

# Fireworks

## Fire Safety Fee Submittals and Cancellation process

**Fireworks Safety Fee's must be remitted by the 20<sup>th</sup> of the preceding month. Failure to do so may result in a civil fine in accordance with 28.460 Sec. 10 (4)(a)(b)(c)**

These instructions go in detail of how to submit your Fire Safety Fees for your Low Impact Registrations and or Consumer Grade Fireworks Certificate and to cancel your Registration and or Certificate.

In 2020 we have added a few changes to the Safety Fee and Cancellation process. Customers will now be adding their Safety Fees to their active and or issued Low Impact and or Consumer Certificates. The 1<sup>st</sup> of every month customers will be receiving an email from Accela stating that their Fire Safety fees are due. Also, there is a cancellation radio button that will allow you to cancel at the time you are remitting your Fire Safety Fees.

**Example:**

On July 1<sup>st</sup> you will receive an email to enter your monthly Fire Safety Fees for June.

Fireworks Monthly Safety Fee Reporting

 noreply@accela.com  
To [redacted]

     
Tue 1/28

RE: Monthly Firework Safety Fee Reporting & Compliance PA 256 28.460 Sec 10(3)

Time to enter your monthly Fire Safety Fees for 2020-CP00004.

**Fireworks Safety Fee's must be remitted by the 20<sup>th</sup> of the preceding month. Failure to do so may result in a civil fine in accordance with 28.460 Sec. 10 (4)(a)(b)(c)**

Please note: You are required to report monthly even if no sales have taken place for that time period. A "zero" sales report shall be submitted in accordance with the above.

To get started you will want to go to:  
<https://www.michigan.gov/bfs>

Then under Quick Links, you will want to click on **Accela Automation- Citizen Portal**

Click here to get to : [Accela Automation Citizen's Portal](#)

DEPARTMENT OF  
**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
- Fireworks
- Fire Fighter Training Division
- Plan Review
- Storage Tank Division
- Field Services
- NFIRS
- MI Prevention
- Marijuana Plan Reviews/Inspections

### Fire Services

#### Welcome to the Bureau of Fire Services



**Mission Statement**  
To provide for the protection of persons and property from exposure to the dangers of fire through inspection and fire prevention and to serve the training needs of over 30,000 fire fighters in the state of Michigan.

**Vision Statement**  
The tenacious pursuit of providing a fire safe environment for all firefighters and citizens in the state of Michigan.

State Fire Marshal

**Sign up here to receive GovDelivery announcements from the Bureau of Fire Services**

[View the GovDelivery Announcements](#)

### QUICK LINKS

- Contact Us
- Fire Service Directory
- Forms
- Public Acts and Administrative Rules
- FOIA Request
- BFS News Releases
- Fire Services Related Links
- Reporting and Notification of Hazardous Material Incidents
- Accela Automation | Citizen Portal**
- Fireworks Complaint Hotline

Once you click on the Accela Link, you will need to fill out:

User Name or E-mail:  
&  
Password:

Then click the Login button.

Announcements  Accessibility Support Register for an Account [Login](#)

### Verify a 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**

[Home](#) [BCC Licenses](#) [BCC Permits](#) [Plan Review](#) [Fire Services](#) [OLSR](#)

Advanced Search ▾

### Welcome to the new Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with Accela, Inc., we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

**What would you like to do today?**  
To get started, select one of the services listed below:

#### Login

User Name or E-mail:

Password:

Remember me on this computer

[Login »](#)

[I've forgotten my password](#)  
[Register for an Account](#)



Once you are logged in this will be what the Home screen looks like.

Now you will want to Click on Fire Services. This is where you will be able to access all Low Impact and Consumer Fireworks Registrations/ Licenses.

Announcements Logged in as: [redacted] Collections (0) Cart (0) Account Management Logout

### Verify a 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**

[Home](#) [BCC Licenses](#) [BCC Permits](#) [Plan Review](#) [Fire Services](#) [OLSR](#)

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#) ▾

Hello, [redacted]

Saved in Cart (0) [View Cart](#)

There are no items in your shopping cart right now.

My Collection (0) [View Collections](#)

You do not have any collections right now.

Work in progress [View All Records](#)

Once you can see the list of all your Fireworks records.

Click on:

**Edit**

<input type="checkbox"/>	01/22/2020	2020-CP00005	Consumer Fireworks Certificate Permanent Structure	T		0	<input type="checkbox"/> Safety Fee Due	<a href="#">Edit</a>
<input type="checkbox"/>	01/21/2020	2020-LP00002	Low Impact Registration Permanent Structure	t		0	<input type="checkbox"/> Safety Fee Due	<a href="#">Edit</a>

Scroll down to **Custom Lists**

Click on:

**Edit**

What county will your retail sales be located: T  
Sentenced for Felony Conviction within the preceding 5 years: No  
Ever been convicted of a felony involving theft, fraud, or arson: No  
Applicant attests to verification of compliance (R 29.2914) in Fireworks Safety General Rules: No

### Custom Lists

SALES REPORT INFORMATION  
No Custom Lists data for the sub group above.

### Plan Review Exemption

PLAN REVIEW EXEMPTION  
PERMANENT FACILITY- Is this a renewal application for a permanent facility that has had no changes since last year?: No  
Are you exempt from submitting site plans or floor plans (see Fireworks Safety General Rules to determine this): No  
Previous Year Certificate:  
Have any changes occurred to the site, facility structure, or floor plan since previous certificate: No

[Edit](#)

[Edit](#)



Scroll down to **Custom Lists**

Click on:

**Add a Row**

### Custom Lists

#### SALES REPORT INFORMATION

Showing 0-0 of 0

Permanent building or structure	Gross Sales Amount Reported	Gross Safety Fee	Permanent Structure Discount	Safety Fee Amount Due	Date Reported	Month	Year	Certificate / Registration Cancellation
No records found.								

Add a Row 



Continue Application »

Click on:  
**Permanent building or structure**

Enter:  
**Gross Sales Amount Reported**

Enter:  
**The month you are reporting for**

Enter:  
**The year you are reporting for**

Click on:  
**Certificate/Registration Cancellation**

**(Date Reported will auto populate)**

Click on:  
**Submit**

**SALES REPORT INFORMATION** [X]

\* Permanent building or structure: ?  Yes  No

\* Gross Sales Amount Reported: ? [Input field]

Gross Safety Fee: [Input field]

Permanent Structure Discount: [Input field]

Safety Fee Amount Due: ? [Input field]

\* Date Reported: [Calendar icon]

Month: --Select-- [Dropdown]

Year: --Select-- [Dropdown]

\* Certificate / Registration Cancellation  Yes  No

**Submit** Cancel

**\*\*\*\*\*If you click yes for a cancellation you must submit the safety fees for the month that you are reporting on. \*\*\*\*\***

**Cancellation is when you are done selling for the remainder of the Registration and or Consumer Certificate**

**Ex: Submitting June Sales on July 15. You must submit June and July Safety Fee Sales.**

Review the Safety Fee information you have submitted.

Click on:  
**Continue Application**

### Custom Lists

#### SALES REPORT INFORMATION

Showing 1-1 of 1

Permanent building or structure	Gross Sales Amount Reported	Gross Safety Fee	Permanent Structure Discount	Safety Fee Amount Due	Date Reported	Month	Year	Certificate / Registration Cancellation
No	12000	720	0	720	01/24/2020	January	2020	No

Add a Row ▾

**Continue Application »**



Now you are back at the **Review Step**.

Scroll down to the bottom of the page and review your **Custom Lists** information you have created.

If you see that you forgot a row, then you can click the **Edit** button and it will take you back to the area where you can enter more Safety Fees.

Click on:  
**By checking this box, I agree to the above certification.**

Click on:  
**Submit Updated Information**

### Custom Lists

#### SALES REPORT INFORMATION

Edit

Permanent building or structure	Gross Sales Amount Reported	Gross Safety Fee	Permanent Structure Discount	Safety Fee Amount Due	Date Reported	Month	Year	Certificate / Registration Cancellation
No	12000	720	0	720	01/24/2020	January	2020	No

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 above certification.

Date: 01/24/2020

Submit Updated Information

**Updated information for the record (2020-LI [REDACTED]) has been successfully submitted.**

### Records

Showing 1-10 of 41 | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

<input type="checkbox"/>	Date	Facility/Cert./Record Number	Record Type	Description	Facility/Location Name	Address	Related Records	Created By	Status	Action
<input type="checkbox"/>	[REDACTED]	<a href="#">[REDACTED]</a>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	<a href="#">[REDACTED]</a>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	01/21/2020	<a href="#">2020-LI [REDACTED]</a>	Low	[REDACTED]	[REDACTED]	[REDACTED]	0	[REDACTED]	Safety Fee Due	<a href="#">Pay Fees</a>

Now you need to pay your fees.

Click on:  
**Pay Fees**



Now you need to pay your fees.

Click on:  
**Check out**

**\*If you have multiple locations\***

Click on:  
**Continue Shopping and it will add your Fire Safety Fees to your Cart so you can pay all at once.**

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
Fire Safety Fee	720	\$720.00

TOTAL FEES:: \$720.00

Note: This does not include additional inspection fees which may be assessed later.

[Check Out »](#)

[Continue Shopping »](#)

Click on:  
Checkout

### 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.

### PAY NOW

You are required to pay all fees that have been assessed during the application process prior to staff reviewing your application. If you are unable to pay now see the Pay Later section below.

1 Application(s)   \$720.00	Total due: \$720.00
-----------------------------	---------------------

**Total amount to be paid: \$720.00**

Note: Application fees are non-refundable.

[Checkout »](#)

[Edit Cart »](#)

[Continue Shopping »](#)

Click on:  
**Electronic Check**  
Or  
**Credit Card**

Click on:  
**Next**

### 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.

\* Indicates required field

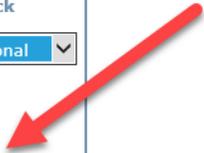
#### Choose method of payment

Pay by electronic check

\* Account Type:

Pay by credit card



#### 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.

### Check Payment

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

#### Billing Address Screen

Use Business Name

\*First Name:

M.I.:

\*Last Name:

\*Street Line 1:

Street Line 2:

\*City:

\*State:

\*Zip:

\*Country:

\*Phone:

\*E-Mail:

#### Payment Details

\*Payment Amount: 50.00 USD

Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received after 11:59 PM ET will be executed on the next valid banking day.

#### Payment Method

\*Name On Account:

\*Account Number:  What's This?

\*Re-Type Account Number:

\*Routing Number:  What's This?

\*Account Type:  Checking  Savings

### Credit Card Payment Screen

#### MI Permit License Plan Review

If you have entered a valid email address, the confirmation email will be received from [noreply@fiserv.com](mailto:noreply@fiserv.com).

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

#### Billing Address

\* Indicates required field

Use Business Name

\*First Name:

M.I.:

\*Last Name:

\*Street Line 1:

Street Line 2:

\*City:

\*State:

\*Zip:

\*Country:

\*Phone:

\*E-Mail:

#### Payment Details

\*Payment Amount: 50.00 USD

#### Payment Method

\*Name on Card:

\*Card Number:

\*Expiration Date:

\*Card Verification Value(CVV2):  What's This?

Click:  
**Pay Now**

### MI Accela LARA

ay Now" in the box below.

ormation email will be received from [noreply@fiserv.com](mailto:noreply@fiserv.com).

Address
<b>Billing Address:</b> [Redacted]
Payment Method
Credit Card  [Redacted]
Payment Amount
<b>Amount:</b> 50.00 USD
<b>Total:</b> 50.00 USD
<a href="#">Back</a> <a href="#">Pay Now</a> <a href="#">Exit</a>



Once you have paid, it should take you back to Accela and show your receipt for the record(s) you have updated and paid safety fees for.

Home BCC Licenses BCC Permits Plan Review Fire Services OLSR

Dashboard My Records My Account Advanced Search ▾

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

**Step 3: Receipt/Record issuance**

**Receipt**

Your submittal has been successfully received.  
Your application will be reviewed. Please check your account for updates regarding the status of this application and for any additional actions required from you to move forward with the plan review process by Searching Applications and selecting this record number.  
Once your application is approved you will be notified by the department.  
**If you selected to pay by paper check, please print the Summary-Invoice page and mail a copy with your check. See invoice for mailing information.**

2020-1 Copy Record