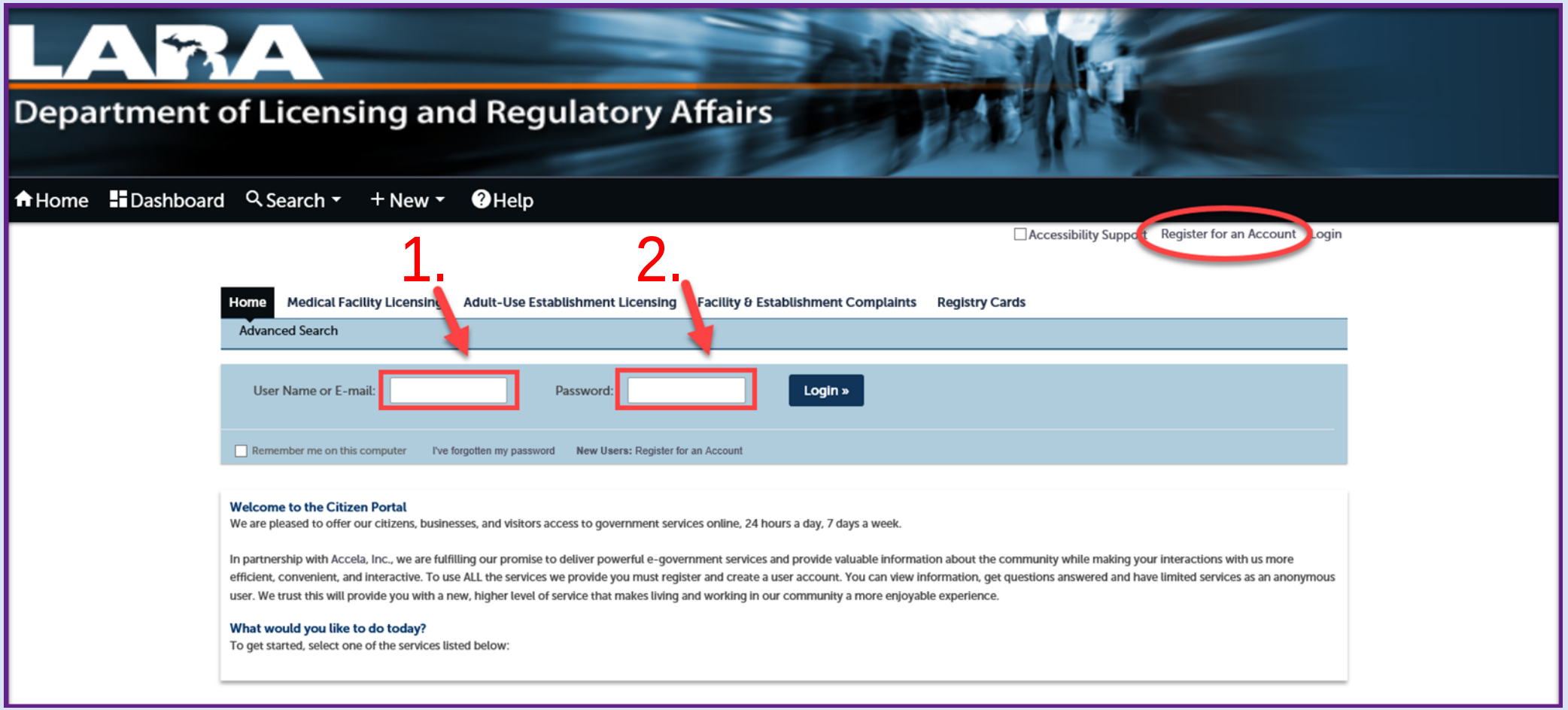
Accela Citizen Access

Remove a Caregiver in Accela

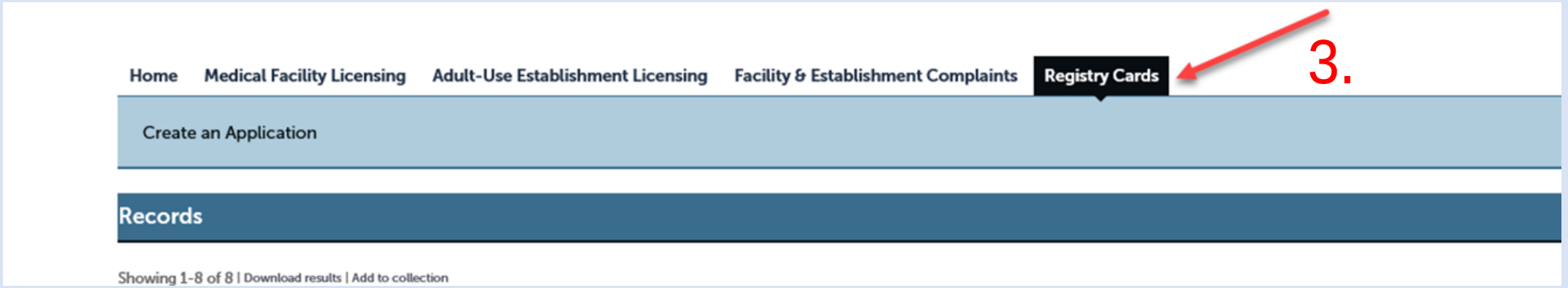
Remove Caregiver

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

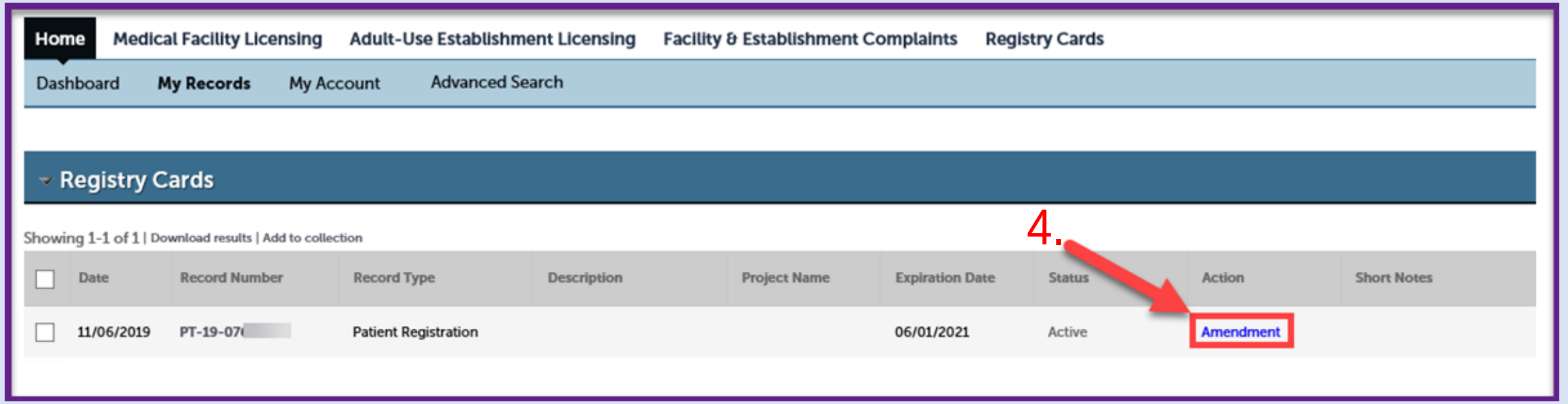
1. Enter your User Name **OR** E-mail associated with your account.
2. Enter your Password. Click **Login.**



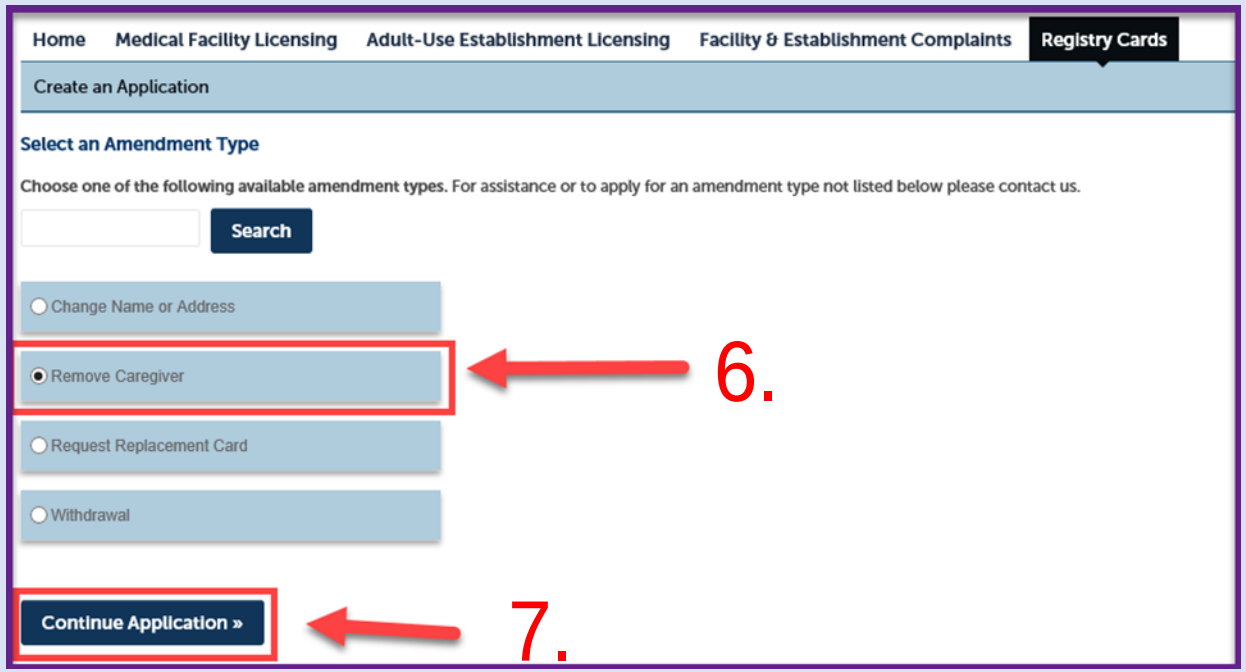
3. Click on **Registry Cards.**



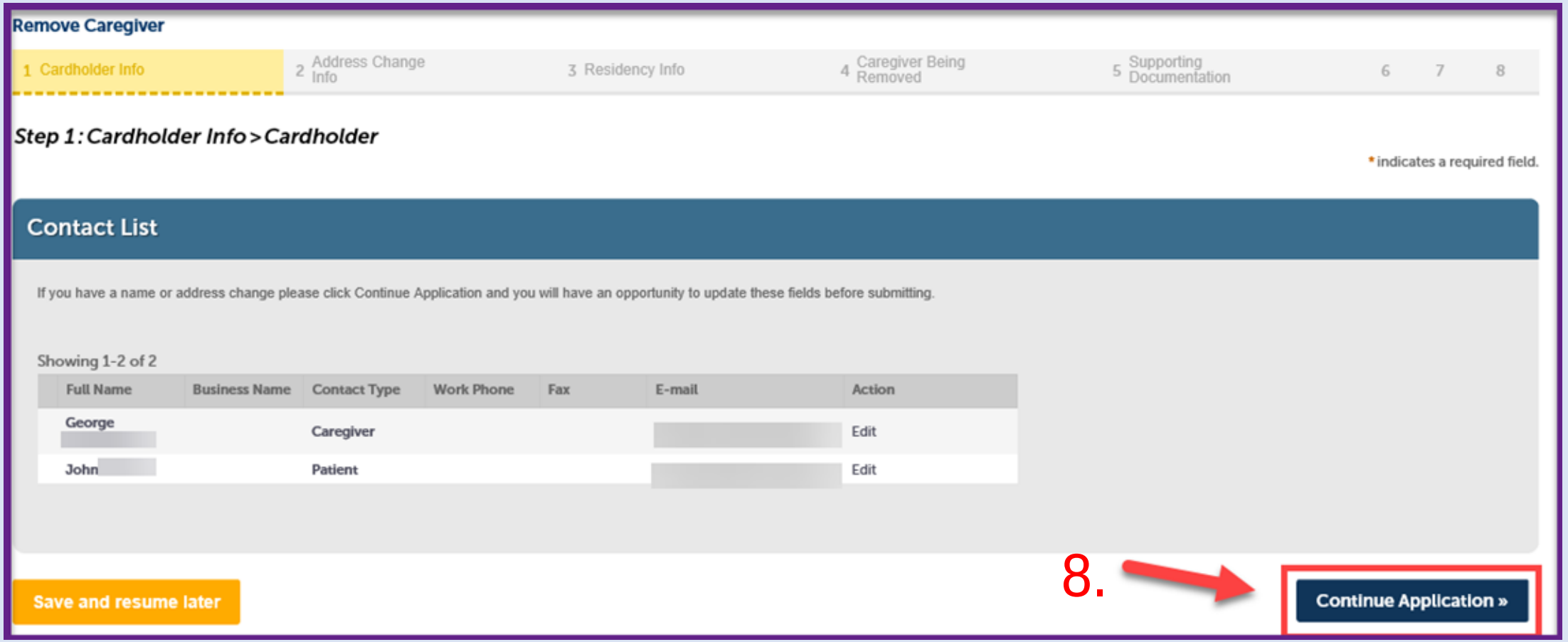
4. Find the active patient Registration record, click **Amendment.**



6. Select **Remove Caregiver.**
7. Click **Continue Application.**

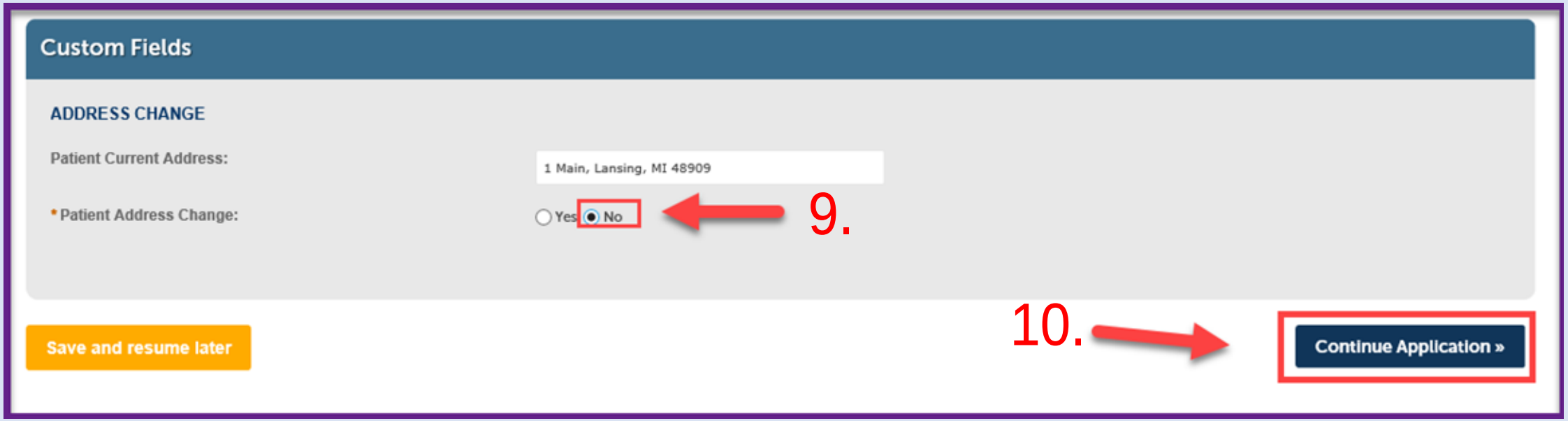


8. Click **Continue Application** again.



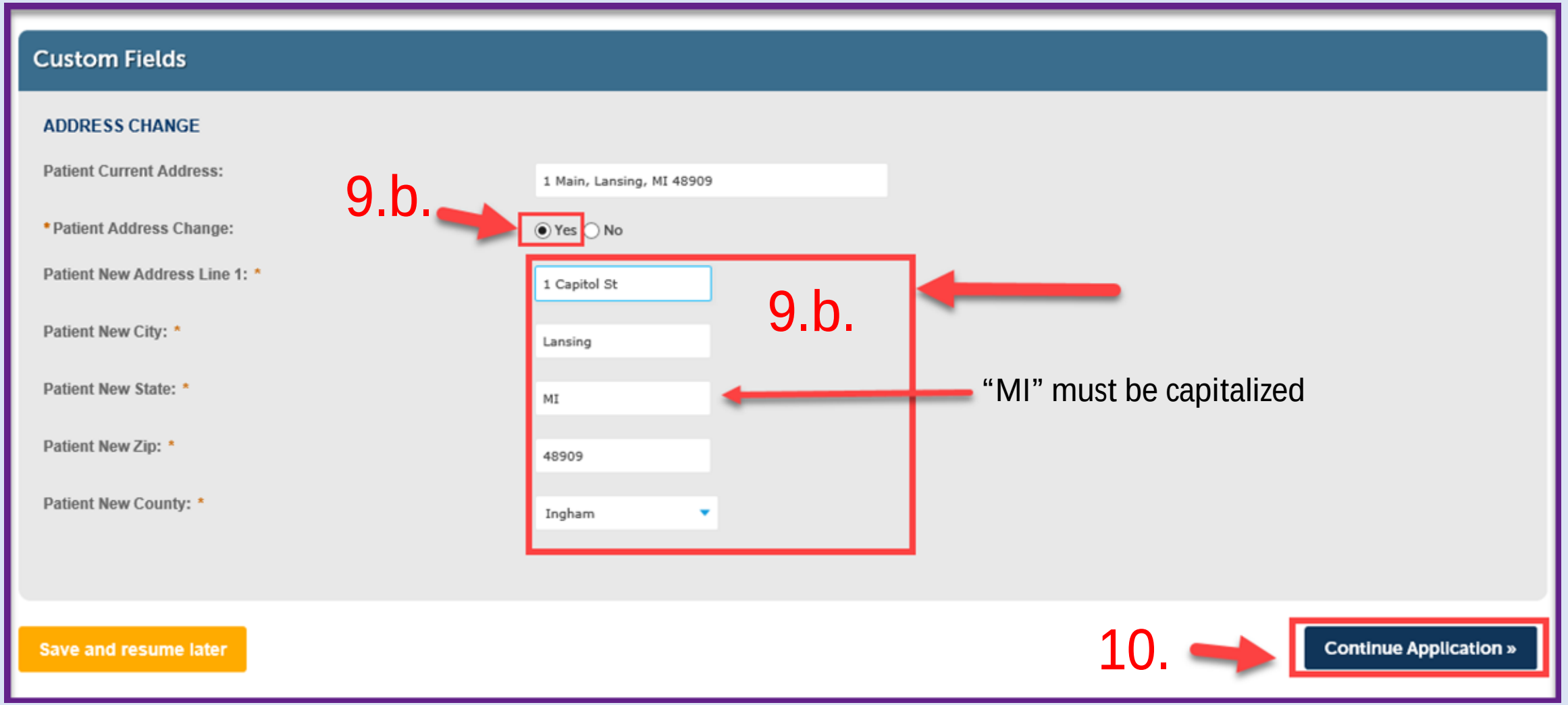
9. Select **Yes** or **No** if you need to change your address. If you select **Yes**, skip to Step 9.b. on the next page.

10. If you selected **No**, click **Continue Application.**

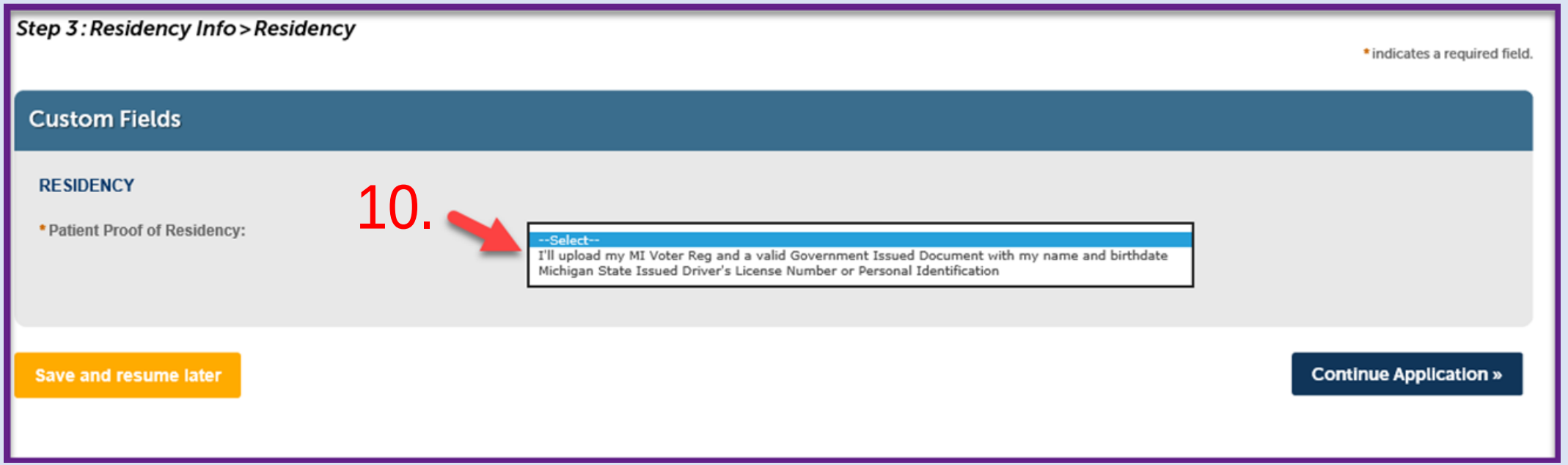


9.b. If you selected **Yes** for an address change, fill in the required fields (*) that appear.

10. Click **Continue Application.**

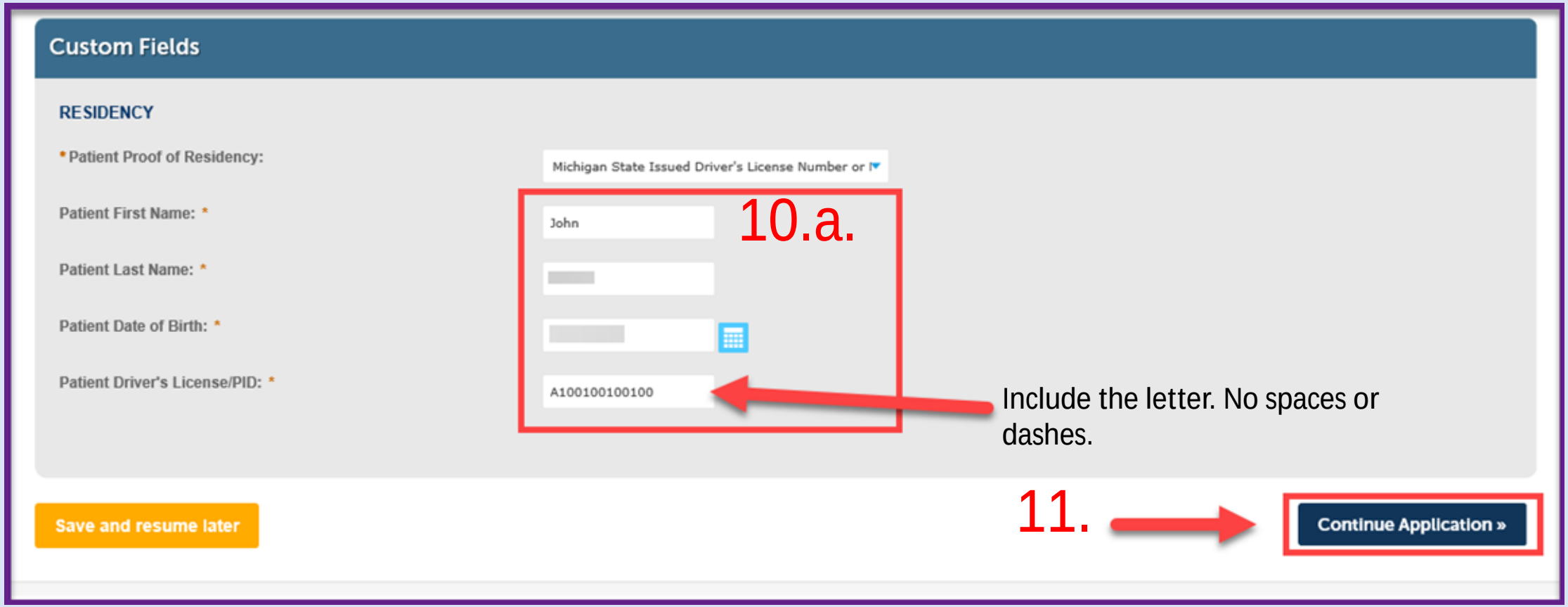


10. Select which type of proof of residency you will be using from the drop-down menu.
    - If you select **Michigan State Issued Driver's License Number or personal Identification**, continue to Step 10.a.
    - If you select, **I'll upload my MI Voter Reg and a valid Government Issued Document with my name and birthdate**, continue Step 10.b. or c.



10.a. If you selected MI State 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.

11. Click **Continue Application.**

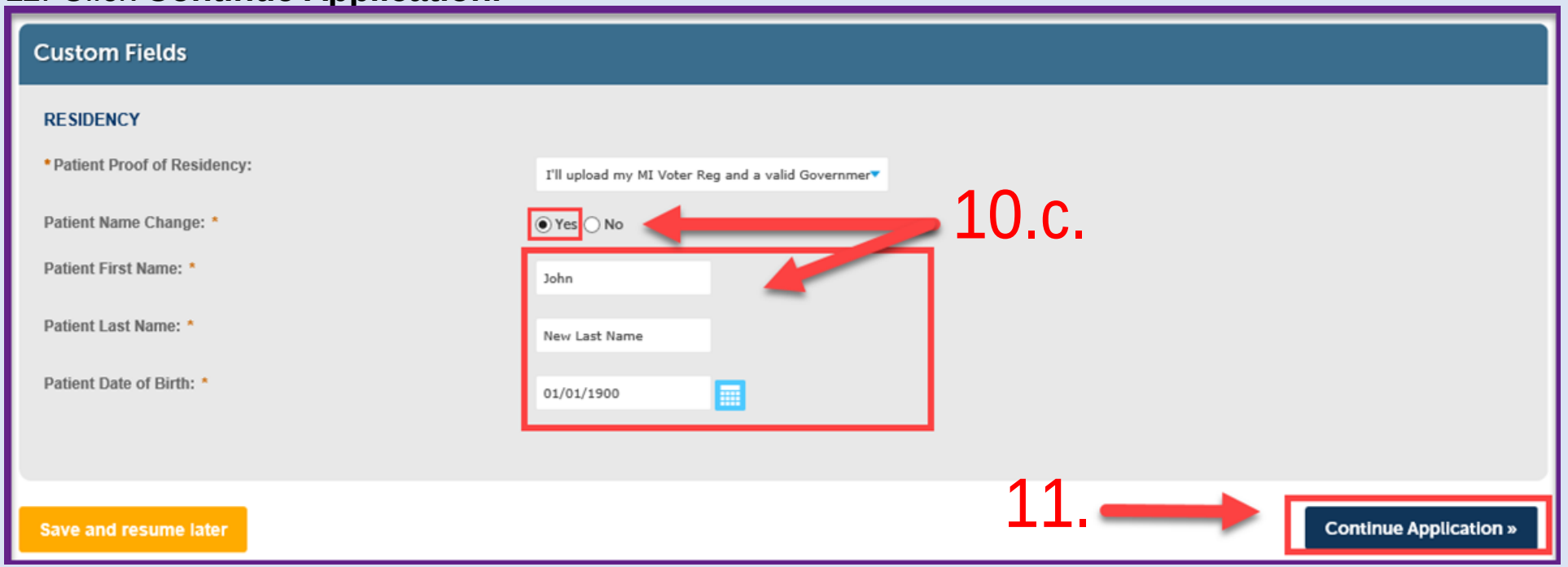


10.b. If you selected Voter ID and do not need a name change, select **No.**

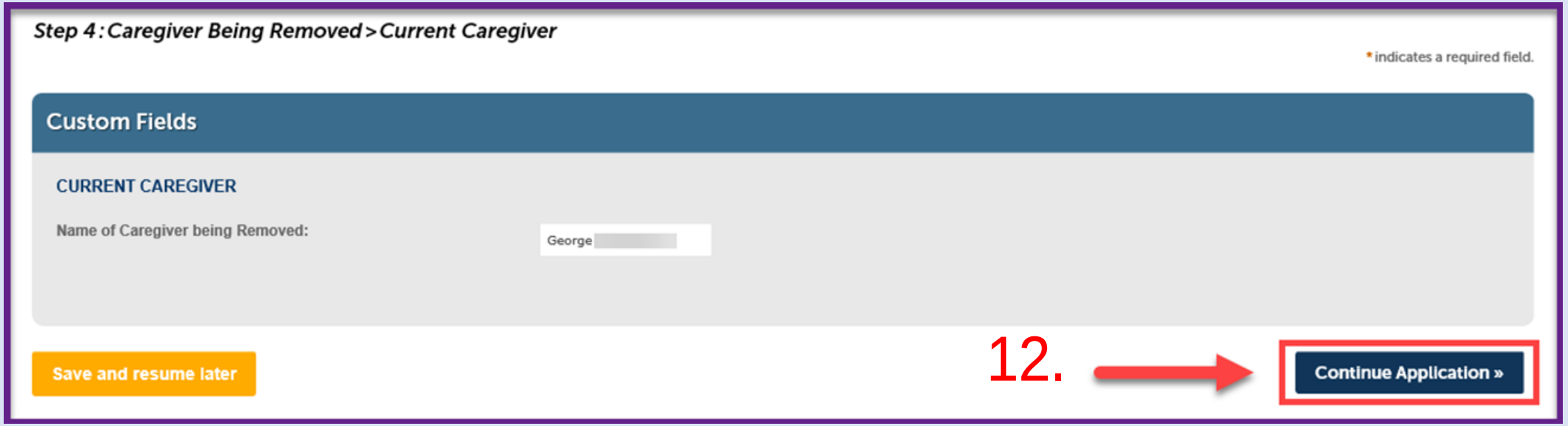
11. Click **Continue Application.**

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

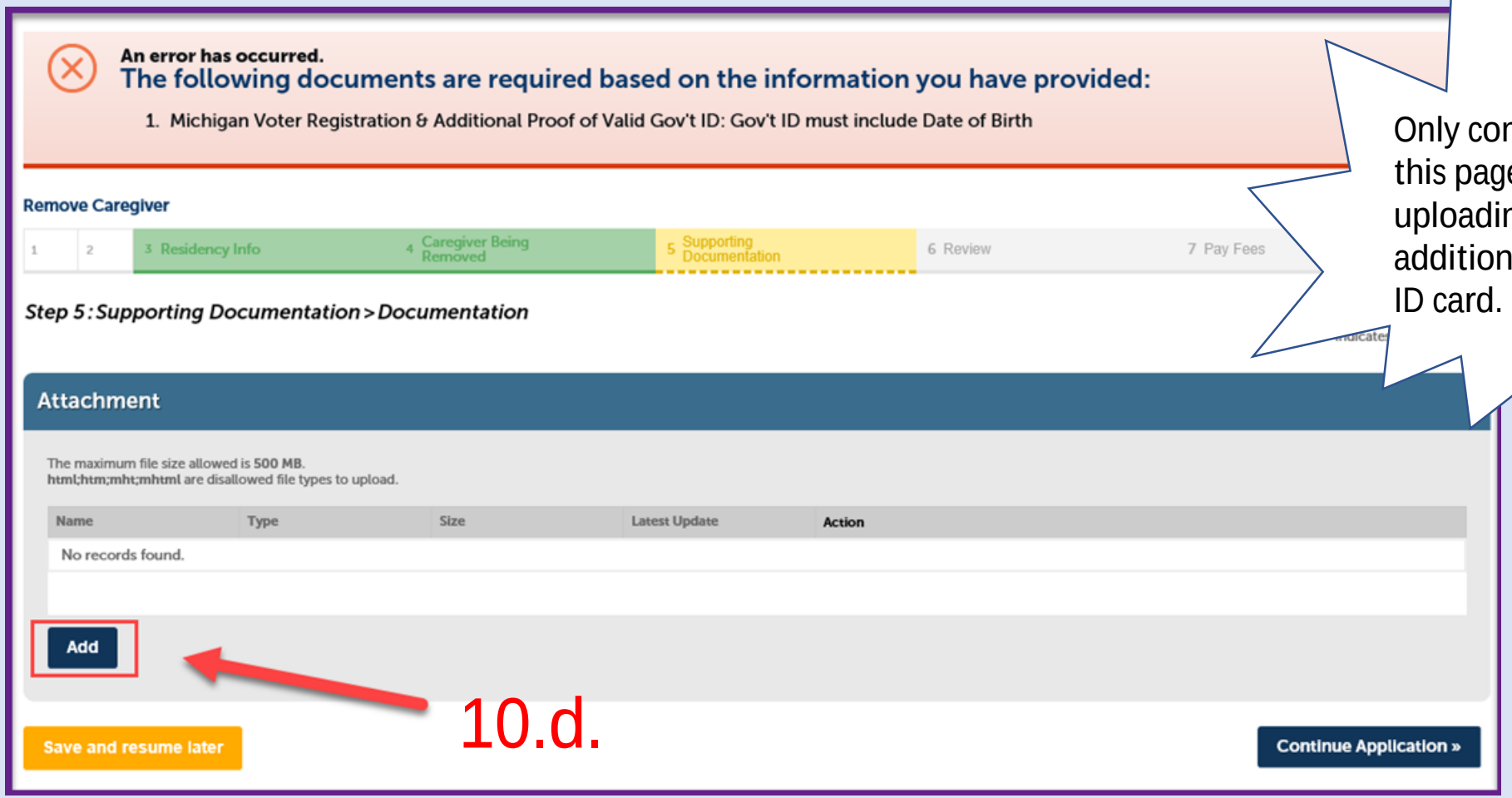
11. Click **Continue Application.**



12. Confirm the name of the Caregiver you would like to remove and click **Continue Application.**

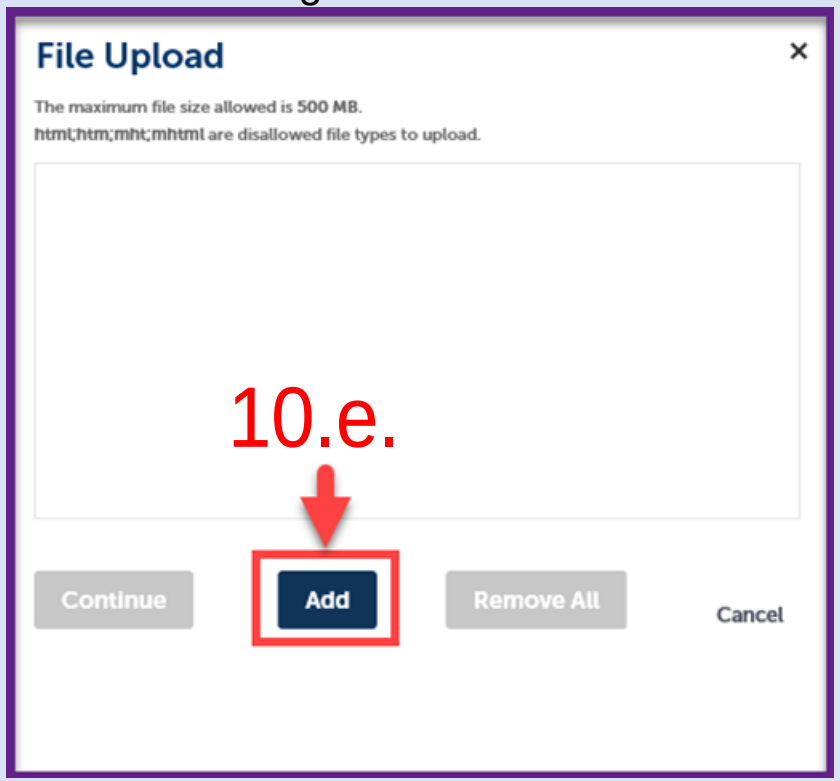


10.d. If you selected, **I'll Upload my MI Voter Reg & a Valid Government Issued Document with my name and birthdate** for proof of residency, you will now be asked to upload copies of those documents. Make sure your documents are downloaded to your computer or device before moving on. Click **Add.**



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

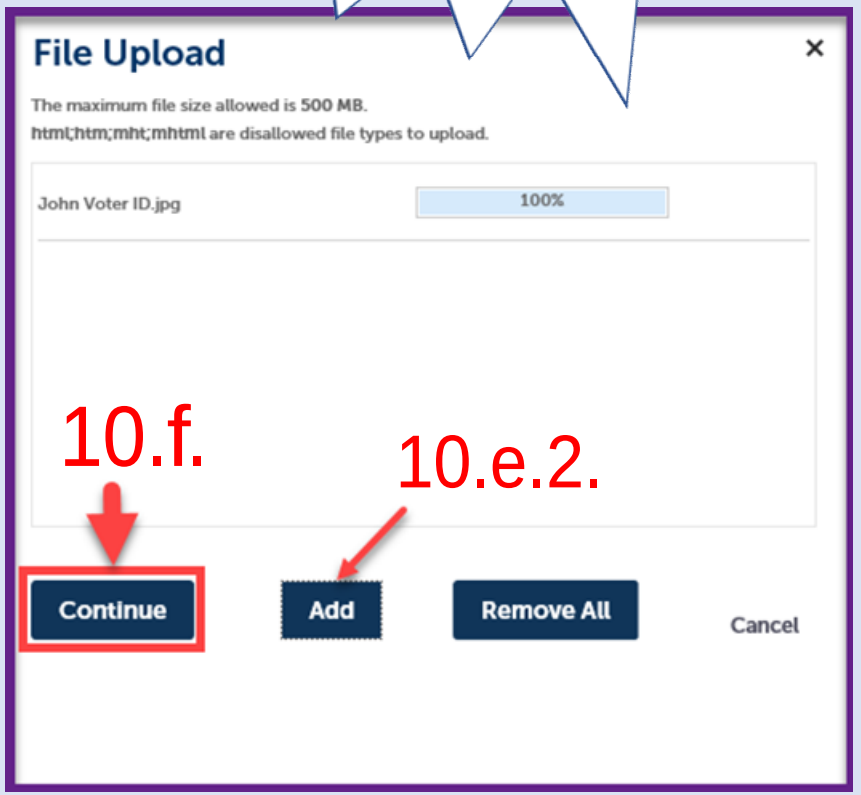
10.e. Click **Add** again. You will then select the documents saved on your device.



10.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.

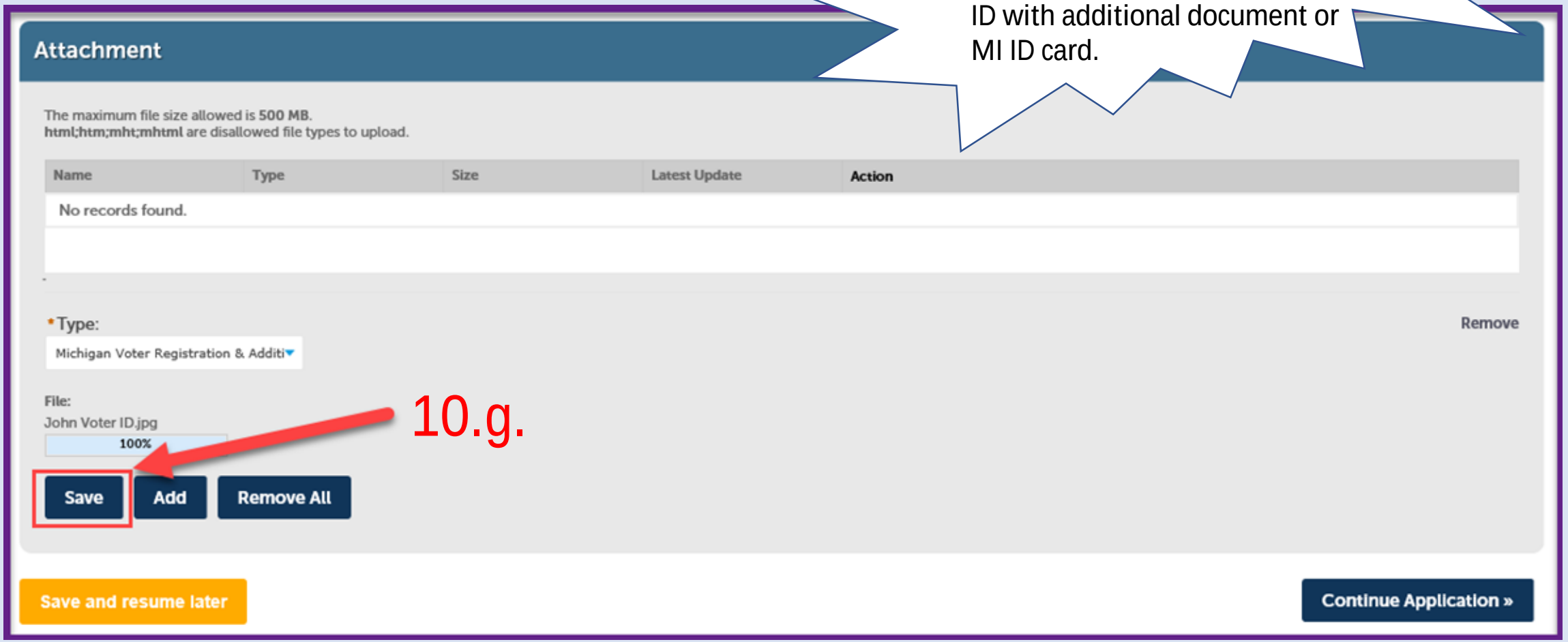
10.f. Once all documents are uploaded, click **Continue.**

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



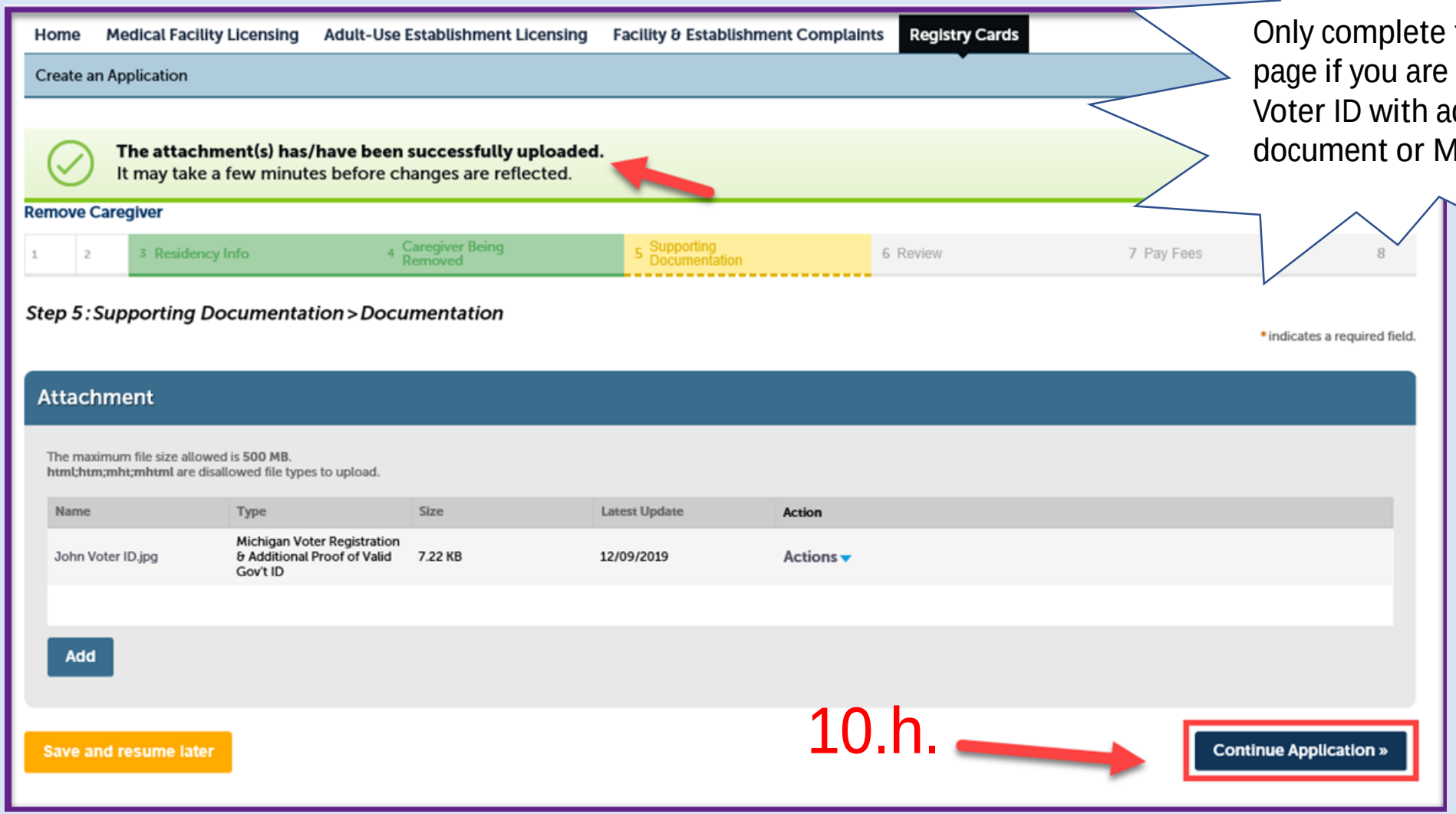
10.g. Click **Save**.

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.

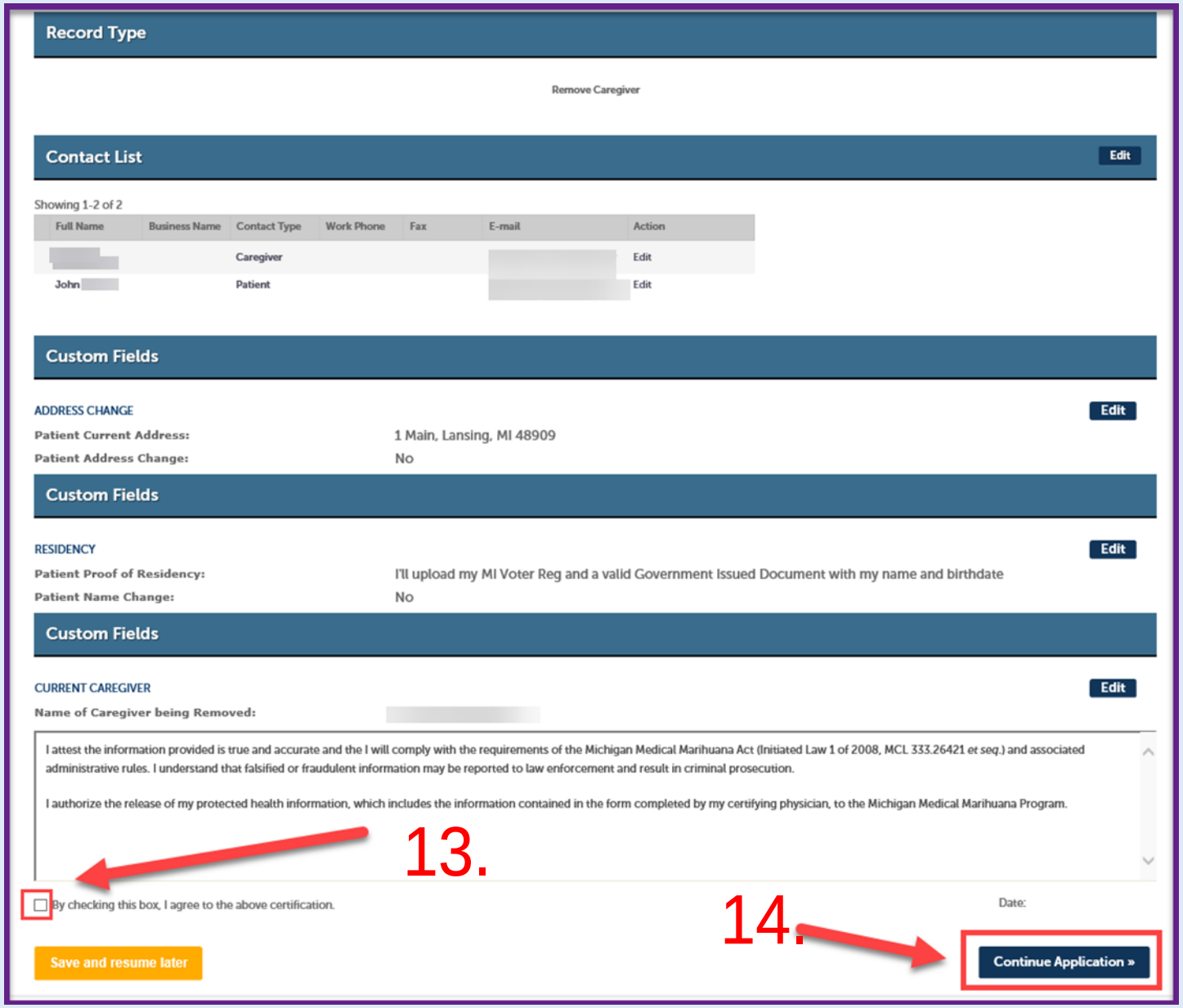
10.h. Click **Continue Application.**



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

13. Review the amendment, you may edit each section with an **Edit** button if necessary. Print a copy for your records, then check the **Attestation Box.**

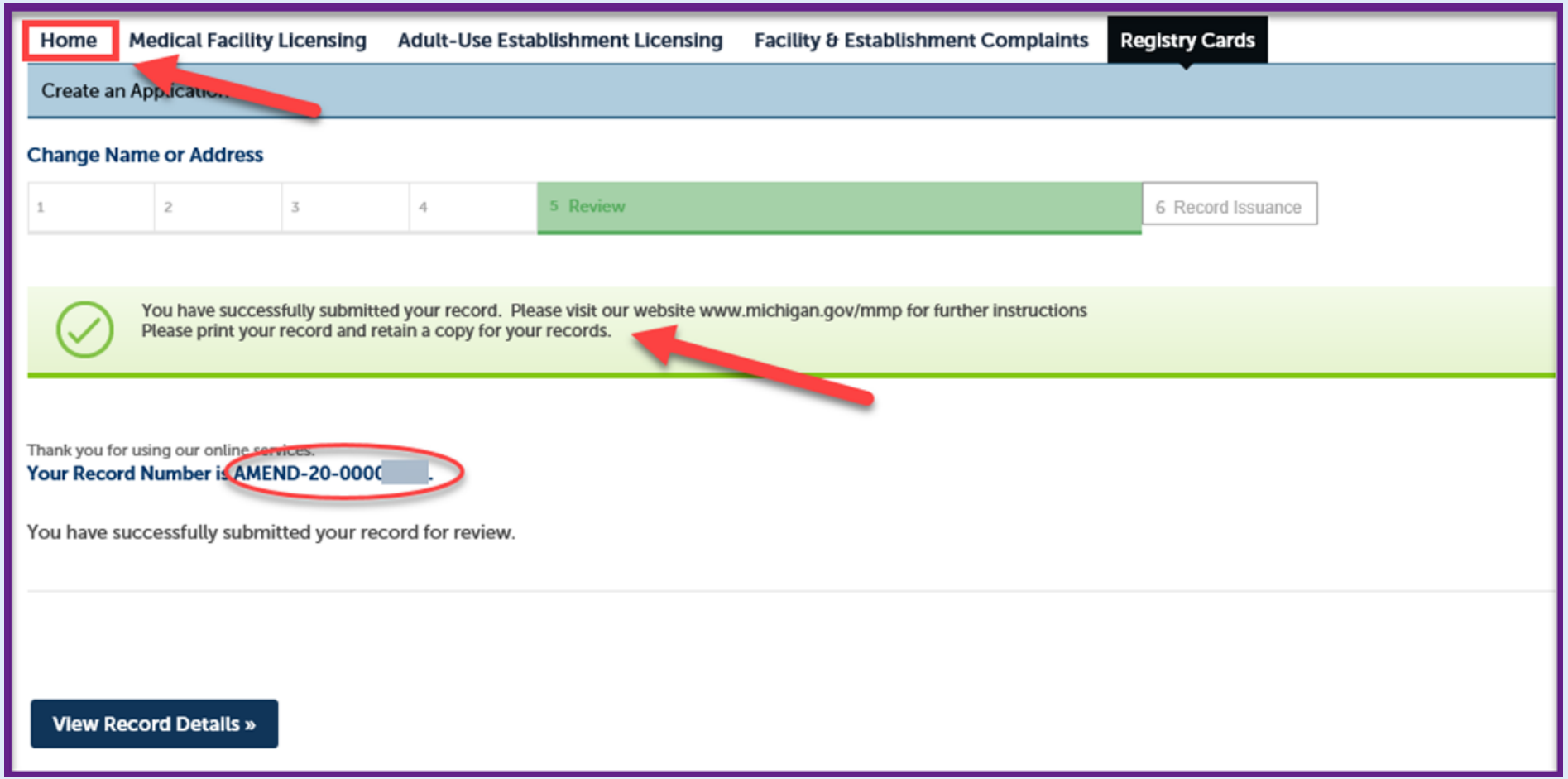
14. Click **Continue Application.**



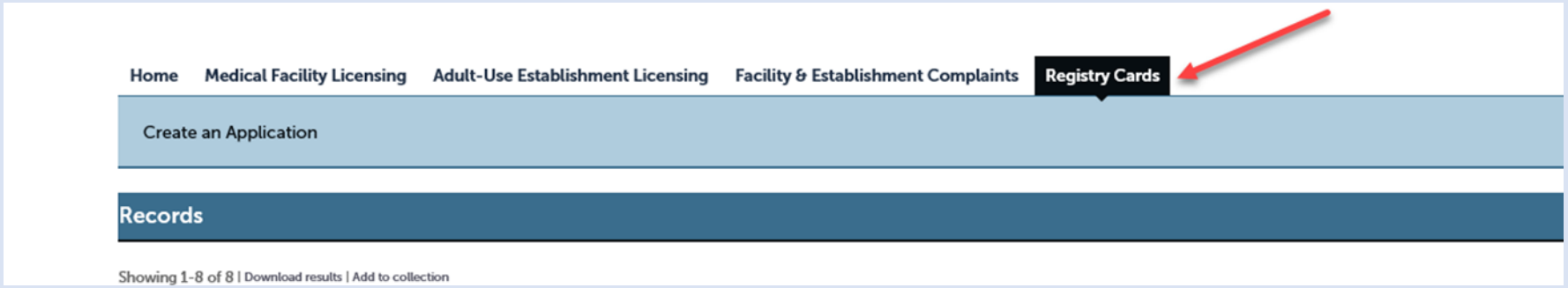
You will receive confirmation that your Amendment was successfully submitted. The State will review the Amendment that you have submitted, and you will receive notification once it has been processed. Write down the Amendment record number (circled below) for your records.

- 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 **Home.**



Click on **Registry Cards.**



Seeing all your records, you can review the status of your Amendment while pending.