

Low Impact Registration Process

If you want to sell Low Impact Fireworks and have an Accela account, use this tutorial.



FIRE SERVICES

To get started go to: https://www.michigan.gov/bfs

Then under **Quick Links**, click on **Accela Automation- Citizen Portal** on the right- hand side to start the application.

OR

Click here to get to: <u>Accela</u> <u>Automation</u> <u>Citizen's Portal</u>

LICENSING AND REGULATORY AFFAIRS BUREAU LIST SEARCH LICENSE TYPES VERIFY A LICENSE FILE A COMPLAINT LARA NEWS RELEASES FOIA REQUEST LARA / BUREAU LIST / FIRE SERVICES State Fire Marshal QUICK **Fire Services** LINKS Fireworks **Fire Fighter Training Division** Welcome to the Bureau of Fire Services Contact Us 📆 U OF FIRE SERVI Fire Service Directory Plan Review Mission Statement Forms To provide for the protection of persons and **Storage Tank Division** property from exposure to the dangers of fire Public Acts and through inspection and fire prevention and to serve Administrative Rules Field Services the training needs of over 30,000 fire fighters in the **FOIA Request** state of Michigan. FIRE MAR NFIRS BFS News Releases Vision Statement The tenacious pursuit of providing a fire safe environment for all **Fire Services Related Links MI Prevention** firefighters and citizens in the state of Michigan. **Reporting and Notification** Marijuana Plan of Hazardous Material **Reviews/Inspections** Incidents State Fire Marshal Accela Automation **Citizen Portal** Sign up here to receive GovDelivery announcements from the Bureau of Fire Services **Fireworks Complaint** Hotline View the GovDelivery Announcements



FIRE

SERVICES

Once on the Verify a License page, you will need to fill out:

User Name or E-mail: & Password:

Then click on: Login >>

	Announcements	Accessibility Support	Register for an Account	Login
/erify a License				
*You must have an account to apply for or renew a licens	Se**	First La	ast or License #	Qv
Click here for instructions on how to register for an accourt	nt			
Click here for instructions on how to link and renew licens	es			
Vould you like to renew a trade license? YES				
Home BCC Licenses BCC Permits Plan Review Fire Ser	rvices OLSR			
Advanced Search 🗸				
Welcome to the new Citizen Portal				
We are pleased to offer our citizens, businesses, and visitors access	to government	Logir		
We are pleased to offer our citizens, businesses, and visitors access services online, 24 hours a day, 7 days a week.	to government		Name or E-mail:	
•	r powerful ommunity while active. To use ALL . You can view	User Pass		
services online, 24 hours a day, 7 days a week. In partnership with Accela, Inc., we are fulfilling our promise to delive e-government services and provide valuable information about the co- making your interactions with us more efficient, convenient, and inter the services we provide you must register and create a user account information, get questions answered and have limited services as an We trust this will provide you with a new, higher level of service that r	r powerful ommunity while active. To use ALL . You can view anonymous user.	User Pass	Name or E-mail:	
services online, 24 hours a day, 7 days a week. In partnership with Accela, Inc., we are fulfilling our promise to delive e-government services and provide valuable information about the co making your interactions with us more efficient, convenient, and inter the services we provide you must register and create a user account information, get questions answered and have limited services as an	r powerful ommunity while active. To use ALL . You can view anonymous user.	User Pass	Name or E-mail:	

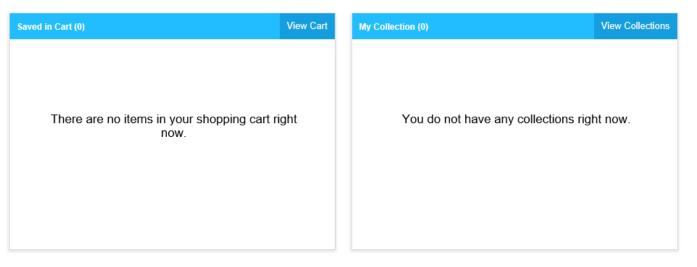


SERVICES

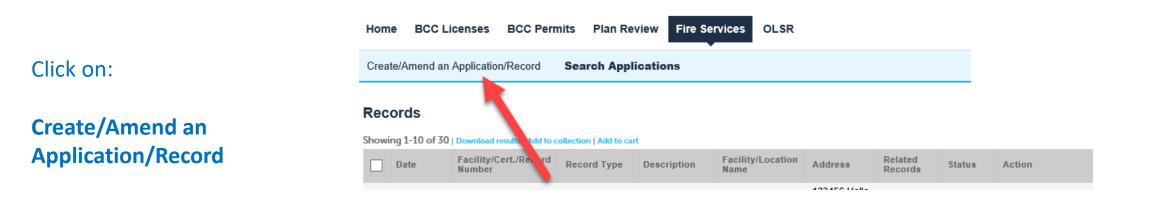
Once logged into Accela, this will be what the Home screen looks like.

Click on: Fire Services

Collections (0) Cart (0) Account Management Logout Announcements Logged in as: Verify a License Qv First Last or License # **You must have an account to apply for or renew a license** Click here for instructions on how to register for an account Click here for instructions on how to link and renew licenses Would you like to renew a trade license? YES BCC Licenses BCC Permits Plan Review Fire Services OLSR Home Advanced Search 🗸 Dashboard My Records My Account Hello,









SERVICES

Please review and accept the terms by clicking the box that says, "I have read and accepted the above terms".

Then underneath that click **"Continue Application**".

Home BCC Licenses BCC Permits Plan Review Fire Services OLSR Create/Amend an Application/Record Search Applications

Online Application

Welcome to LARA's Online Permitting System. Using this system you can submit and update information, pay fees, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

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

LARA Systems Use Notification

The Michigan Department of Licensing and Regulatory Affairs(LARA) computer information systems are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business.

Systems users are prohibited from using any assigned or entrusted access control mechanisms for any nurnoses other than those required to perform

I have read and accepted the above terms.

Continue Application »



To see all the options for Low Impact Fireworks.

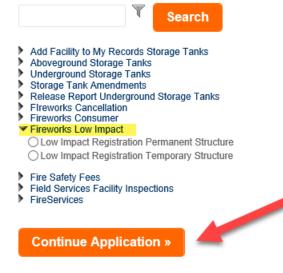
Click on: Fireworks Low Impact

If you are unsure on what Firework Type you should apply for, please review the next page.

Home	BCC Licenses	BCC Pern	nits	Plan Review	Fire Services	OLSR	
Create/A	mend an Application	n/Record	Sear	ch Applications			

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type contact us.





Low Impact Fireworks:

Ground sparkling devices, ground based or handheld sparklers.

Low Impact Permanent Registration:

A building or structure that is affixed to a foundation on a site that has fixed utility connections and that is intended to remain on the site for more than 180 consecutive calendar days.

Low Impact Temporary Registration:

A movable structure that is used in the sale, display, storage, transportation, or distribution of fireworks, including, but not limited to, a tent or a stand.



Low impact's must be registered 10 days prior to sales.



Low Impact Registration Permanent Structure

		1 Step 1	2 Step 2	3 Step 3	4 Review	5 Pay Fees	6
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Step 1: Step 1 > Location

Fill out the location information for your Fireworks Facility.

Click on: Continue Application

Retail Sales Location Name

* Facility/Project Name:

Retail Sales Location



2

* indicates a required field.

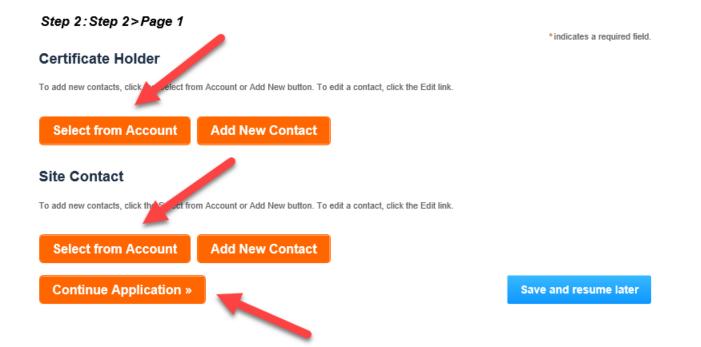
Save and resume later



SERVICES

Now click on : Select from Account (Below the Certificate Holder) & Select from Account (Below the Site Contact)

Once you have added your contact's click on: Continue Application





Low Impact Registration Permanent Structure

1 Step 1 2 Step 2 3 Step 3 4 Review 5 Pay Step 3: Step 3>Page 2 Application Information APPLICATION INFORMATION O Yes O * Is the applicant a Sole Proprietorship: What is your Federal Taxpayer Identification Number (if not AA-1234567 applicable enter N/A): AA-1234567 *What is your current Michigan Sales Tax License Number: *What is your current Michigan Sales Tax License Expiration Date: mm/dd/yyyy *Business Name Listed on Sales Tax License: *Fireworks Business Name/Doing Business As: *At what address will you be storing fireworks (street, city, zip): *What county will your retail sales be located: * In which city, township or village will your retail sales be located:



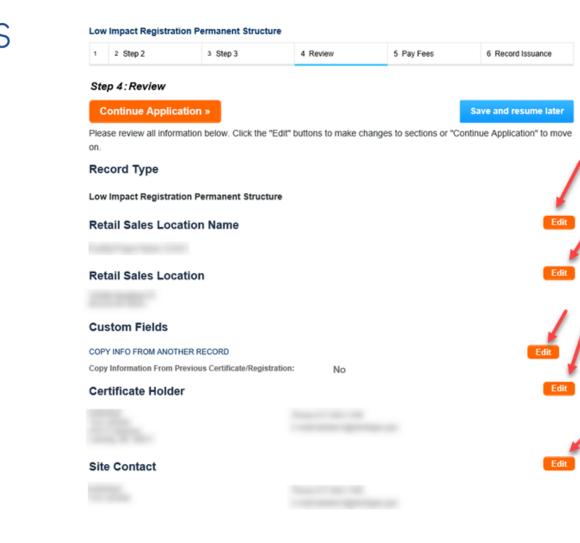


Fill out all the Application Information.

Click on: **Continue Application**



Now that all the information has been filled out, you have time to review it and make sure it is correct. If you see any errors at this time you can click on the Edit button and make changes.





Once you are done reviewing your information.

FIRE

SERVICES

Please review and accept the terms by clicking the box that says, **"By Checking this box, I agree to the above certification".**

Then underneath that click **"Continue Application**".

Application Information

APPLICATION INFORMATION

Is the applicant a Sole Proprietorship:	No
What is your Federal Taxpayer Identification Number (if not applicable enter N/A):	AA-1234567
What is your current Michigan Sales Tax License Number:	AA-1234567
What is your current Michigan Sales Tax License Expiration Date:	12/31/2020
Business Name Listed on Sales Tax License:	fireworks
Fireworks Business Name/Doing Business As:	Firworks
At what address will you be storing fireworks (street, city, zip):	1245 Boom
What county will your retail sales be located:	Ingham
In which city, township or village will your retail sales be located:	Lansing

Owner/Cert Holder

OWNER/CERT HOLDER INFORMATION

First Name:	Fireworks
Last Name:	Rocks
Fireworks Business Name:	Fireworks
Street Address 1:	12345 Fireworks
Street Address 2:	
City:	Lansing
State:	MI
Zip Code:	48911
Phone:	517-251-4444
Email:	fireworks@michigan.gov

Custom Lists

SALES REPORT INFORMATION

Continue Application »

No Custom Lists data for the sub group above.

Edit

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

✓ By checking this box, I agree to the ve certification.

Date: 01/16/2020

Edit

Edit

Save and resume later



Then you will want to click on: Check Out

Low Impact Registration Permanent Structure

1	2 Step 2	3 Step 3	4 Review	5 Pay Fees	6 Record Issuance
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Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
	1	\$50.00
TOTAL FEES:: \$50.00 Note: This does not include actuational inspection fees which may be assessed later.		
Check Out » Continue Shopping »		



Then you will want to click on: Check Out

***If you have more applications to complete, then click on:

Continue Shopping

Then you will want to continue the process again with next location you may have. ***

Home BCC Licenses

es BCC Permits Plan Review Fire Services OLSR

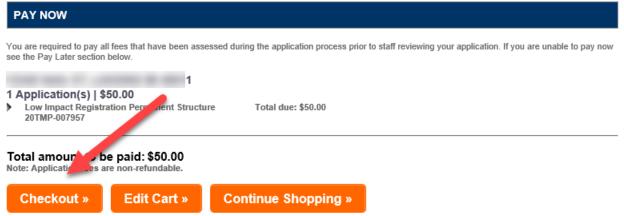
Dashboard My Records My Account Advanced Search -

Cart

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
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Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Edit cart and Choosing Pay Later link.





FIRE SERVICES





Payment Method

MI Permit License Plan Review

Welcome to the CEPAS Credit Card Processing Payment Module for MI Permit License Plan Review.

This process is being used as a secure means of processing online payments 24 hours a day, seven days a week.

Payment may be made using a valid Credit or Debit card (Visa, MasterCard, or Discover).

In order to make a payment, please select 'Next' below.



Important Information Regarding Debit Blocks

Some financial institutions offer a service referred to as "Debit Blocking" or "Debit Filtering" to their business account owners to prevent unauthorized debits (withdrawals) posting to their accounts. If an account has a debit block or filter, any unauthorized debit transaction will be returned unpaid. Most financial institutions offer the option of authorizing certain debits by providing specific information about the transactions to be authorized.

If you have a Debit Block or Filtering service on your account you must access your Debit Block or Filtering settings or contact your financial institution and have the ACH transactions identified with the Company ID **9044030366** authorized to debit your account. Failure to make these arrangements will result in your payment being returned unpaid.

International ACH Transactions (IAT)

Payments processed through this website are intended only for domestic ACH payments not associated with a foreign bank account, which would classify it as an International ACH Transaction (IAT). If your domestic bank account is funded or otherwise associated with a foreign bank account you must pay via an alternate payment.

Click on: Pay by Electronic Check Or Pay by Credit Card Click on: Next



Depending if you clicked on Electronic Check or Credit Card these are the screens you will have. Fill out all the highlighted fields and then Click: **Next**

Use Business Name	
*First Name:	
M.I.:	
*Last Name:	
*Street Line 1:	
Street Line 2:	
*City:	
*State:	Select State
*Zip:	
*Country:	UNITED STATES V
*Phone:	
*E-Mail:	
Payment Details	
*Payment Amount:	50.00 USD
payment date falls on a	bited in 1 to 3 days from the date identified. If your non-banking day your payment will be executed on the day. Current date payments received after 11:59 PM ET t valid banking day.
Payment Method	

Check Payment Screen

*Name On Account:		
*Account Number:		What's This?
*Re-Type Account Number:		
*Routing Number:		What's This?
*Account Type:	● Checking ○ Savings	
	or	Back Next Exi

Credit Card Payment Screen

MI Permit License Plan Review

If you have entered a valid email address, the confirmation email will be received from $\underline{\tt noreply@fiserv.com}.$

To continue the payment process, click the "Next" button in the box below.

	* Indicates required field
Billing Address	
Use Business Name	
*First Name:	
M.I.:	
*Last Name:	
*Street Line 1:	
Street Line 2:	
*City:	
*State:	Select State 🗸
*Zip:	
*Country:	UNITED STATES
*Phone:	
*E-Mail:	
Payment Details	
*Payment Amount:	50.00 USD
Payment Method	
*Name	on Card:
	Number:
*Expirati	on Date: * Year
	Back Next Exit



Payment Review

Click: Pay Now MI Accela LARA

To confirm your payment information, click on "Pay Now" in the box below.

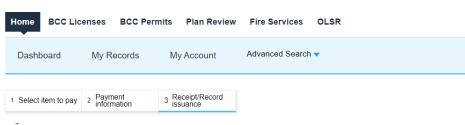
If you have entered a valid email address, a confirmation email will be received from <u>noreply@fiserv.com</u>.

Address	
Billing Address:	
CONTRACTOR AND AND ADDRESS OF ADD	\searrow
Payment Method	
Credit Card VISA	
T x1111 12/30	
XIIII 12/30	
Payment Amount	
Amount: 50.00 USD	
Total: 50.00 USD	1
	Back Pay Now Exit



Once you have paid it should take you back to Accela and give you a record number. *Make sure to scroll to the bottom of the page to review the record number. *

10 days after you register your renewal your LP or LT number will switch from the status of "Renewal Received" to "Active" and you will then be able to sell Low Impact Product.



Step 3: Receipt/Record issuance

Receipt

Your submittal has been successfully received.

PLEASE READ THE FOLLOWING INSTRUCTIONS BASED ON WHICH ACTION YOU JUST PERFORMED:

LICENSE RENEWALS: If you did not submit payment for your license, please visit MY RECORDS to complete the renewal payment process. If you submitted payment, you will receive a copy of your license in the mail.

LICENSE APPLICATIONS: Your application will be reviewed. Please check MY RECORDS for updates regarding the status of this application. Once your application is reviewed you will be notified by the department.

LICENSE AMENDMENTS: Your license has been updated with requested changes.

Accela account once payment is posted.

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<u>Underground Storage Tank Registration</u>: Changes/updates/renewals will be posted in your Accela account upon review by Division staff.

OLSR:

Your Land Corner Recordation Certificate has been received and will be reviewed. If an error is found, changes will be made to match the LCRC. If the LCRC is wrong, please call the office.

1001 BARNES ST, MASON MI 48854

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