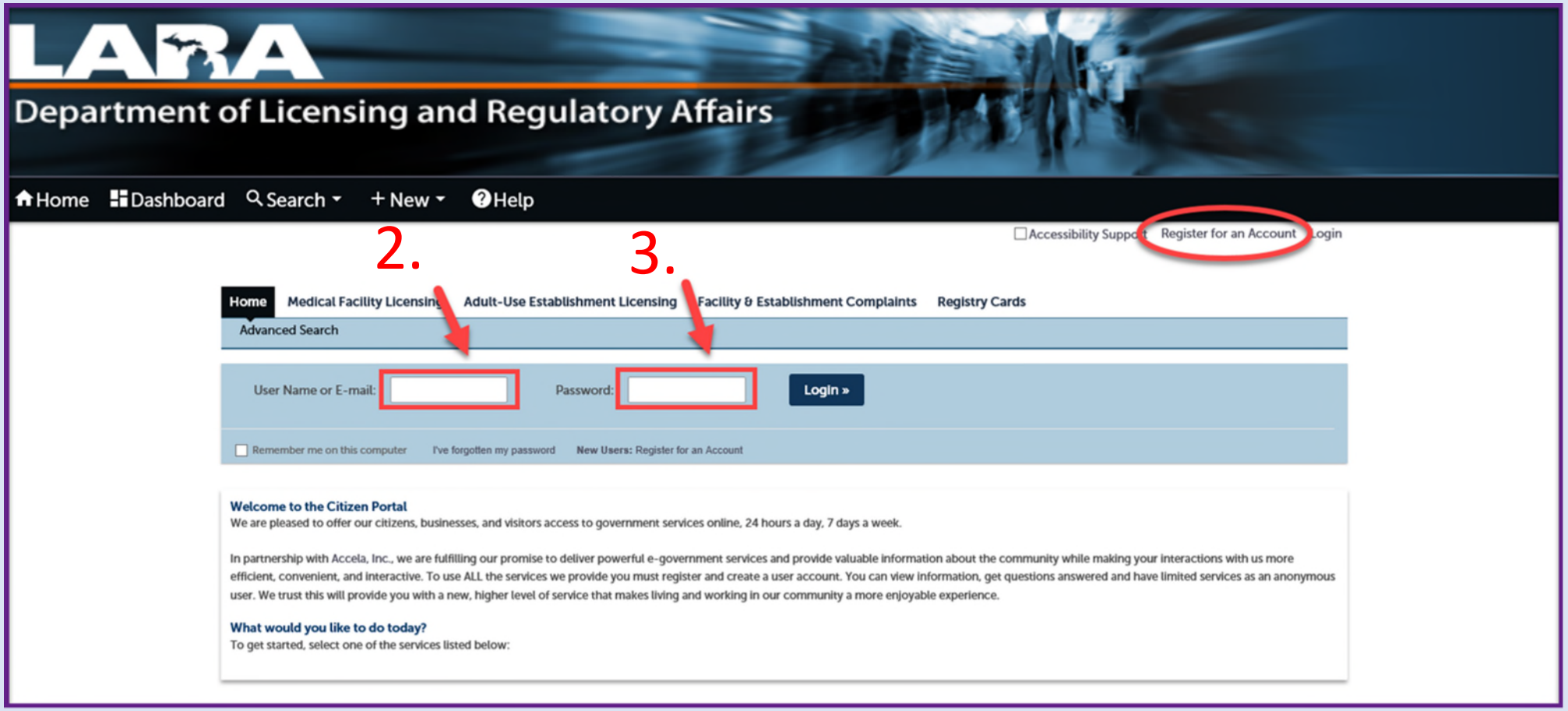
Accela Citizen Access

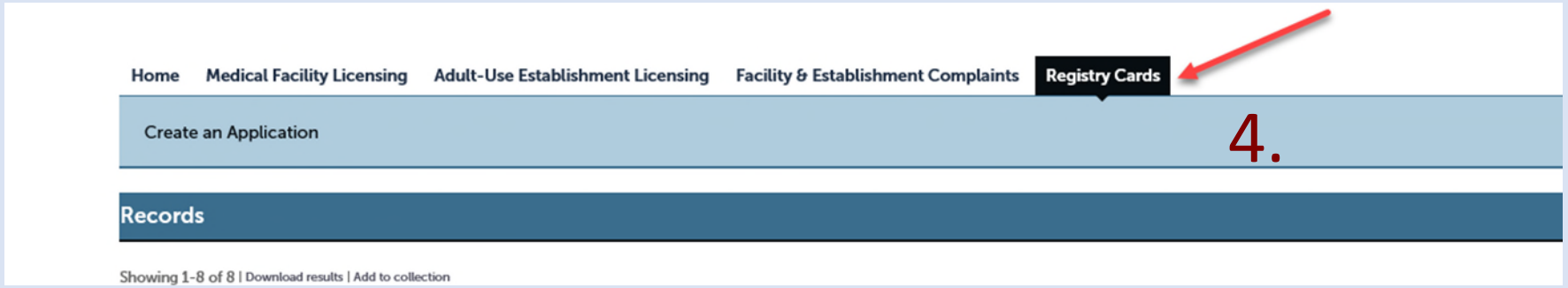
Name and/or Address Amendment in Accela

Name and/or Address Amendment

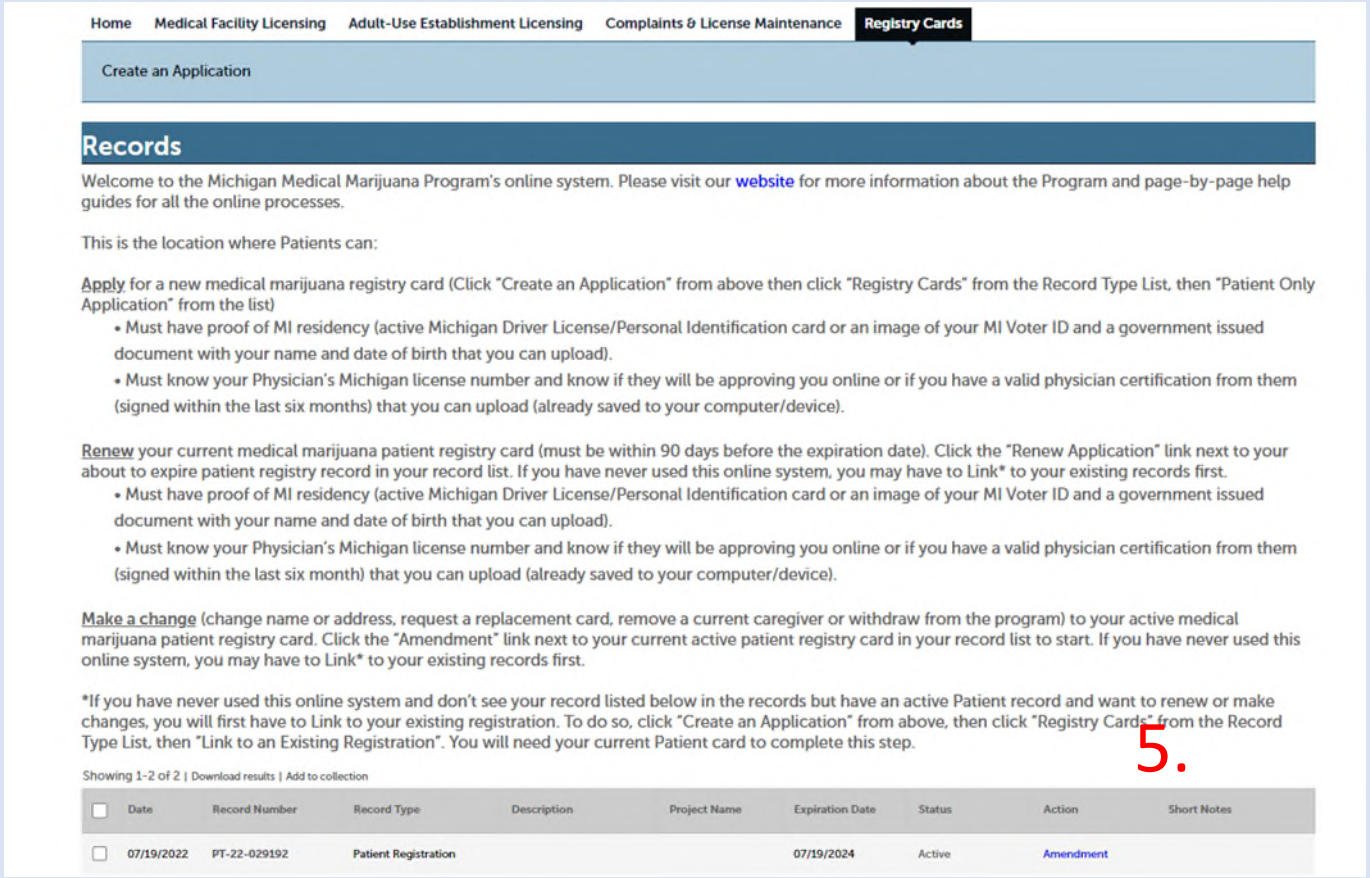
1. Go to http://www.Michigan.gov/CRAonline. If you do not have an online account, you must Register for an Account and link.
2. Enter your User Name **OR** E-mail address associated with your account.
3. Enter your Password. Click **Login.**



4. Click on **Registry Cards.**

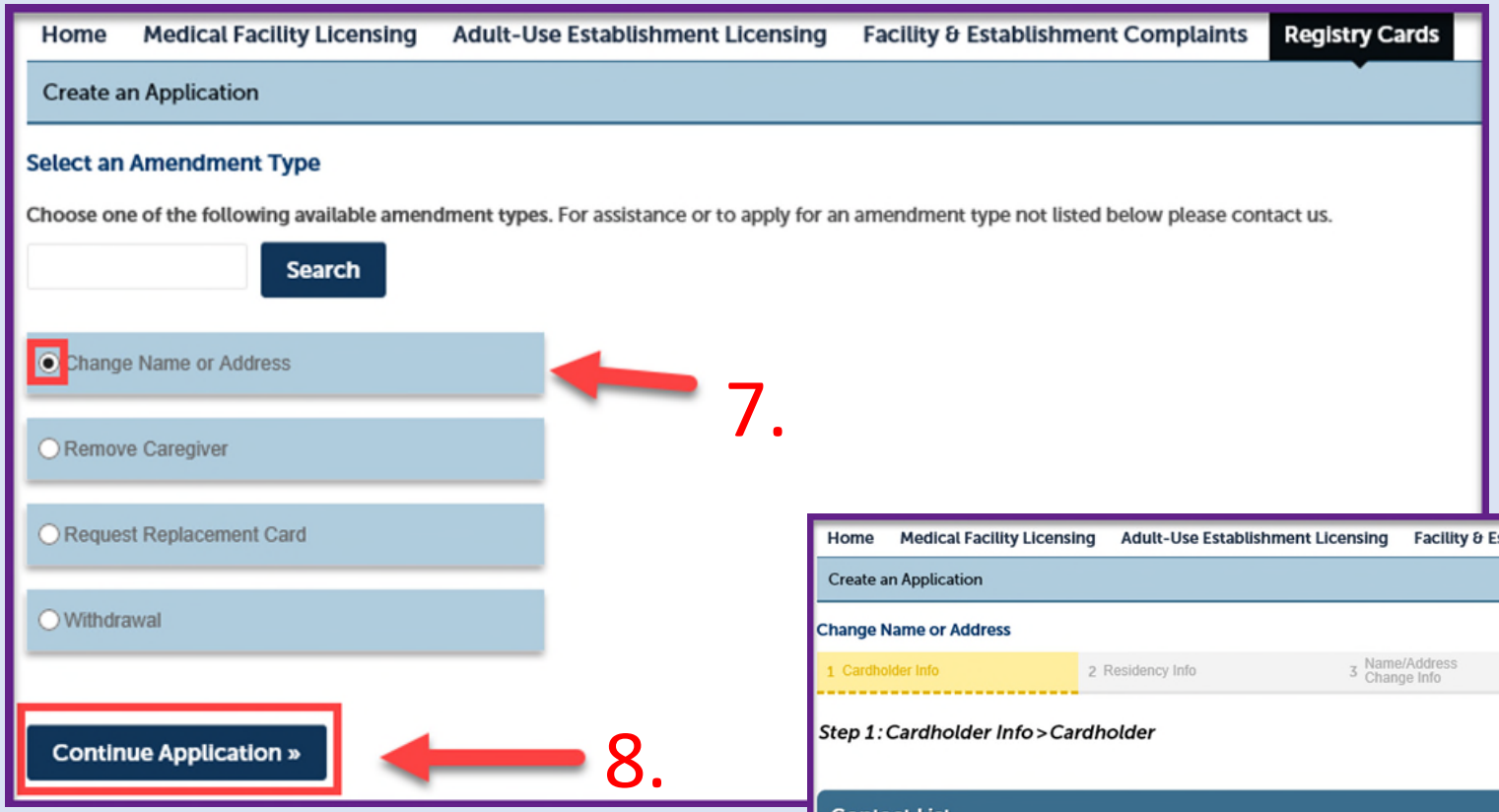


5. Find the active patient Registration record, click **Amendment.**

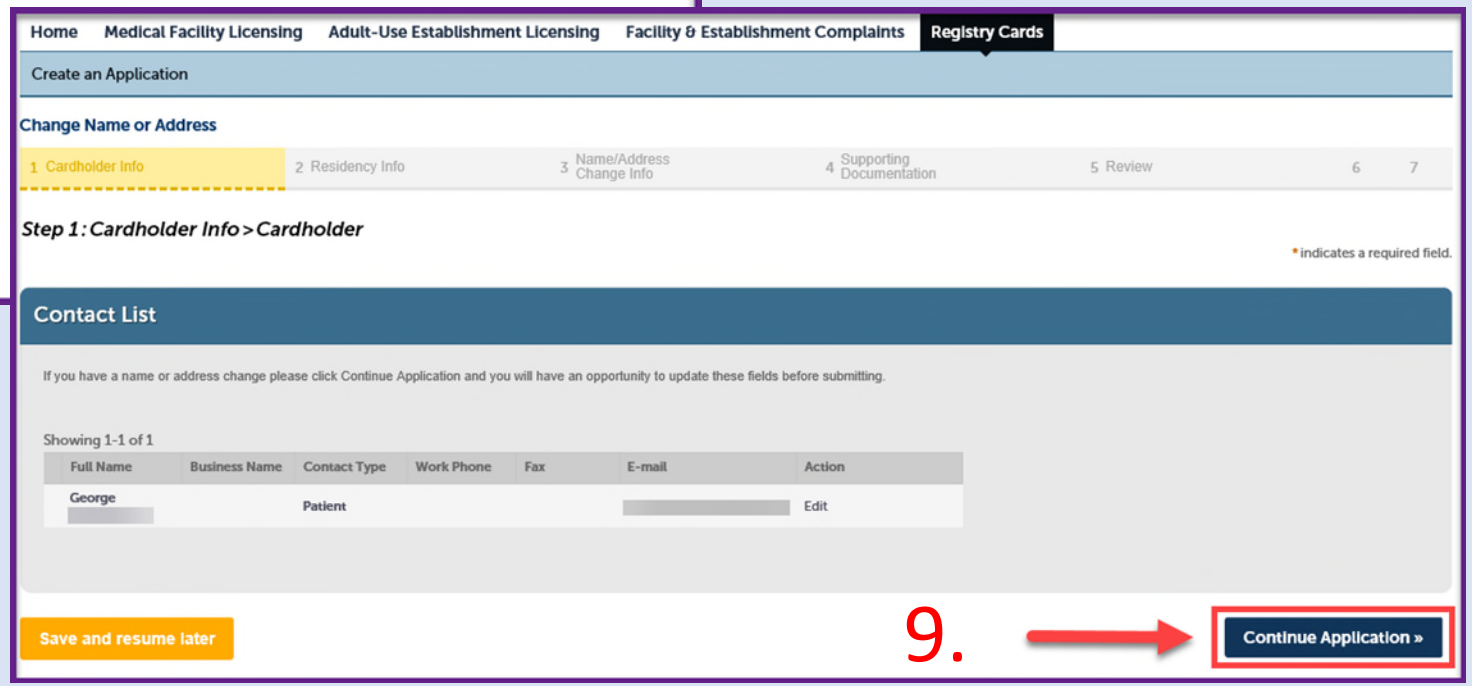


7. Select **Change Name or Address.**

8. Click **Continue Application.**



9. Click **Continue Application**.

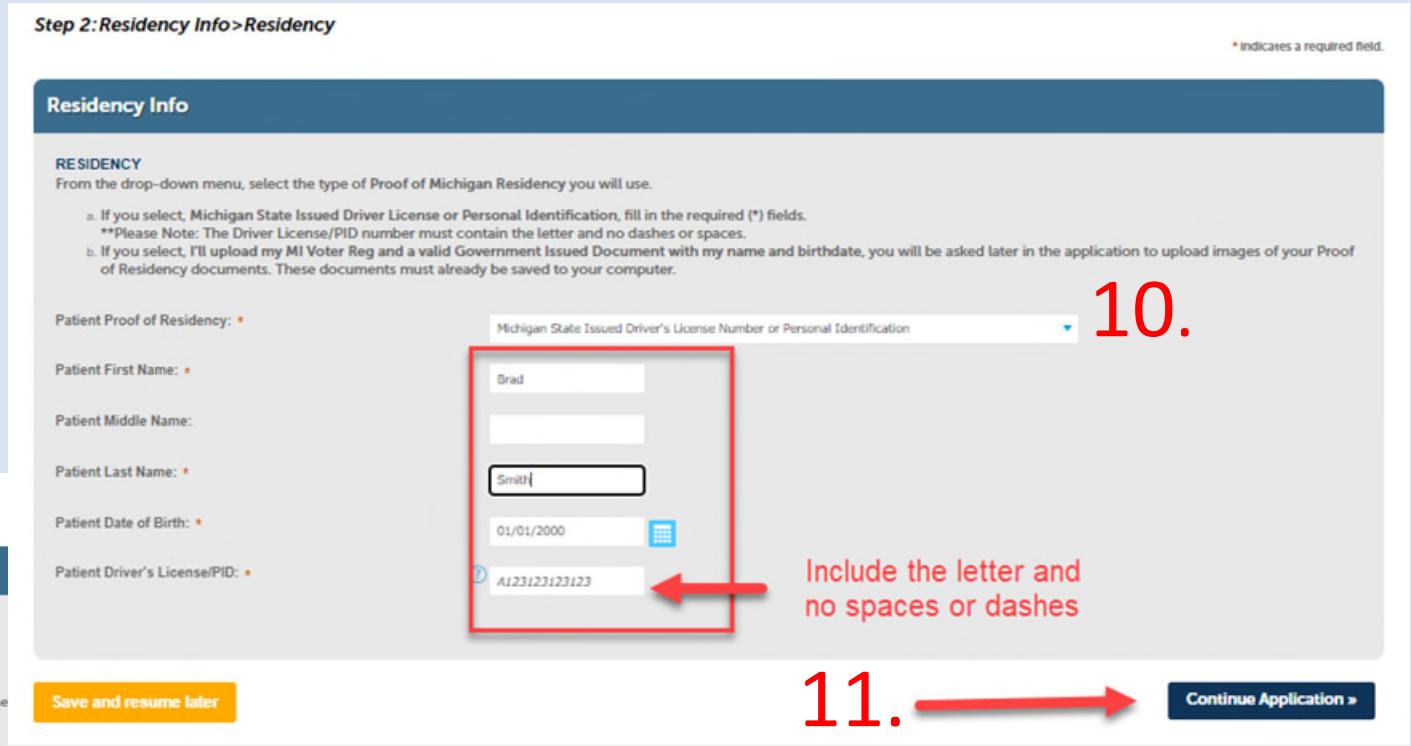


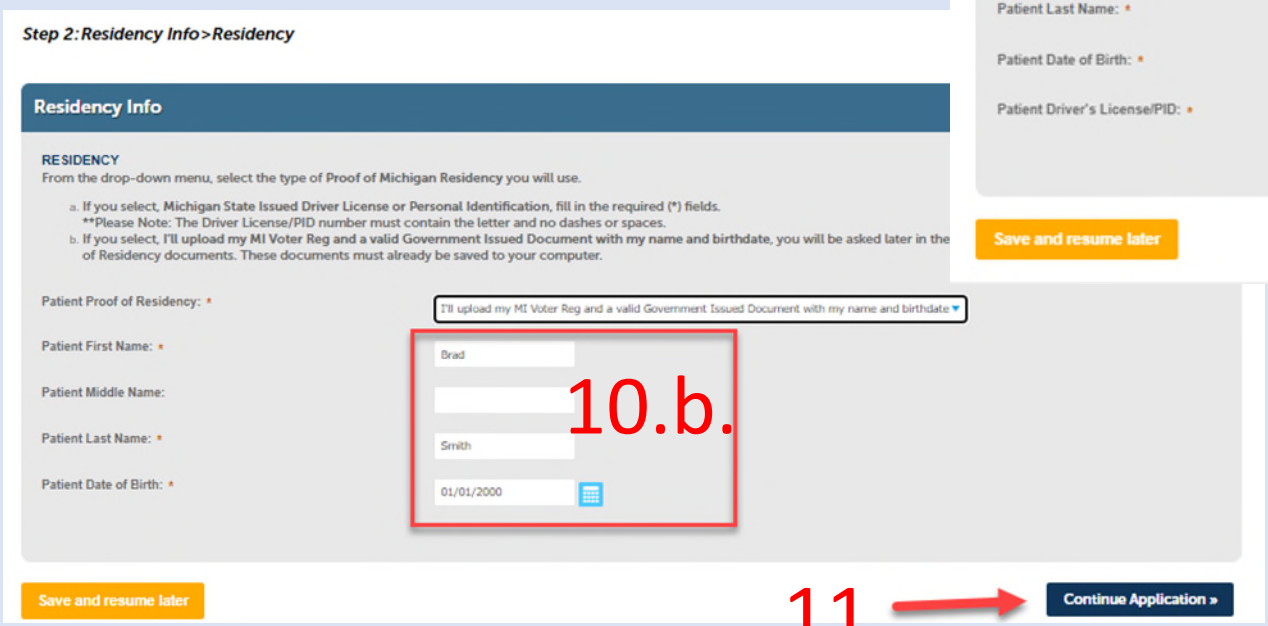
10. Select which type of proof of residency you will be using from the drop-down menu.

-If you selected driver license/personal identification card, fill in the Required Fields (*) and continue.

10.b. If you selected **Michigan voter registration/government issued document,** fill in all required fields(*) and continue. You will be asked to upload copies of those documents once you continue (Steps 10.c.-10.g.) . Make sure those documents are downloaded to your computer or device.

11. Click **Continue Application.**



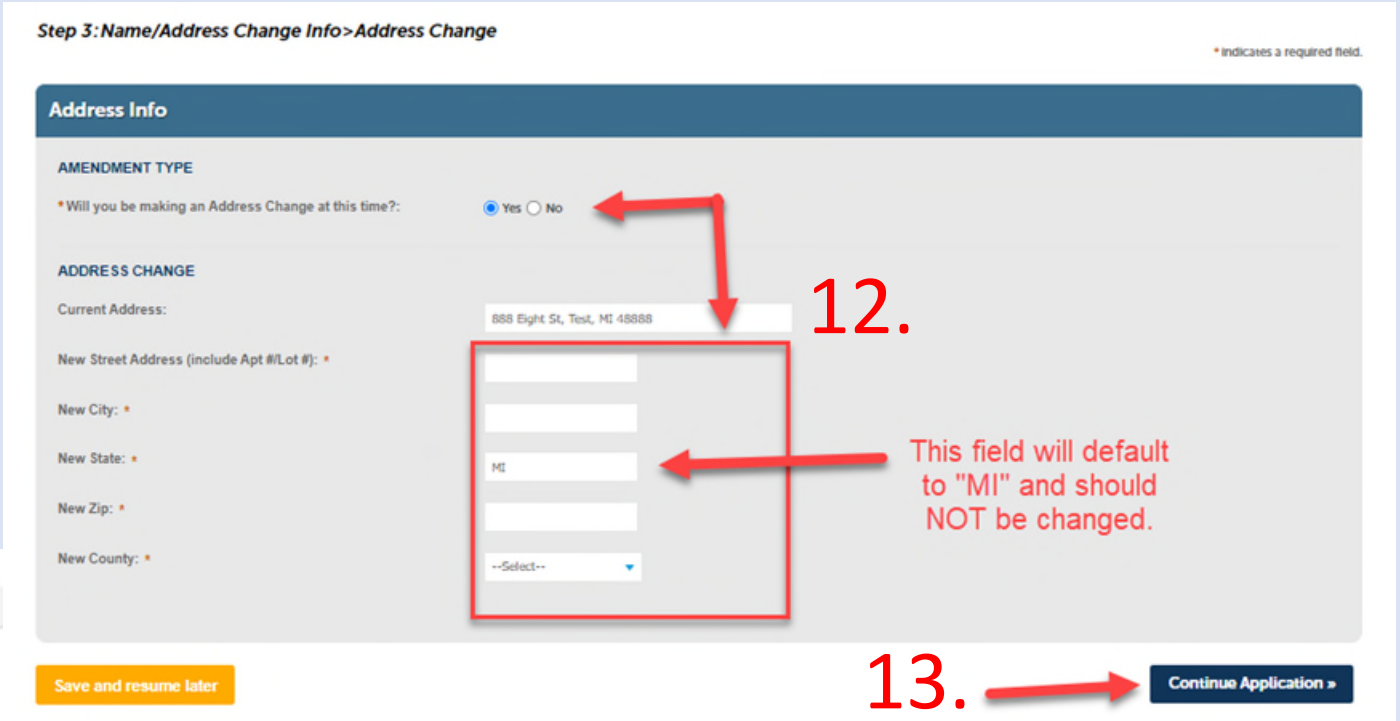


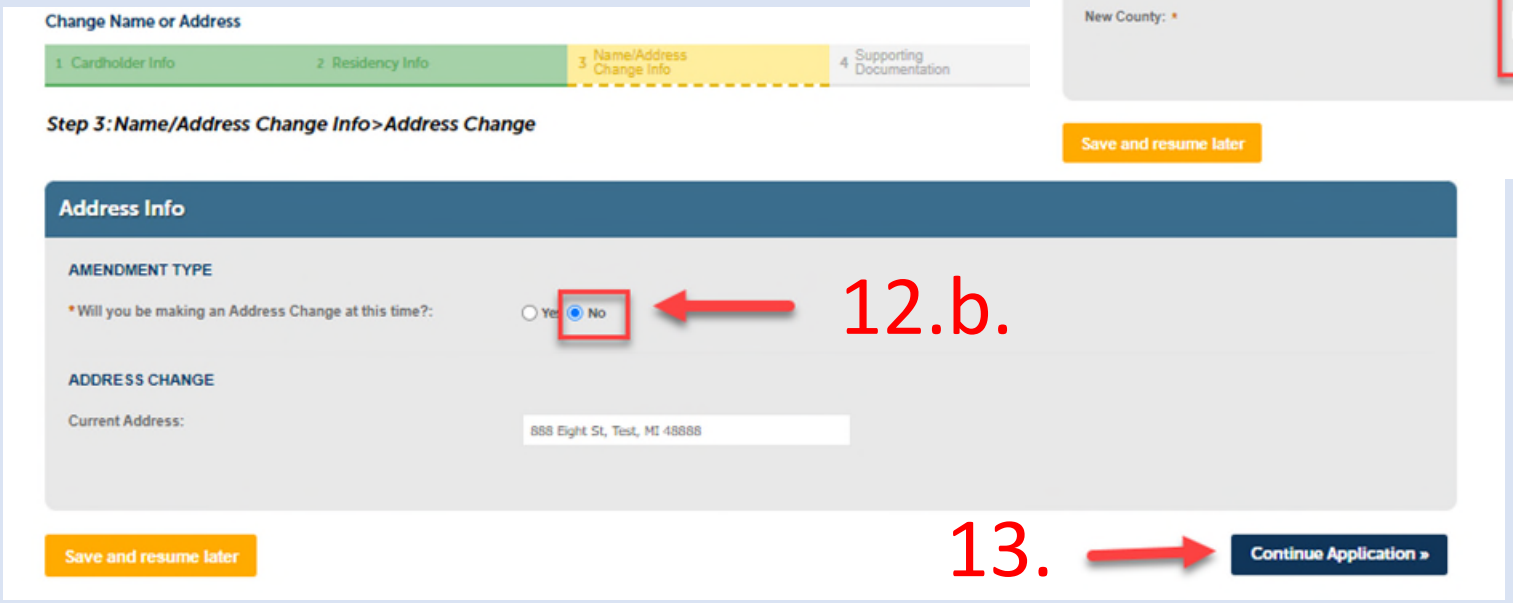
Address Change:

12. If you **need** to change your address, select **Yes** and fill in the required fields (*).

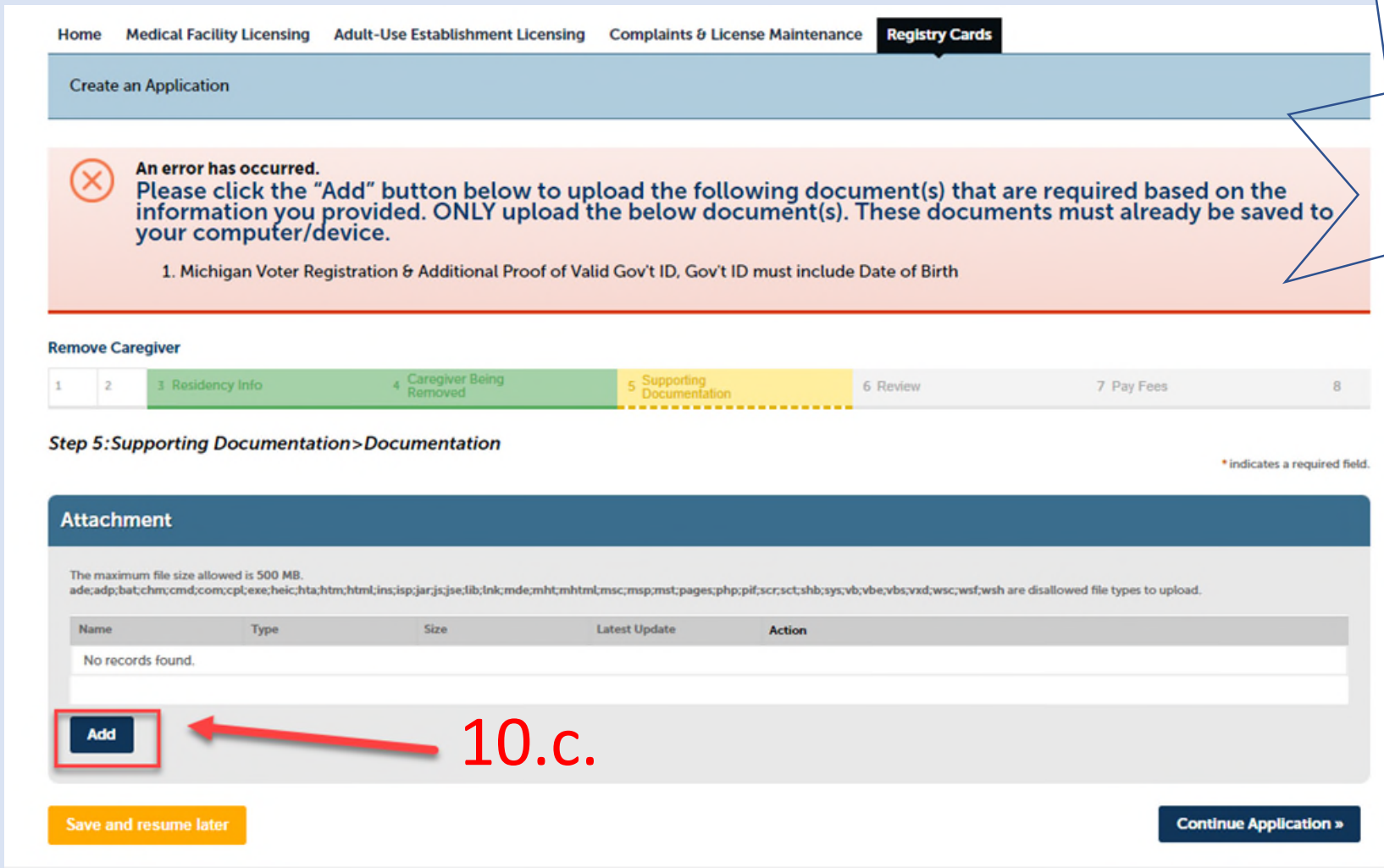
12.b. If you **do not** need to change your address, select **No.**

13. Click **Continue Application.**



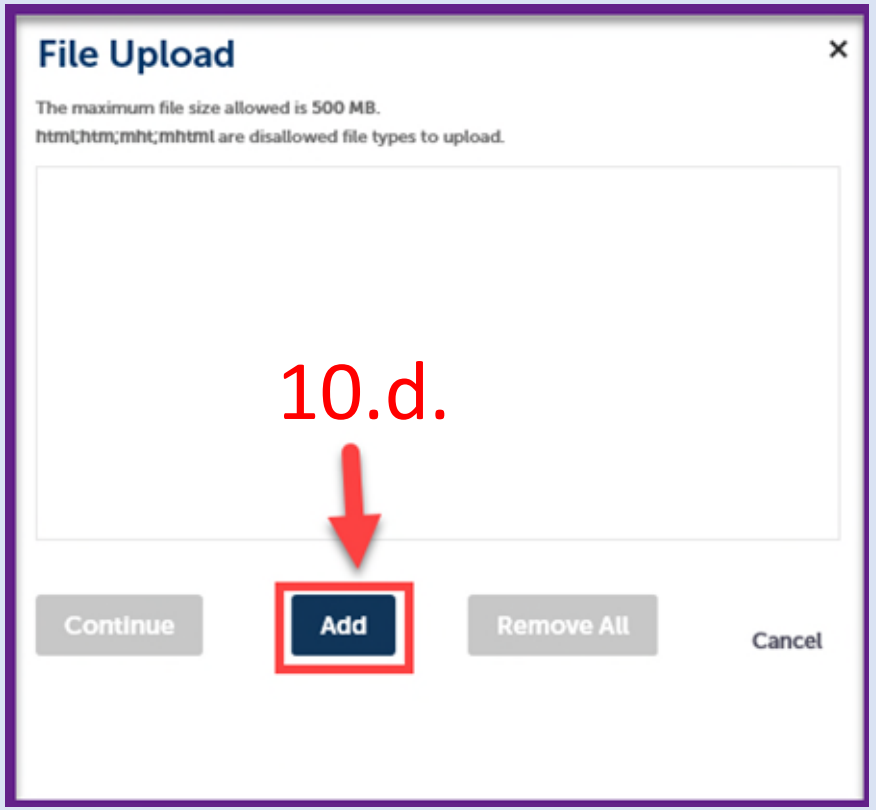


10.c. If you selected, **I'll Upload my MI Voter Reg & a Valid Government Issued Document with my name and birthdate** for proof of residency, you will now be asked to upload copies of those documents. Make sure your documents are downloaded to your computer or device before moving on. Click **Add.**



Only complete the steps on this page if you are uploading a Voter ID with additional document or MI ID card.

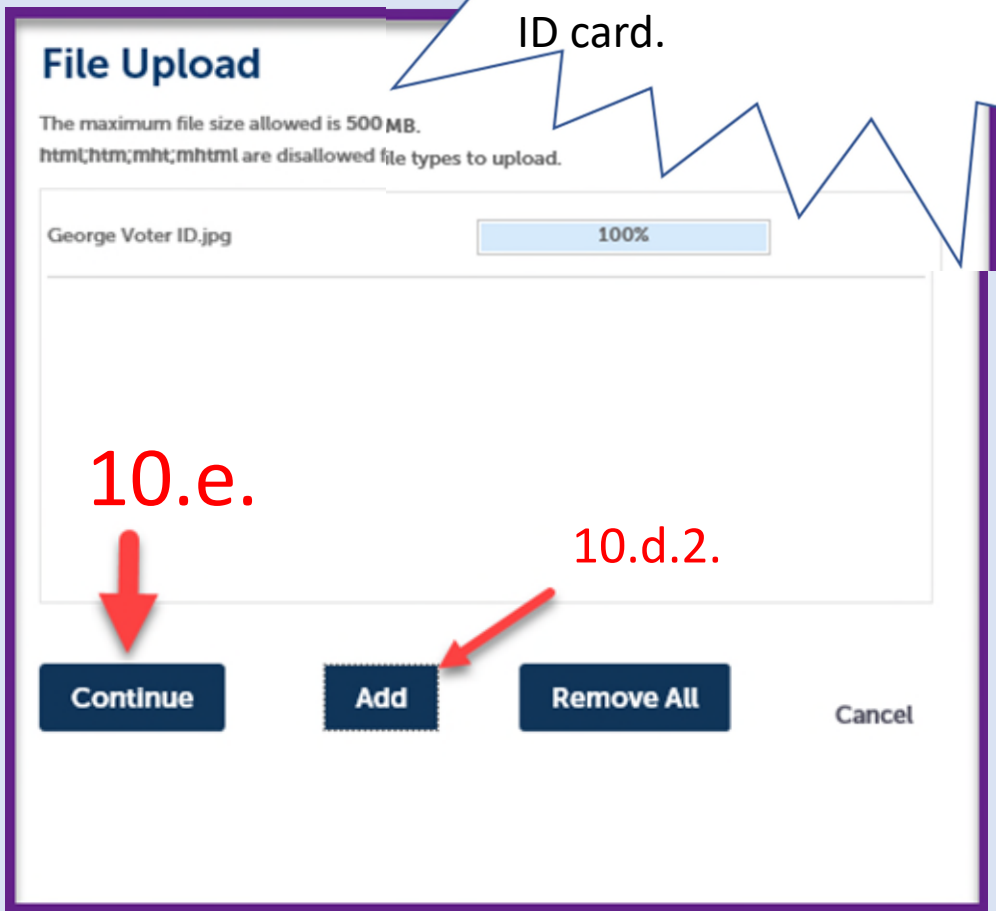
10.d. The File Upload window will appear. Click **Add.** You will then select the documents saved on your device.



10.d.2. Once you have uploaded a document it will be visible in the window. If you need to upload more than one, click **Add** again.

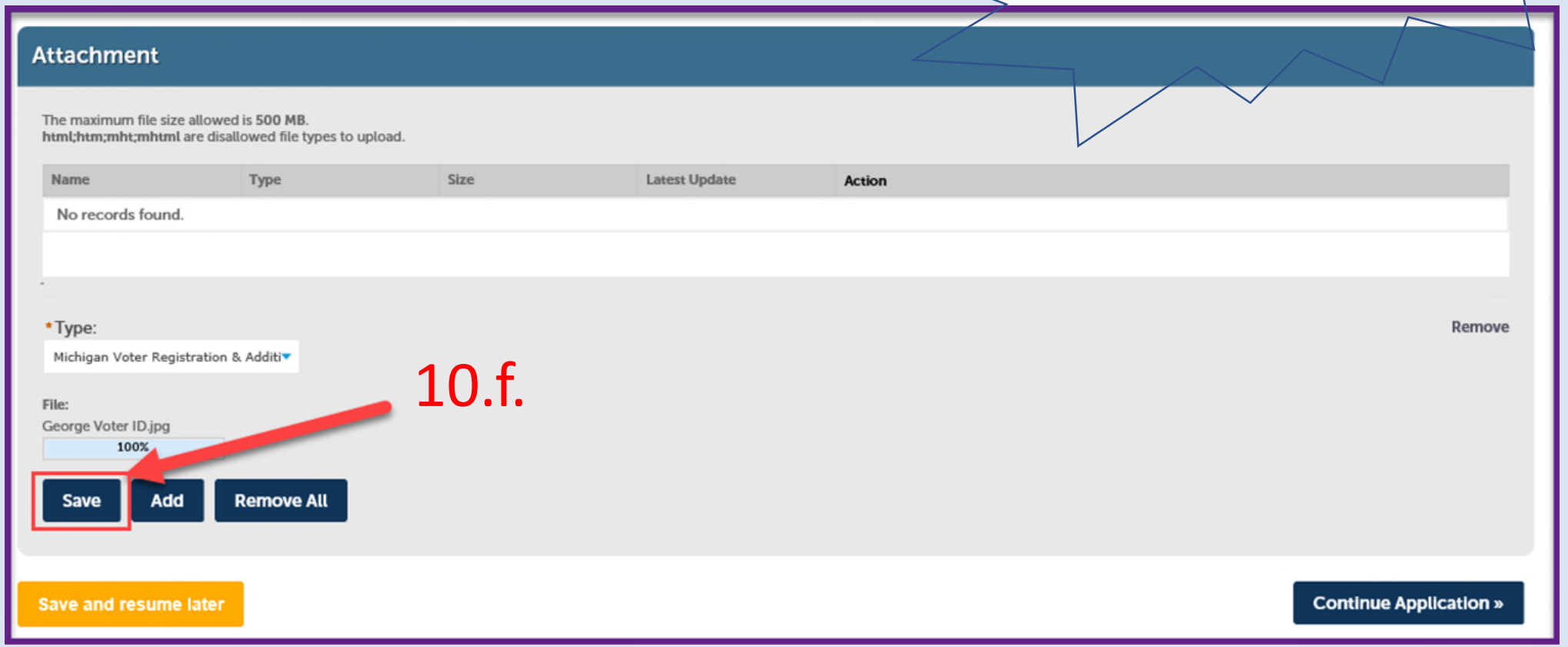
10.e. Once you have uploaded all your documents, click **Continue.**

Only complete the steps on this page if you are uploading a Voter ID with additional document or MI ID card.



10.f. Click **Save.**

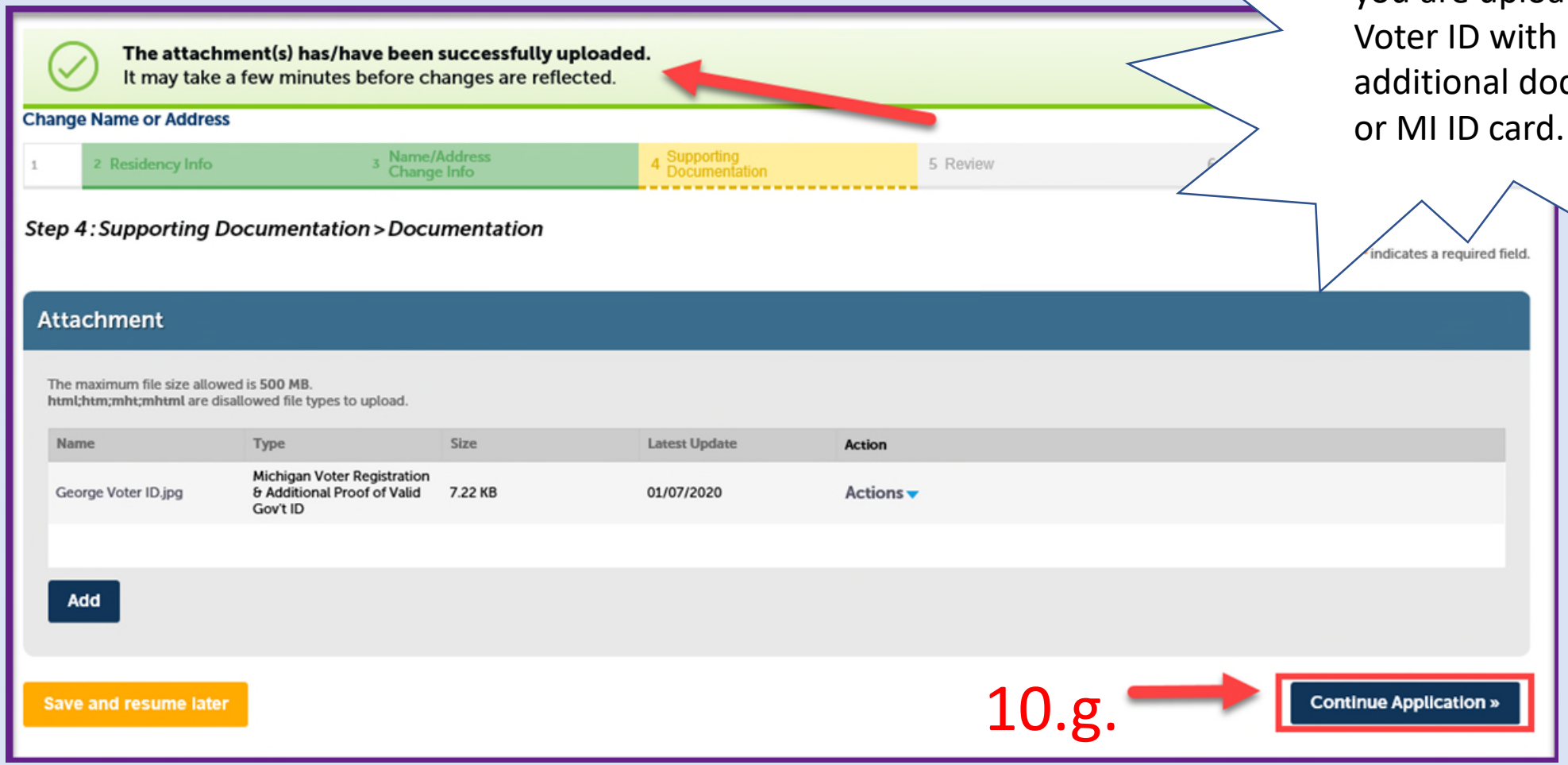
Only complete the steps on this page if you are uploading a Voter ID with additional document or MI ID card.



Once you have saved, you will get a confirmation when the documents are successfully uploaded.

10.g. Click **Continue Application.**

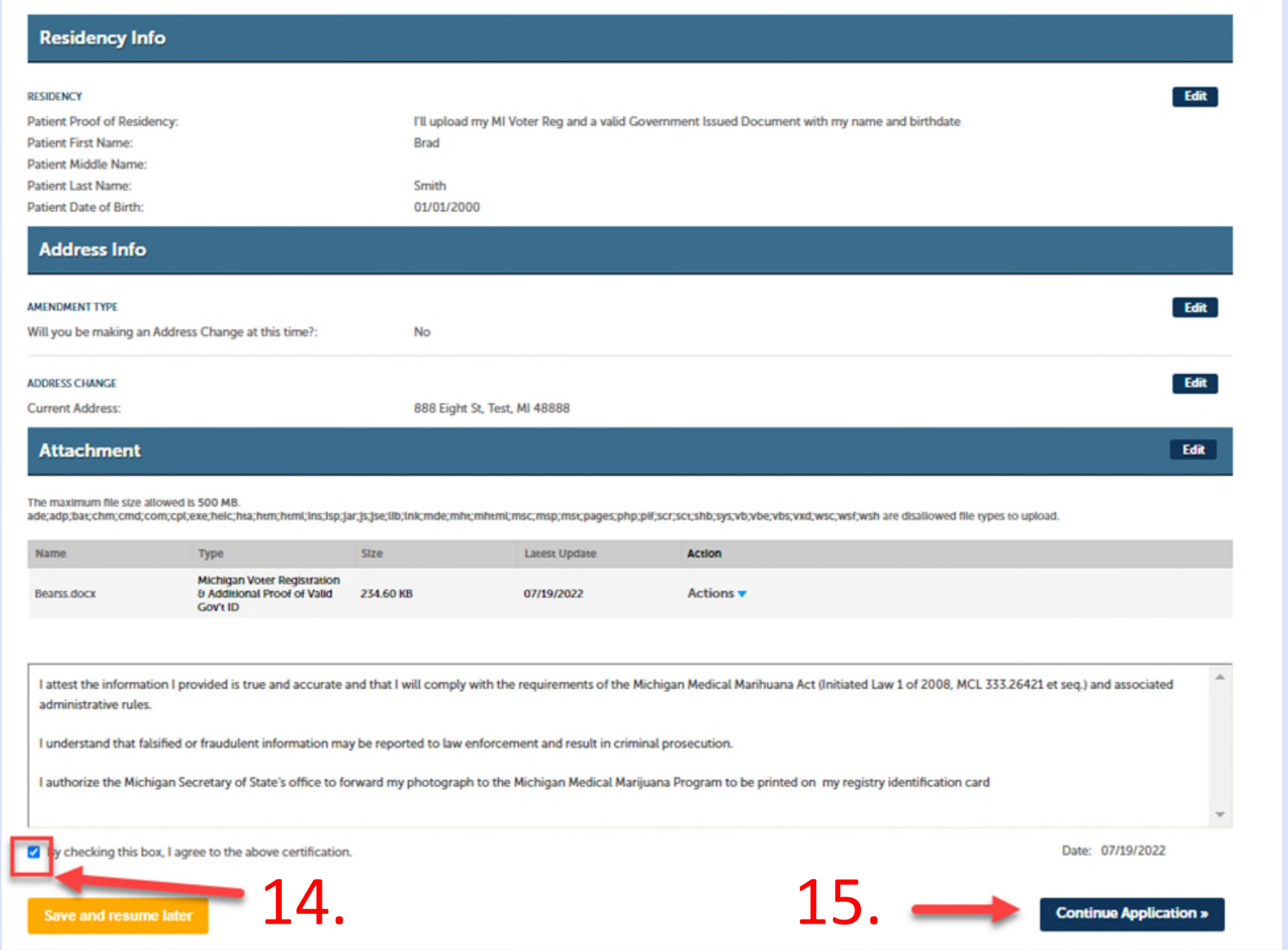
Only complete the steps on this page if you are uploading a Voter ID with additional document or MI ID card.



Review the amendment, you may edit each section with the **Edit** button if necessary. Print a copy for your records.

14. Read the Attestation, then check the **Certification Box.**

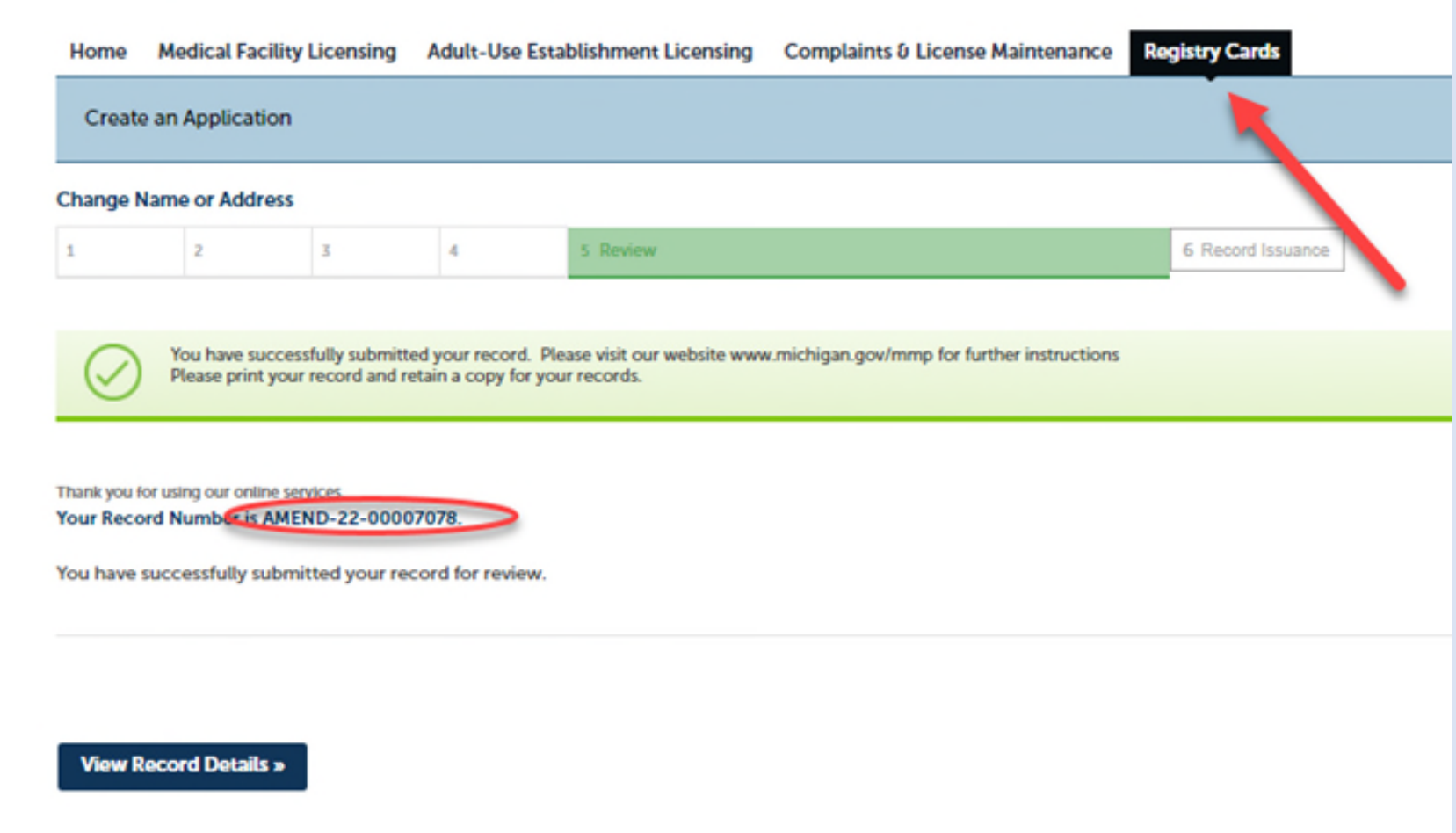
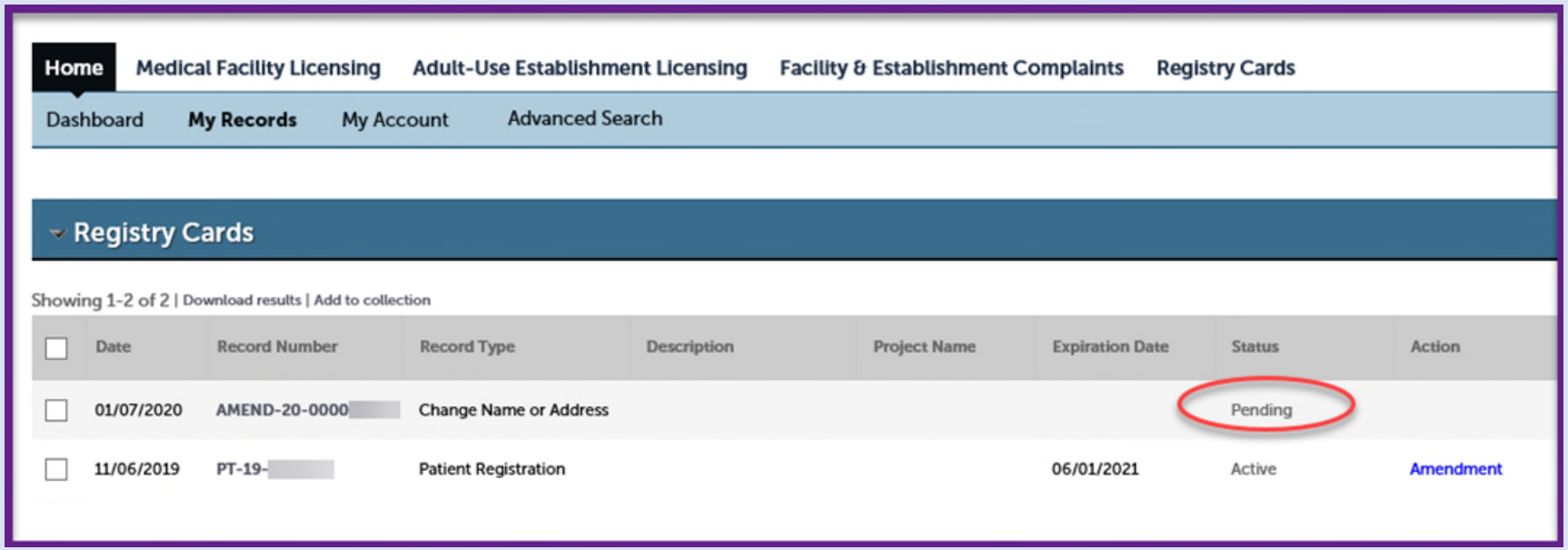
15. Click **Continue Application.**



You will receive confirmation that your Amendment was successfully submitted. The State will review the Amendment that you have submitted, and you will receive notification once it has been processed. Write down the Amendment record number (circled below) for your records.

- Once your amendment has been processed, you will receive an e-mail from **noreply@accela.com.** This email may go to your Spam or Junk folder.

To view the status while pending click **Registry Card** tab**.**



You can then see the status of your Amendment while pending.