



**LABRA**

Department of Licensing and Regulatory Affairs

# Accela Citizen Access

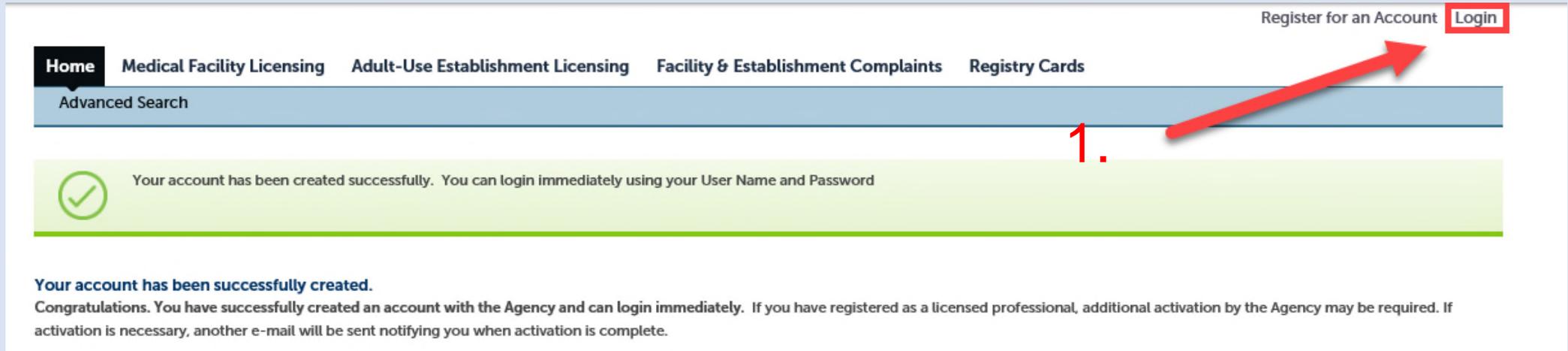
Link to an existing Registration Record in 

**\*\*Linking only needs to be done if your MMMP records are not already attached to an email account.\*\***

# Link to your existing Registration Record

## 1. Click Login.

\*\* Linking only needs to be done if your MMMP records are not already attached to an email account.



Register for an Account **Login**

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

Advanced Search

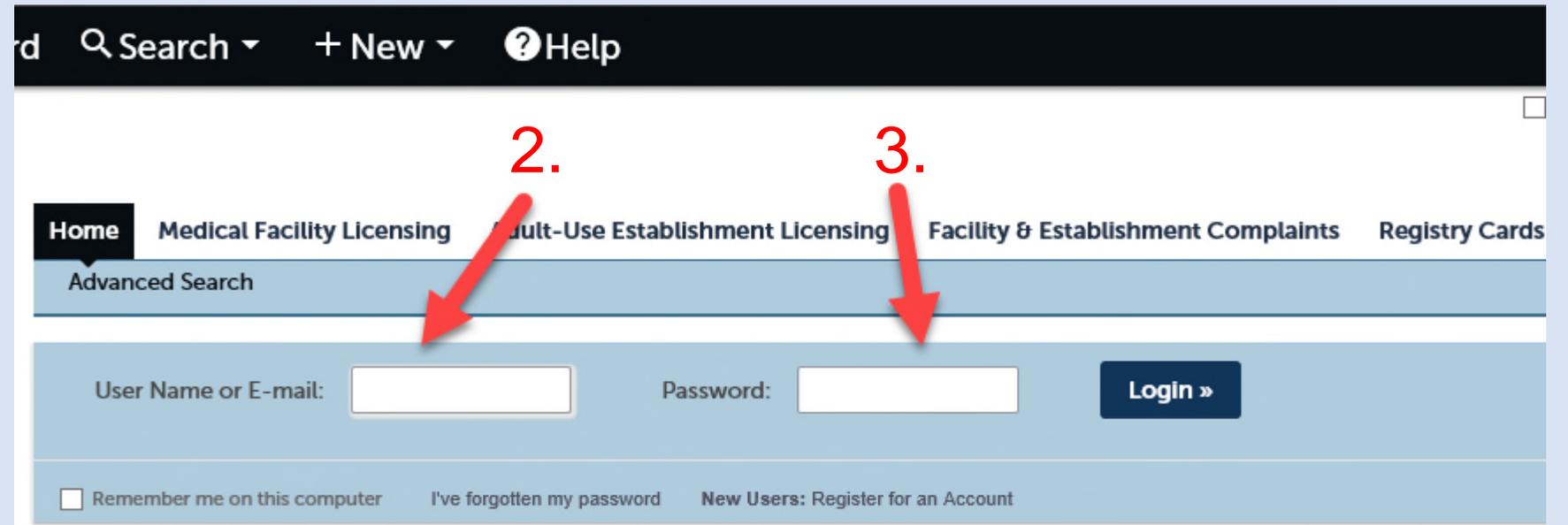
1.

Your account has been created successfully. You can login immediately using your User Name and Password

**Your account has been successfully created.**  
Congratulations. You have successfully created an account with the Agency and can login immediately. If you have registered as a licensed professional, additional activation by the Agency may be required. If activation is necessary, another e-mail will be sent notifying you when activation is complete.

## 2. Enter the User Name OR E-mail you created.

## 3. Enter the Password you created.



rd Search ▾ + New ▾ ? Help

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

Advanced Search

User Name or E-mail:  Password:  **Login »**

Remember me on this computer I've forgotten my password New Users: Register for an Account

4. Click on the **Registry Cards** tab.

4.5 Click on **Create an Application**.



5. Read the General Disclaimer and check the **acceptance box**.

6. Click **Continue Application**.

7. Under Select a Record Type, click on **Registry Cards**.

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

Create an Application

Online Application

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

**General Disclaimer**

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

5.

**Continue Application >**

6.

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

Create an Application

Select a Record Type

Choose one of the following record types. For assistance or to apply for a record type not listed below please contact us.

Search

▶ **Registry Cards**

▶ Physician Registration

7.

**Continue Application >**

8. Select **Link to Existing Registration**.

9. Click **Continue Application**.

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

Create an Application

Select a Record Type

Choose one of the following record types. For assistance or to apply for a record type not listed below please contact us.

Search

▼ Registry Cards

Link to Existing Registration (Linking only needs to be completed if your MMMP Patient records are not already attached to an online account with us)

Patient Only Registry Application

► Physician Registration

**Continue Application »**

*Note: A red box highlights the 'Link to Existing Registration' option, and a red arrow labeled '8.' points to it. Another red box highlights the 'Continue Application »' button, with a red arrow labeled '9.' pointing to it.*

10. Click **Select from Account**.

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

Create an Application

Link to Existing Registration (Linking only needs to be completed if your MMMP Patient records are not already attached to an online account with us)

1 Step 1 2 Review 3 Record Issuance

**Step 1: Step 1 > Contact Information** \* indicates a required field.

**Patient**

If you have a name or address change, please select Continue Application and you will have an opportunity to update these fields on your next application, renewal or amendment.

**Select from Account**

Save and resume later **Continue Application »**

*Note: A red box highlights the 'Select from Account' button, with a red arrow labeled '10.' pointing to it.*

11. Check the box next to "Mailing" for your address.

12. Click **Continue**.

13. Click **Continue Application**.

[Link to Existing Registration \(One time only then Renew or Make Changes\)](#)

1 Step 1

2 Review

Step 1: Step 1 > Contact Information

## Patient

If you have a name or address change please click Continue Application and you will have an opportunity to update these fields before submitting.

✔ Contact added successfully.

Home phone  
Mobile Phone:  
Work Phone:  
Fax:  
Edit Remove

### ▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

Showing 1-1 of 1

| Address Type | Recipient | Address      | Action    |
|--------------|-----------|--------------|-----------|
| Mailing      |           | 1776 Main St | Actions ▼ |

Save and resume later

## Select Contact from Account

### Patient

Select contact addresses for this contact to attach to the record.  
Required contact address type(s): Mailing

Showing 1-1 of 1

| <input type="checkbox"/>            | Address Type | Recipient | Address      |
|-------------------------------------|--------------|-----------|--------------|
| <input checked="" type="checkbox"/> | Mailing      |           | 1776 Main St |

Continue

Discard Changes

Continue Application »

13.

11.

12.

14. **Enter your PIN** (the small number printed directly **below** the large “P” on your current Registry Card). If you have misplaced your Registry Card, you can click on the “Request for Disclosure of Print Audit Number” link to request your PIN.

15. Click **Continue Application**

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

Create an Application

Link to Existing Registration (Linking only needs to be completed if your MMMP Patient records are not already attached to an online account)

1 Step 1 2 Review 3 Record Issuance

**Step 1: Step 1 > Registration Information**

**Provide Your Information**

**PIN**  
Please enter the small characters (may include numbers and letters) printed directly below the large “P” on your current patient registry card. If you misplaced your Registry Card you may request your PIN by filling out the [Request for Disclosure of Print Audit Number](#) form and submitting it to our office.  
You will receive an error message if your first name, last name & date of birth does not match the information on your current patient registry card. You will also receive an error message if you already have an email address attached to your registry card.

\*PIN Code from your Registry Card.:

Save and resume later

15.

**DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
MICHIGAN MEDICAL MARIJUANA PROGRAM**

Michigan Registry Patient ID Card

NO PHOTO AVAILABLE

LARA  
LICENSING AND REGULATORY AFFAIRS  
COURTESY: DANIEL JUSTICE PHOTOS

Registry Number: [REDACTED]  
Name: [REDACTED]  
Address: [REDACTED]  
DOB: [REDACTED]  
Issued: 12/19/2014  
Expires: 01/01/2021  
Authorized to Possess Plants: YES

**P**  
1342823

# 16. Click **Continue Application**.

**Link to Existing Registration (One time only then Renew or Make Changes)**

1 Step 1 | 2 Review | 3 Record Issuance

**Step 2: Review**

Save and resume later Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

Link to Existing Registration (One time only then Renew or Make Changes)

**Patient** Edit

Individual  
C: [redacted]  
Primary Phone: [redacted]  
E-mail: [redacted]

**Provide Your Information**

PIN Edit  
PIN Code from your Registry Card.: P, [redacted]

Save and resume later Continue Application »



17. You will receive confirmation that your account has been linked.

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

Create an Application

Link to Existing Registration (Linking only needs to be completed if your MMMP Patient records are not already attached to an online account with us)

1 Step 1 2 Review 3 Record Issuance

**Step 3: Record Issuance**

 You have successfully linked to your existing records. Please click on the Home tab at the top of the page then My Records to view your current records. You can submit an Amendment or Renewal (If within 90 days of your expiration date). For further instruction please visit our website [www.michigan.gov/mmp](http://www.michigan.gov/mmp).

Thank you for using our online services.  
**Your Record Number is LIC-REG-51.**

You have successfully submitted your record for review.

[View Record Details »](#)