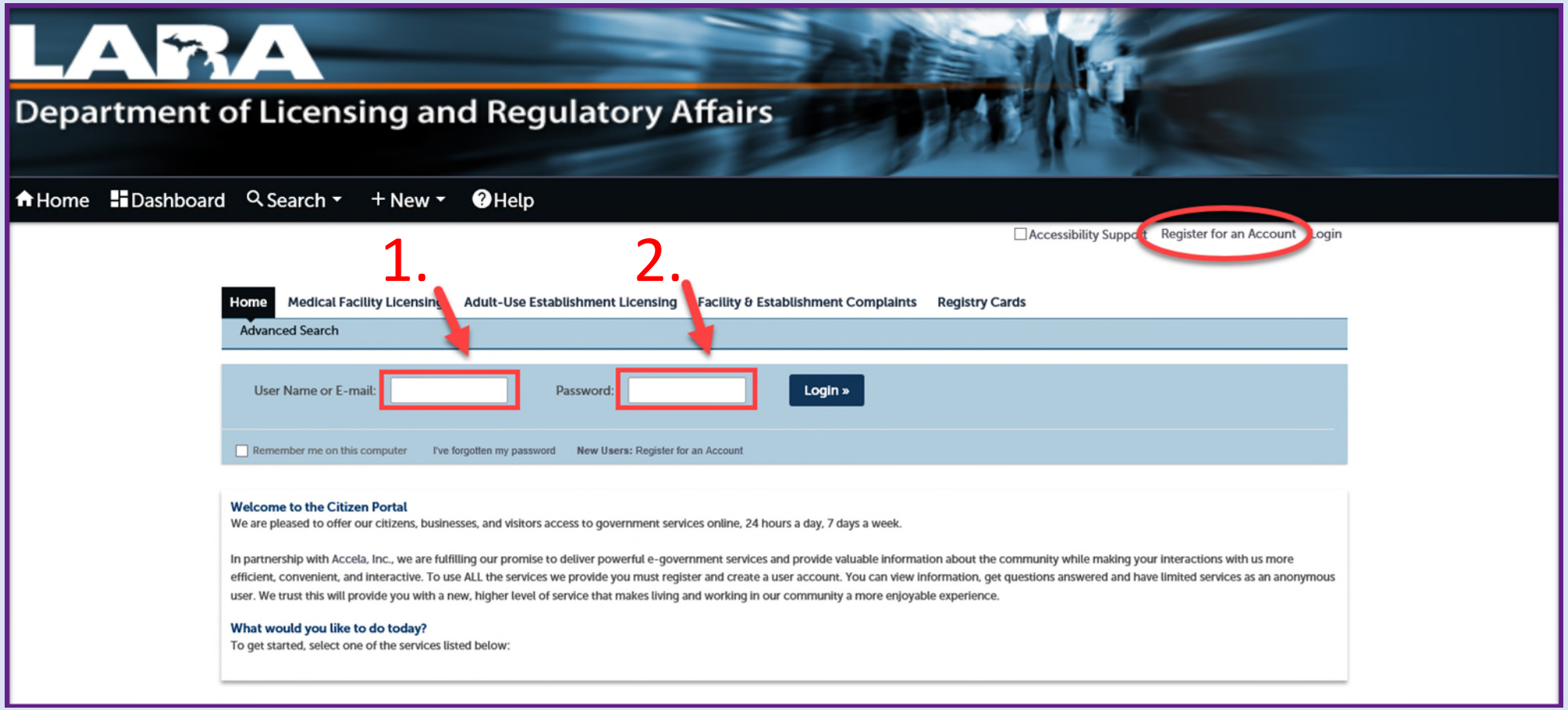
Accela Citizen Access

Withdraw from the Michigan Medical Marijuana Program in Accela

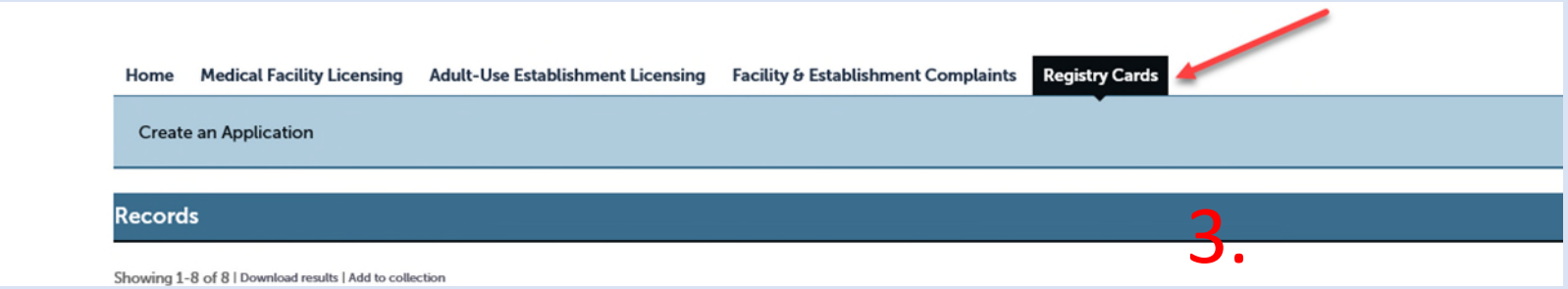
Withdraw from MMMP

Go to www.Michigan.gov/CRAonline. If you do not have an online account, you must Register for an Account and link.

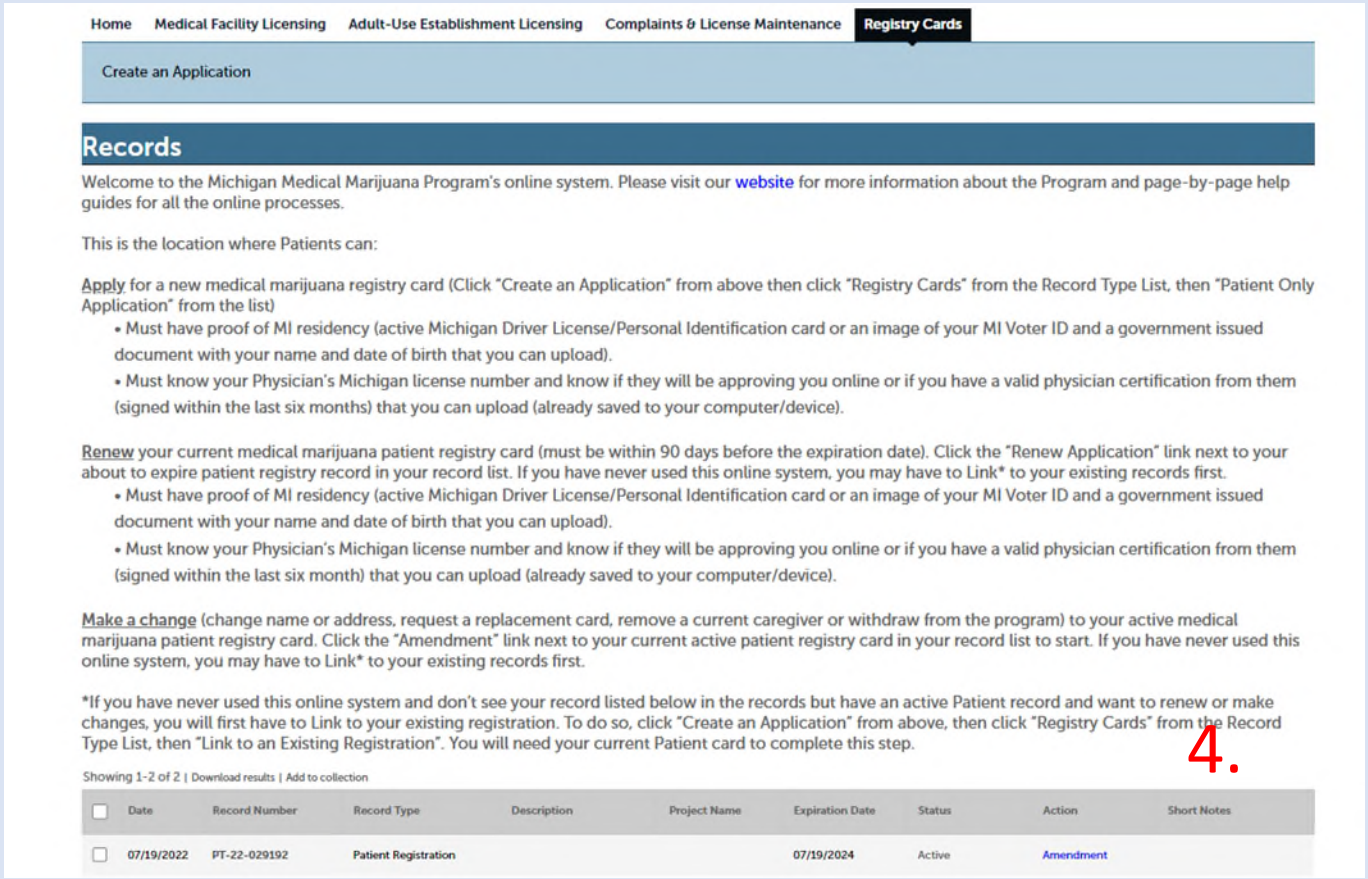
1. Enter your User Name **OR** E-mail address associated with your account.
2. Enter your Password. Click **Login.**



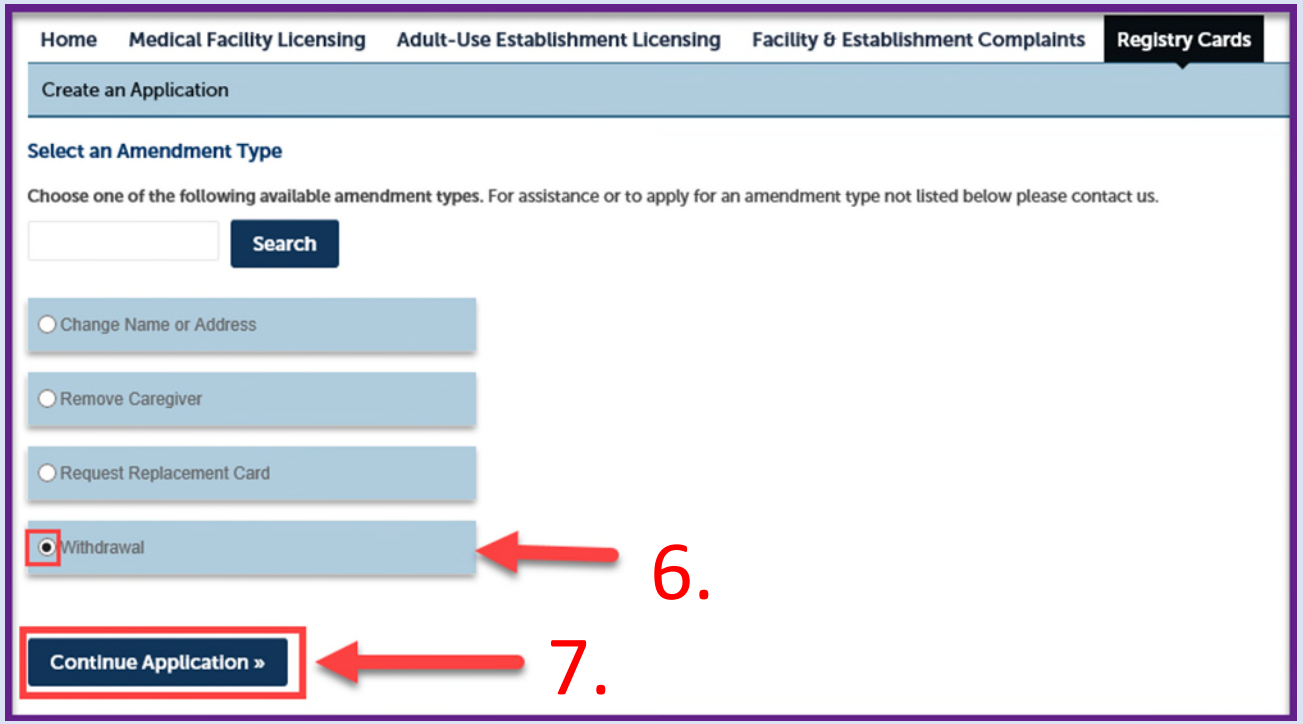
3. Click on **Registry Cards.**



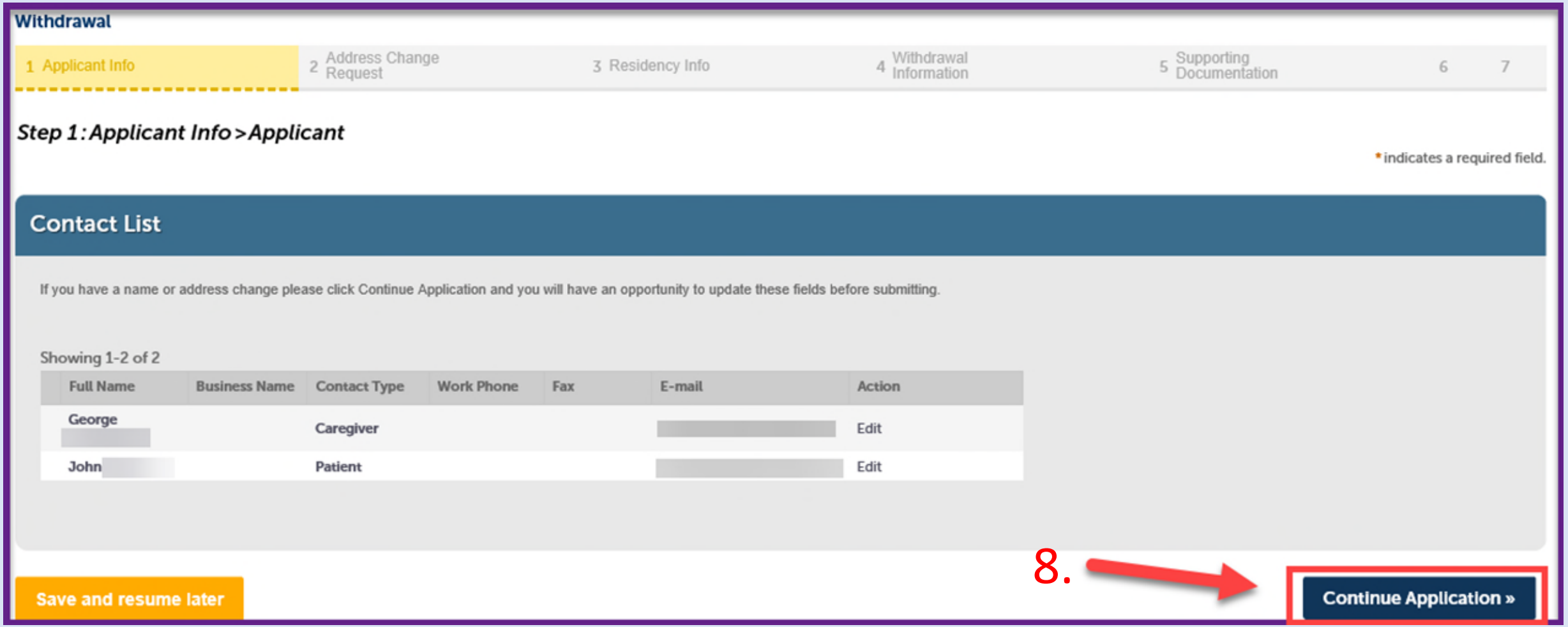
4. Find the active patient Registration record, click **Amendment.**



6. Select **Withdrawal** as the Amendment Type.
7. Click **Continue Application.**

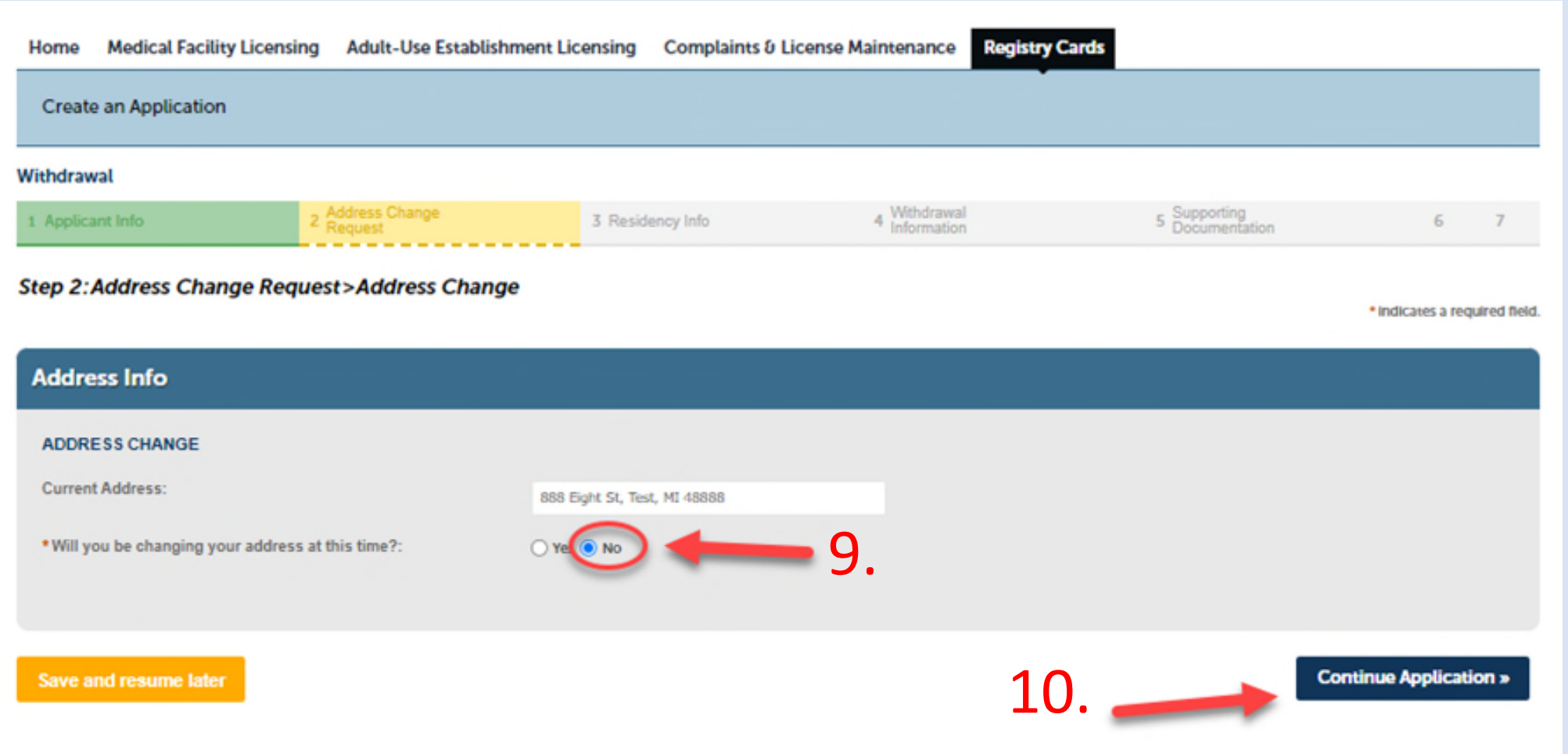


8. Click **Continue Application.**



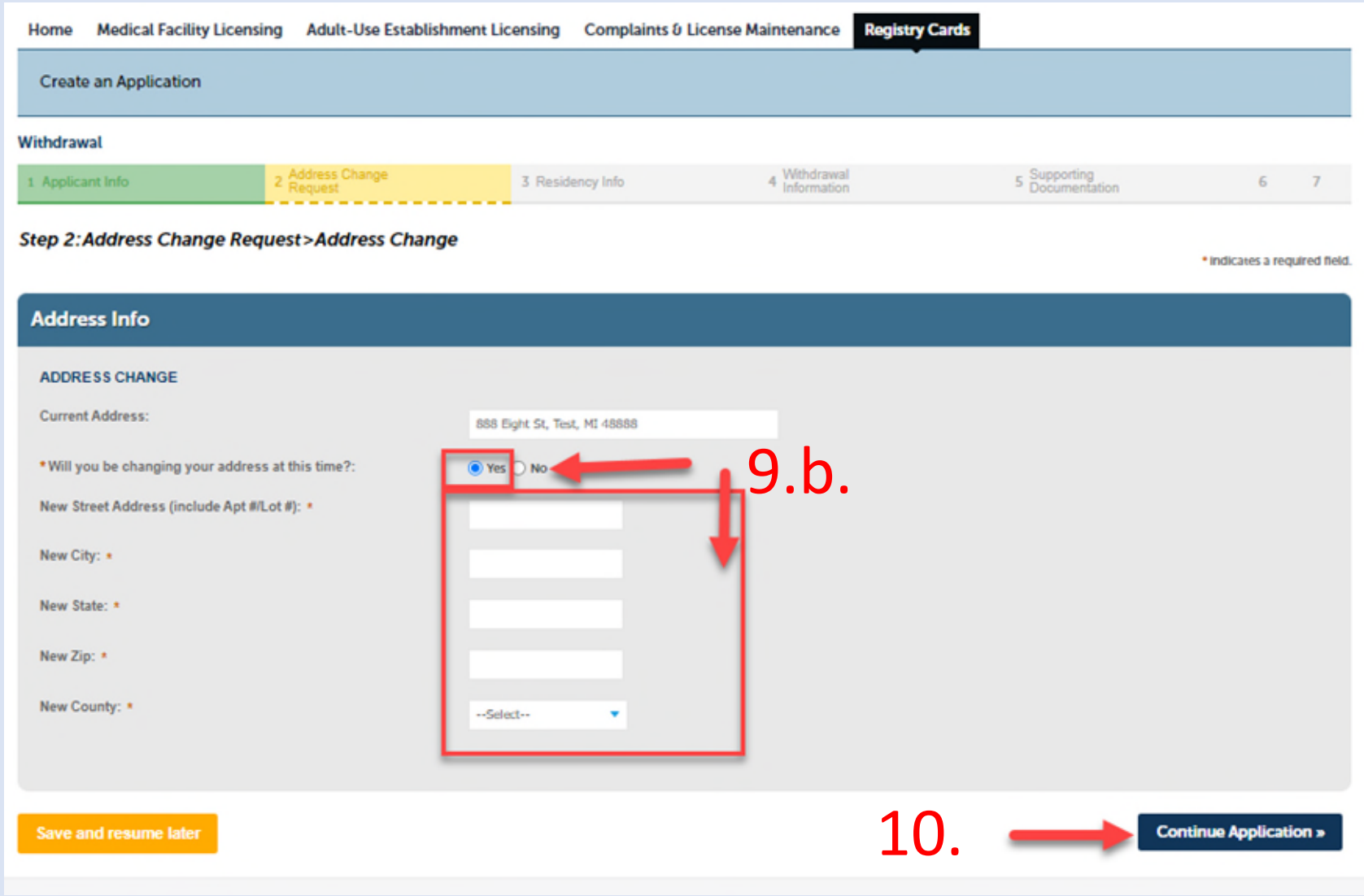
9. Select **Yes** or **No** for an address change**.** If you select **Yes**, skip to Step 9.b. on the next page, other wise select **No.**

10. Click **Continue Application.**



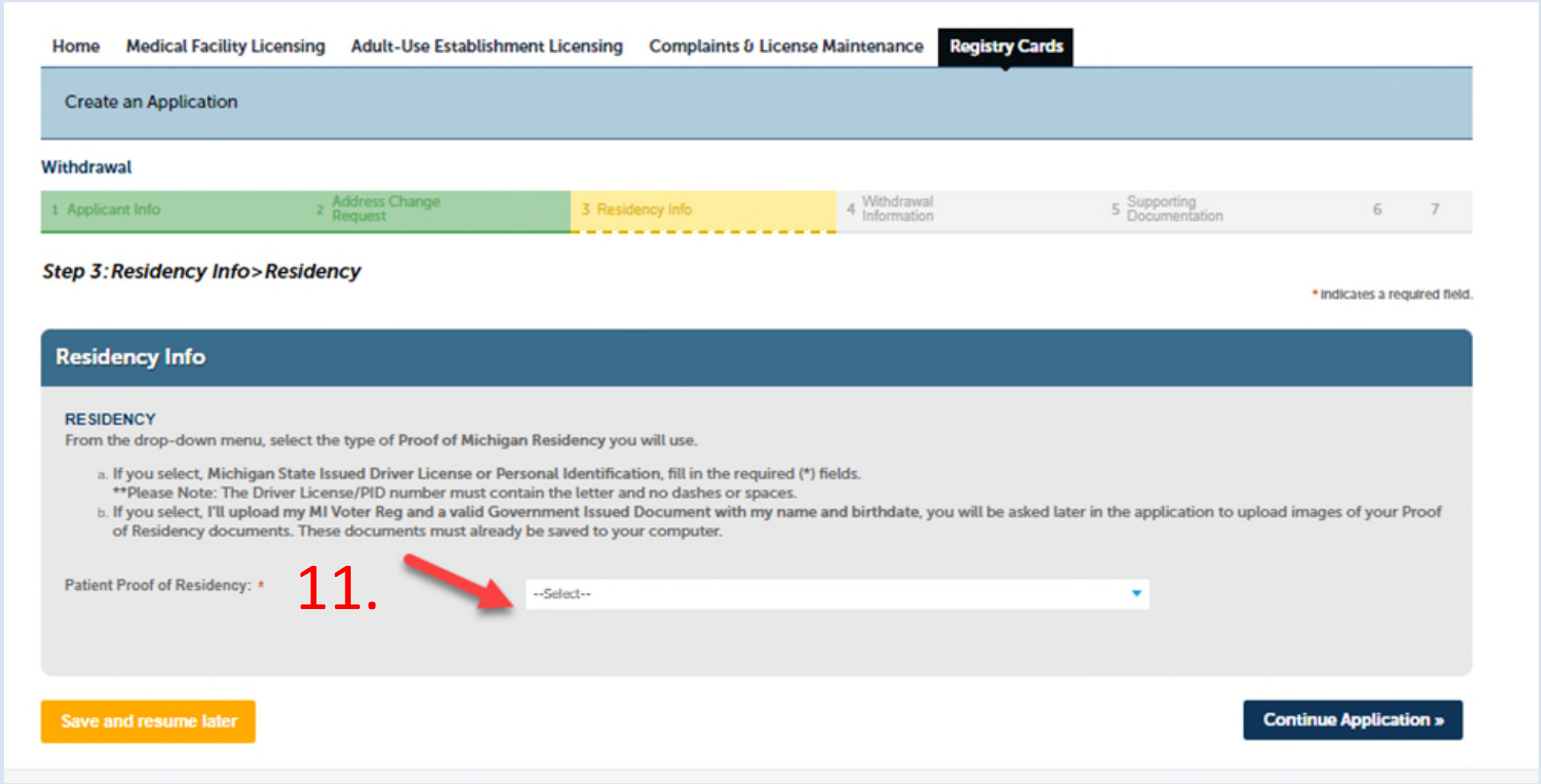
9. b. If you selected **Yes** for an address change, fill in the required fields (*) that appear.

10. Click **Continue Application.**



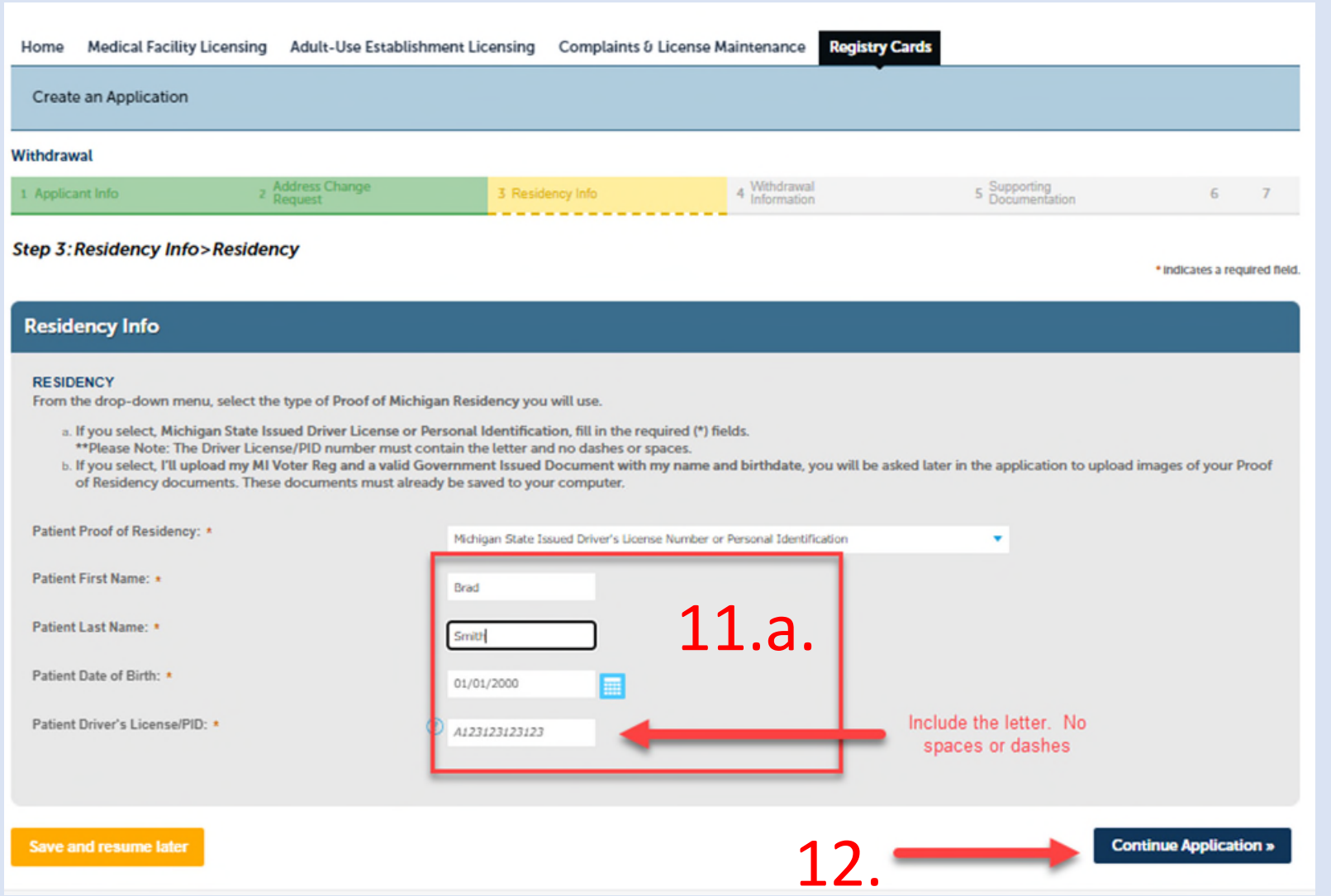
11. Select which type of proof of residency you will be using from the drop-down menu.
    - If you select **Michigan State Issued Driver's License Number or personal Identification**, continue to Step 11.a.

    - If you select, **I'll upload my MI Voter Reg and a valid Government Issued Document with my name and birthdate**, continue to Step 11.b. or c. You will then complete steps 11.d-11.i. later in the withdrawal. Make sure those documents are downloaded to your computer or device.



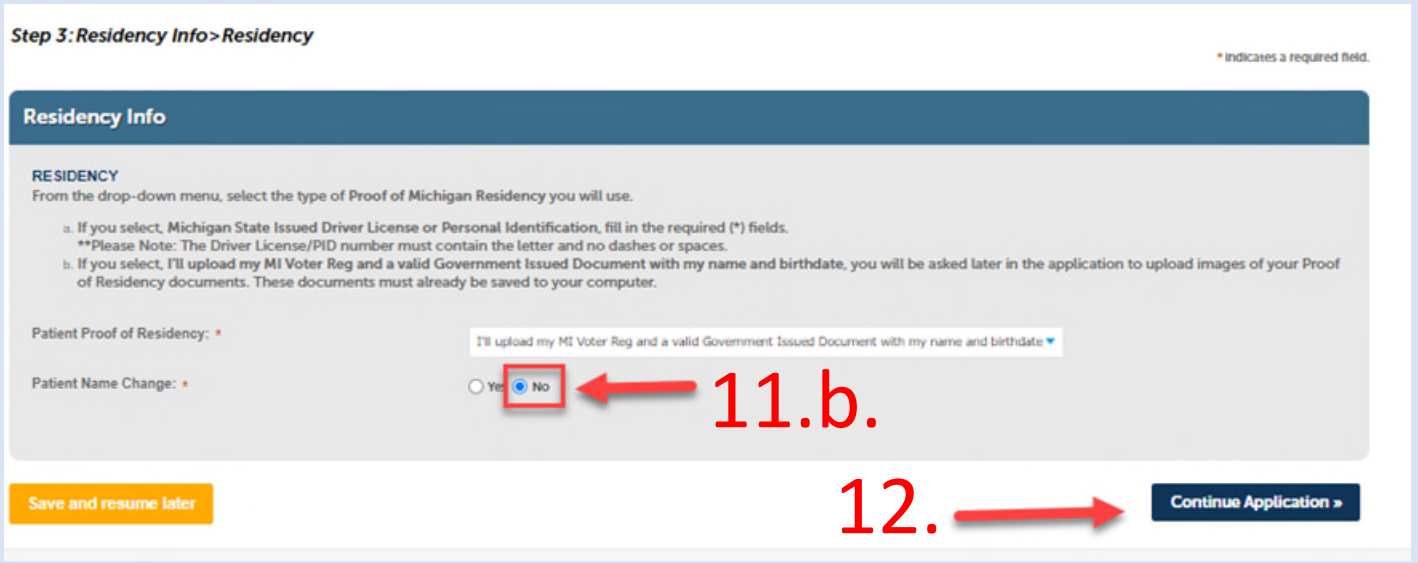
11.a. If you selected MI Driver's License or Personal identification, fill in the Required Fields (*). For the Driver's License/PID number, you must use the letter and no spaces or dashes.

12.Click **Continue Application.**



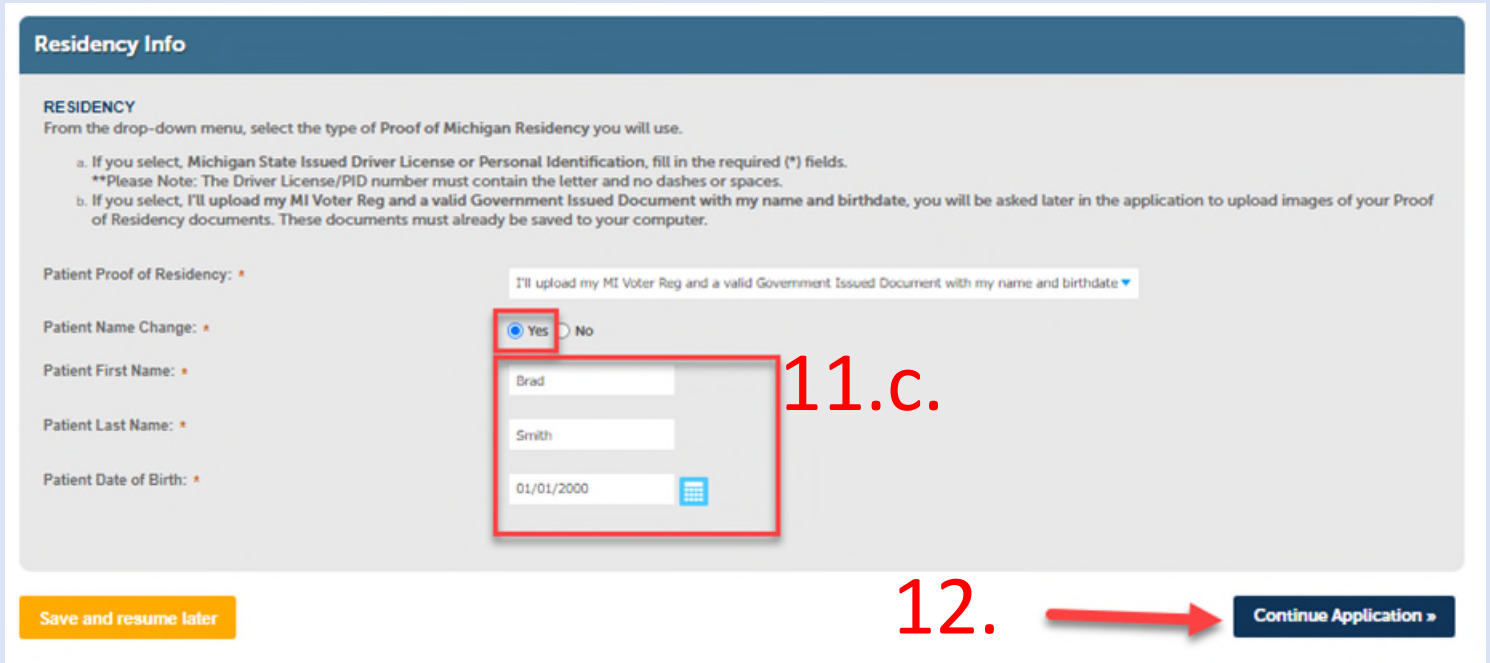
11.b. If you selected Voter ID and do not need a name change, select **No.**

12. Click **Continue Application.**

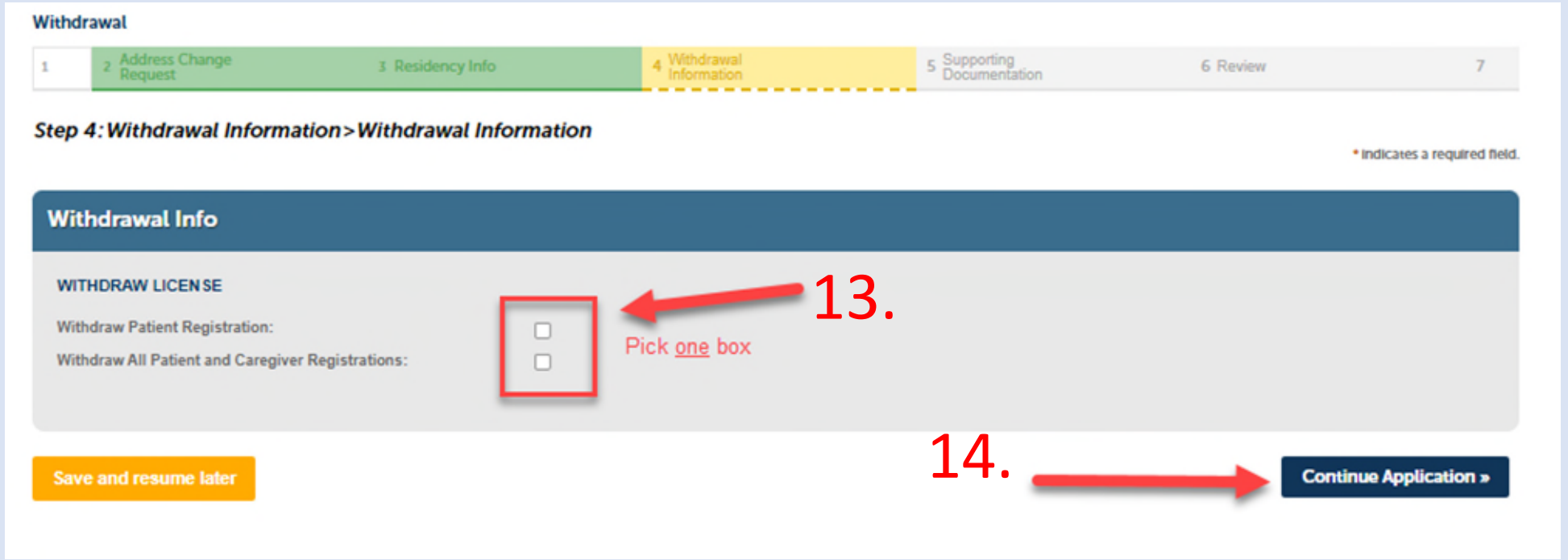


11.c. If you selected Voter ID and are changing your name, select **Yes.** Fill in the required fields (*), enter your **NEW** name in the respective field(s).

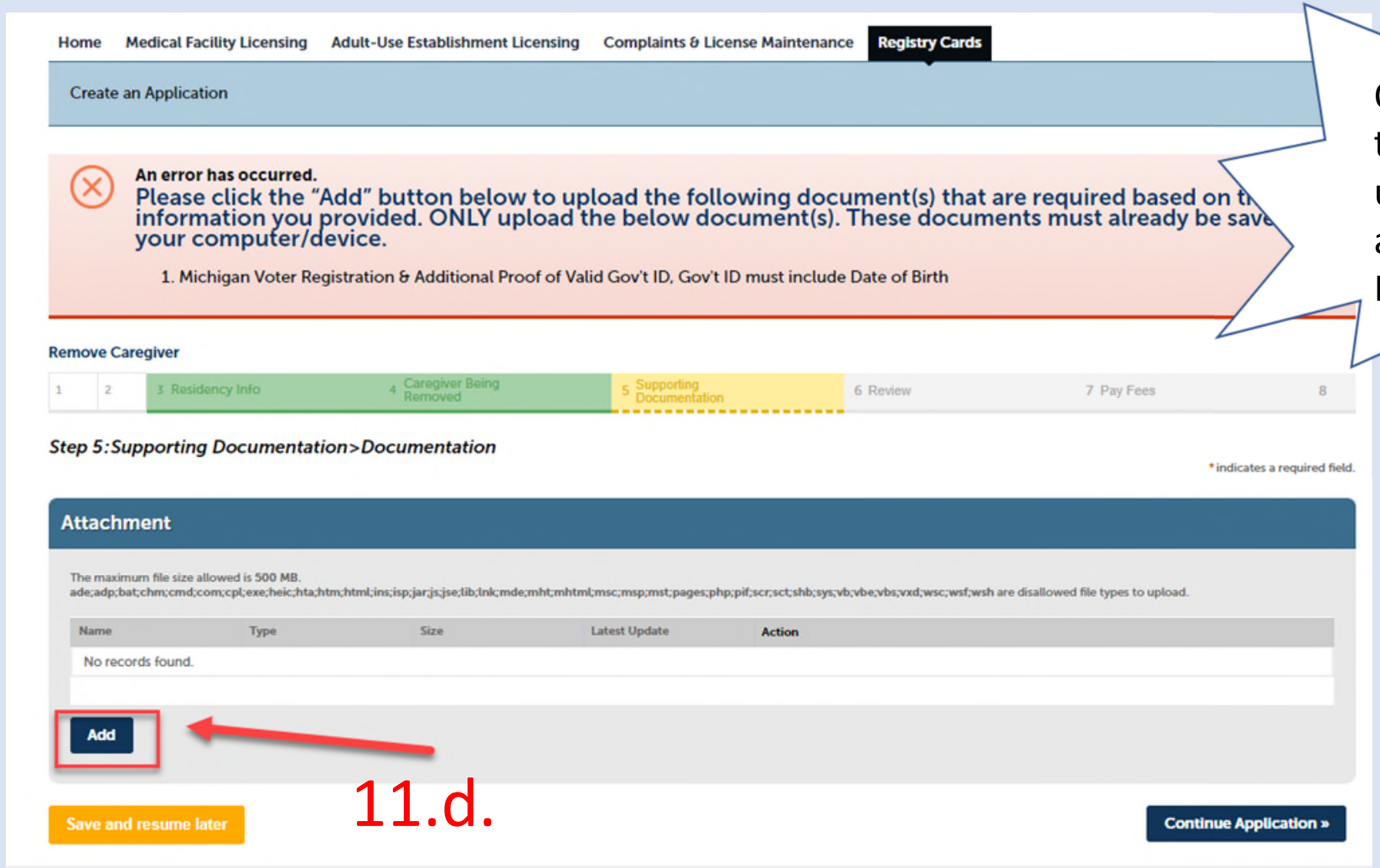
12.Click **Continue Application.**



13. Select **one** Withdrawal option.
    -If you wish to withdrawal **only** your Patient Registration, select **Withdraw Patient Registration.**
    -If you wish to withdrawal your patient **and** your caregiver registrations, select **Withdrawal All Patient and Caregiver Registrations.**
14. Click **Continue Application.**



11.d. 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.**



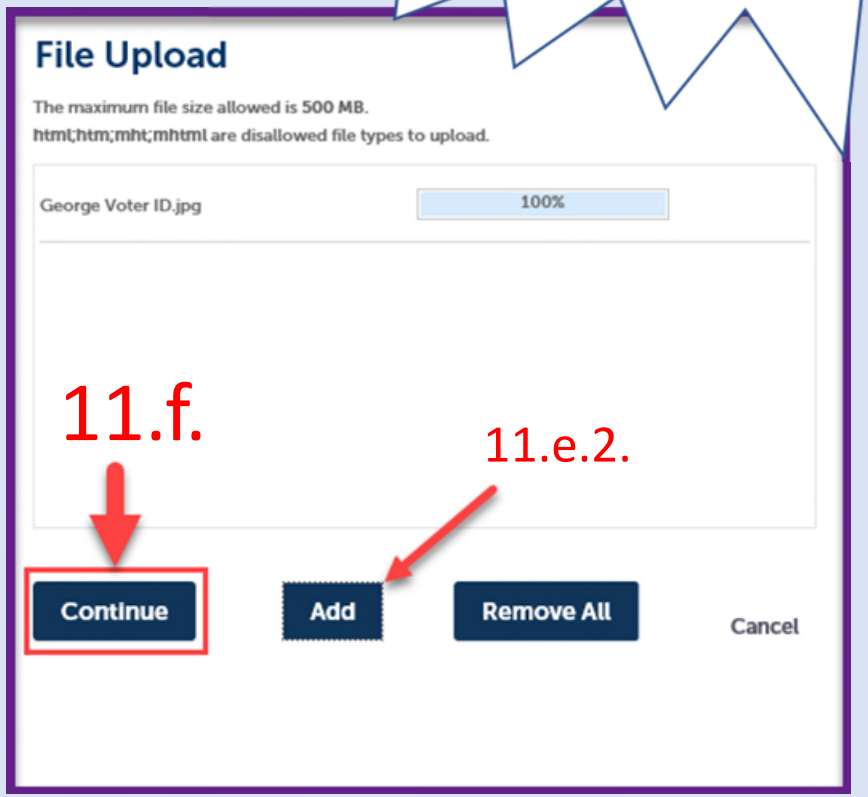
Only complete the steps on this page if you are uploading a Voter ID with additional document or MI ID card.

11.e. Click **Add** again. You will then select the documents saved on your device.

11.e.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.

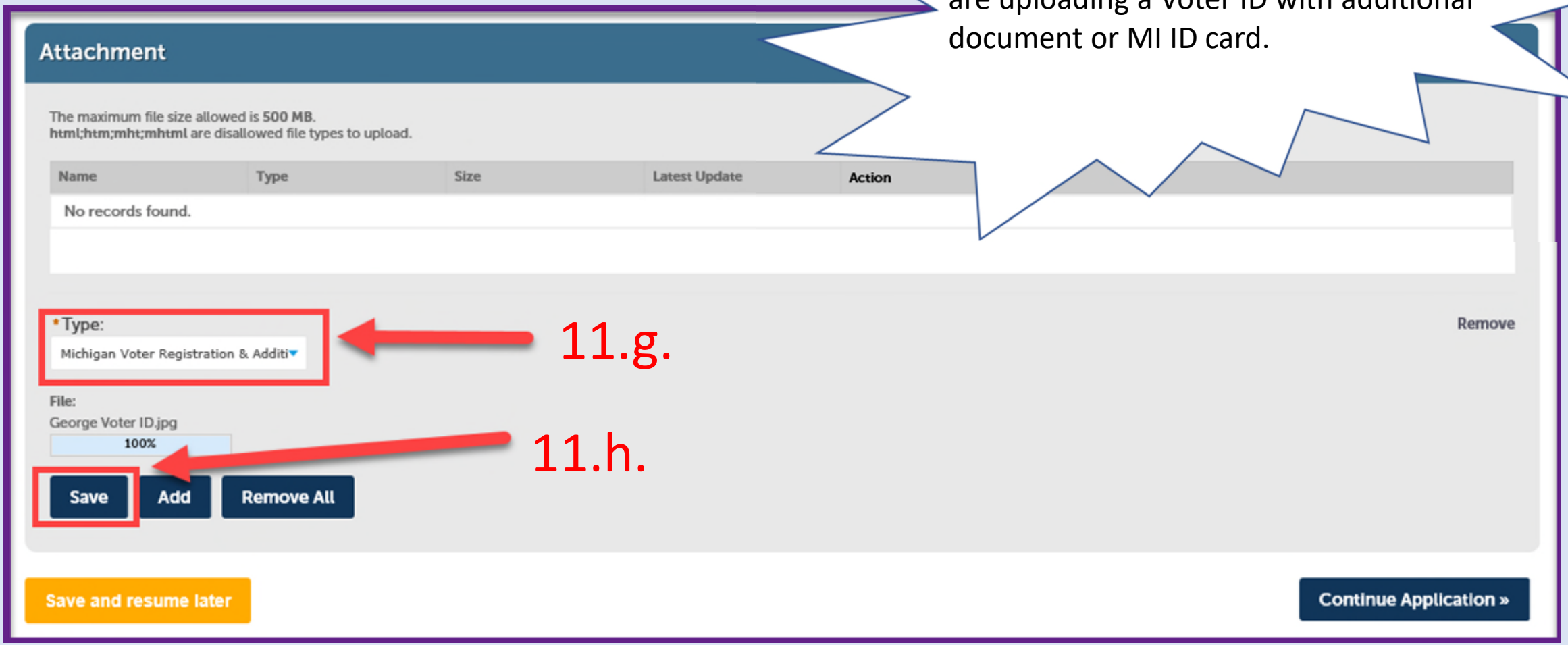
11.f. Once all documents are uploaded, click **Continue.**

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



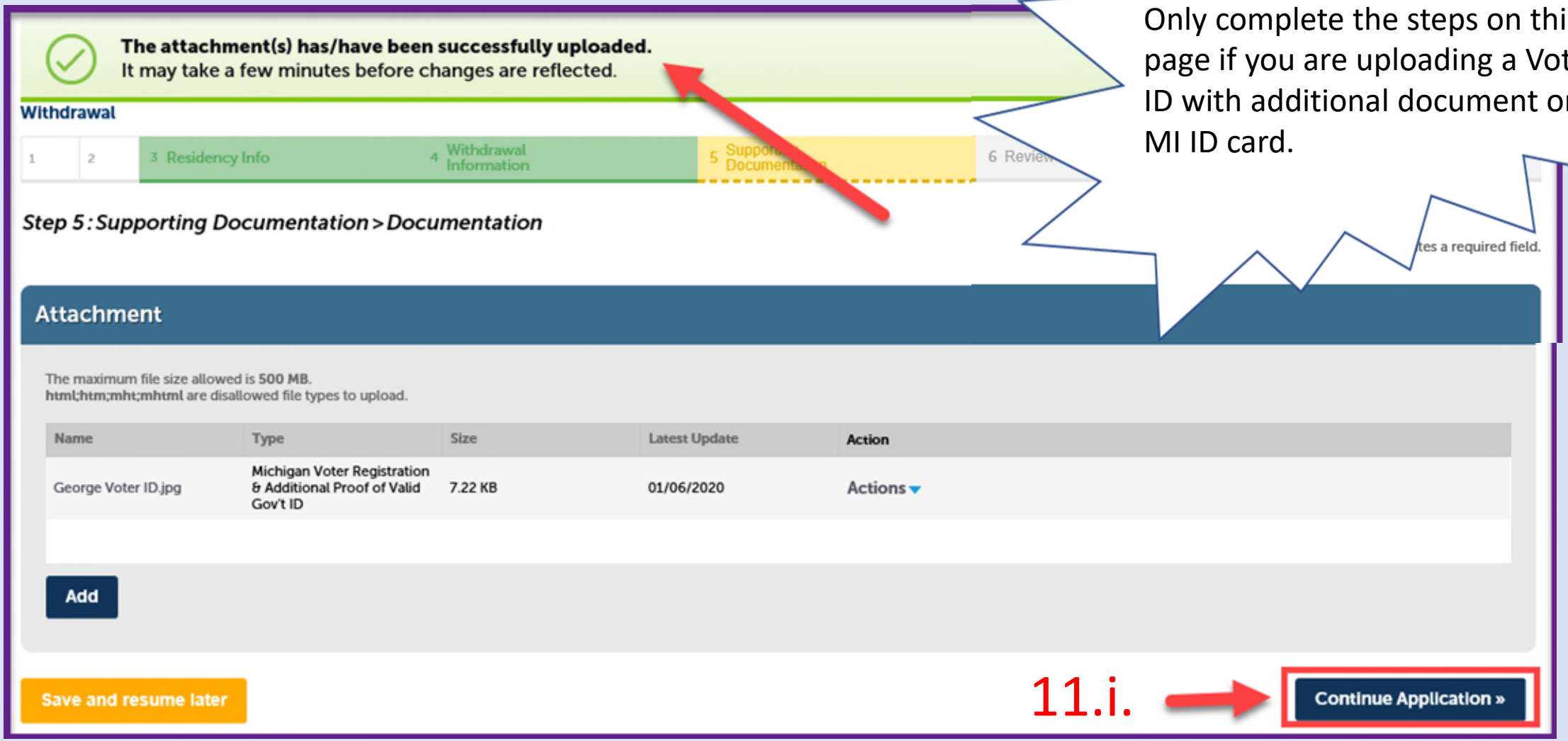
11.g. From the drop-down, select the **Type** of document you are uploading.
11.h. Click **Save.**

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.

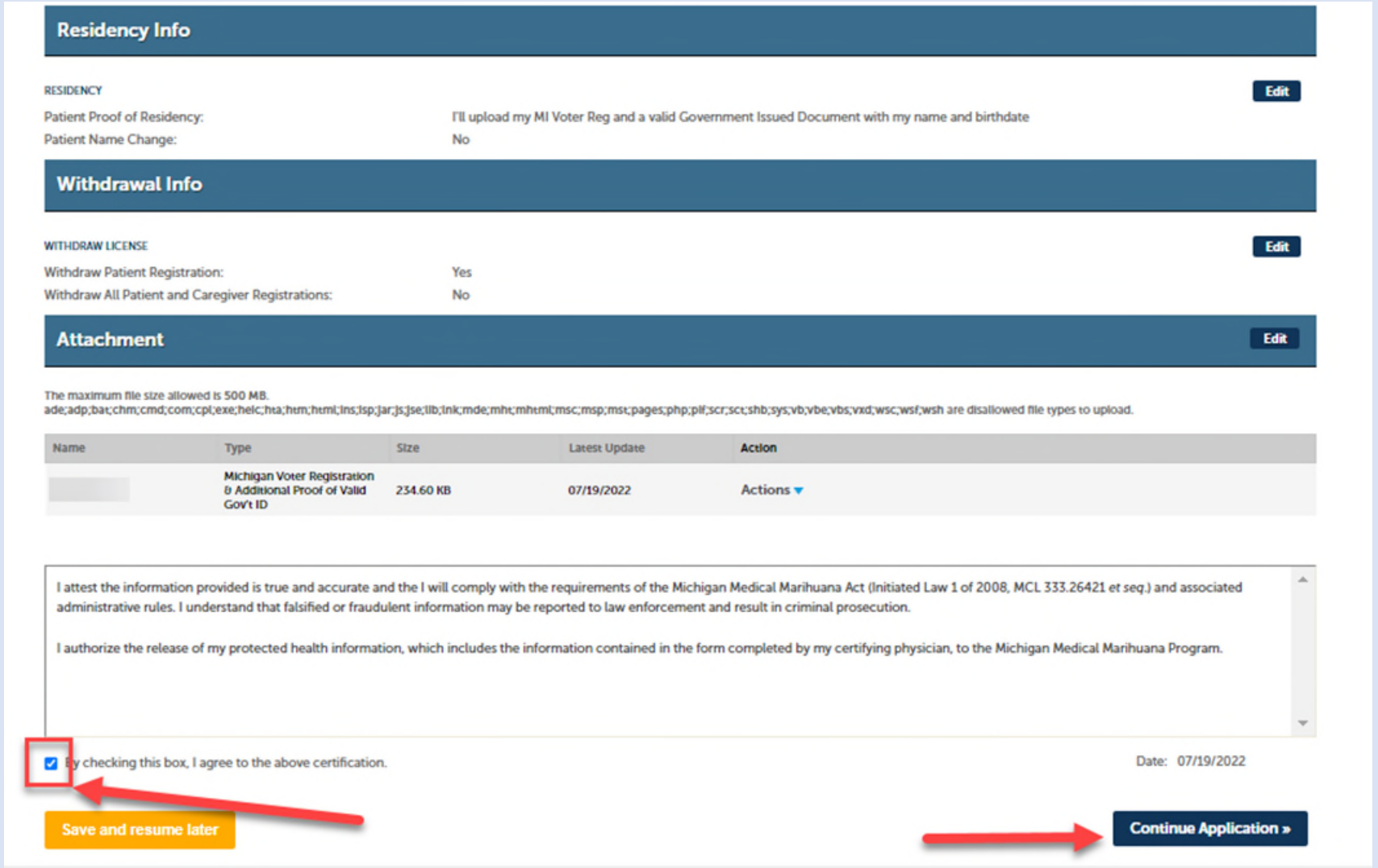
11.i. Click **Continue Application.**



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 an Edit button if necessary. Print a copy for your records.

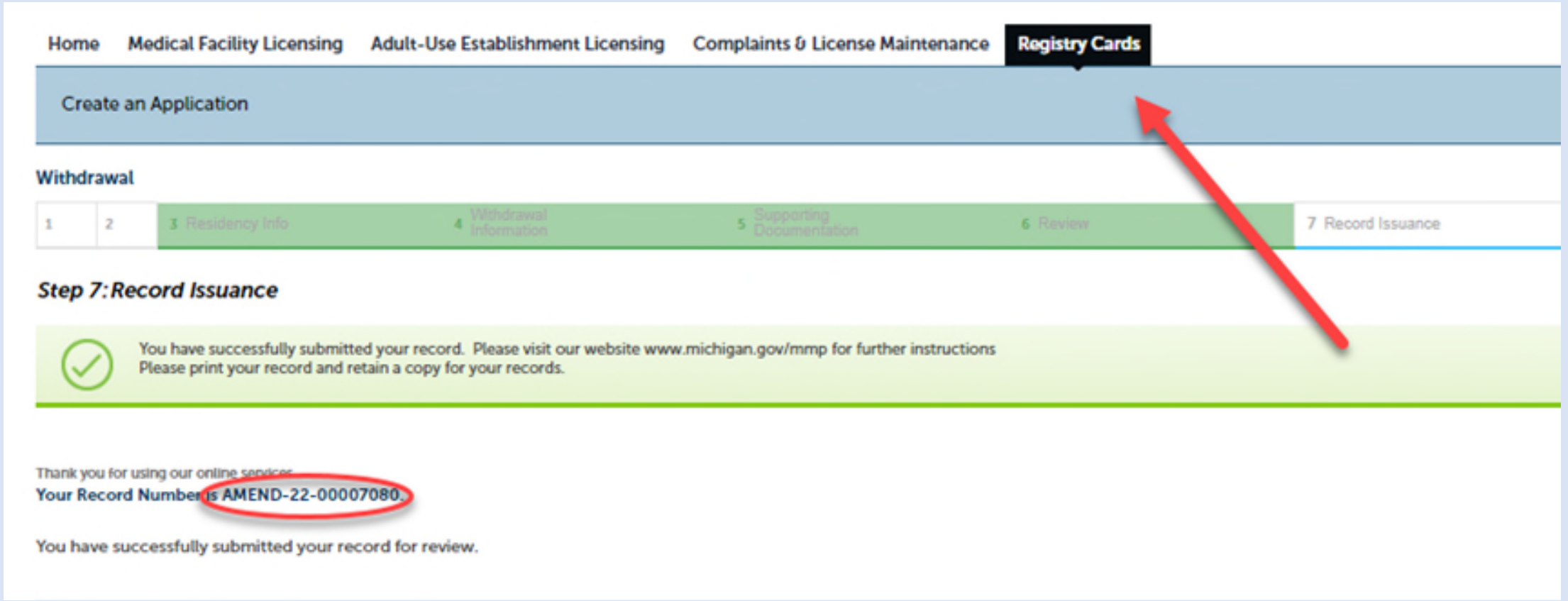
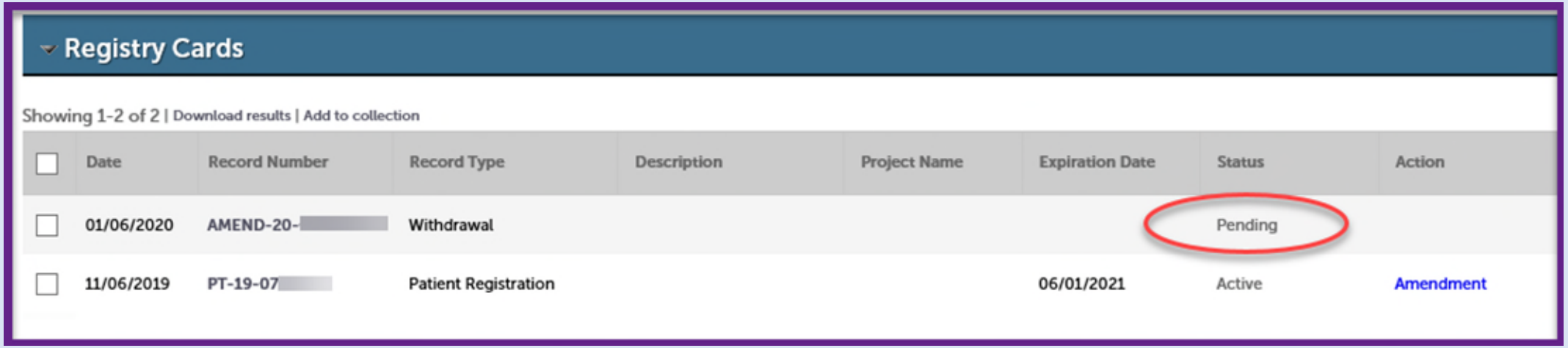
15. Read the Attestation, then check the **Attestation Box.**
16. Click **Continue Application.**



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 check the status of your Amendment while pending, click the **Registry Card** tab.



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