



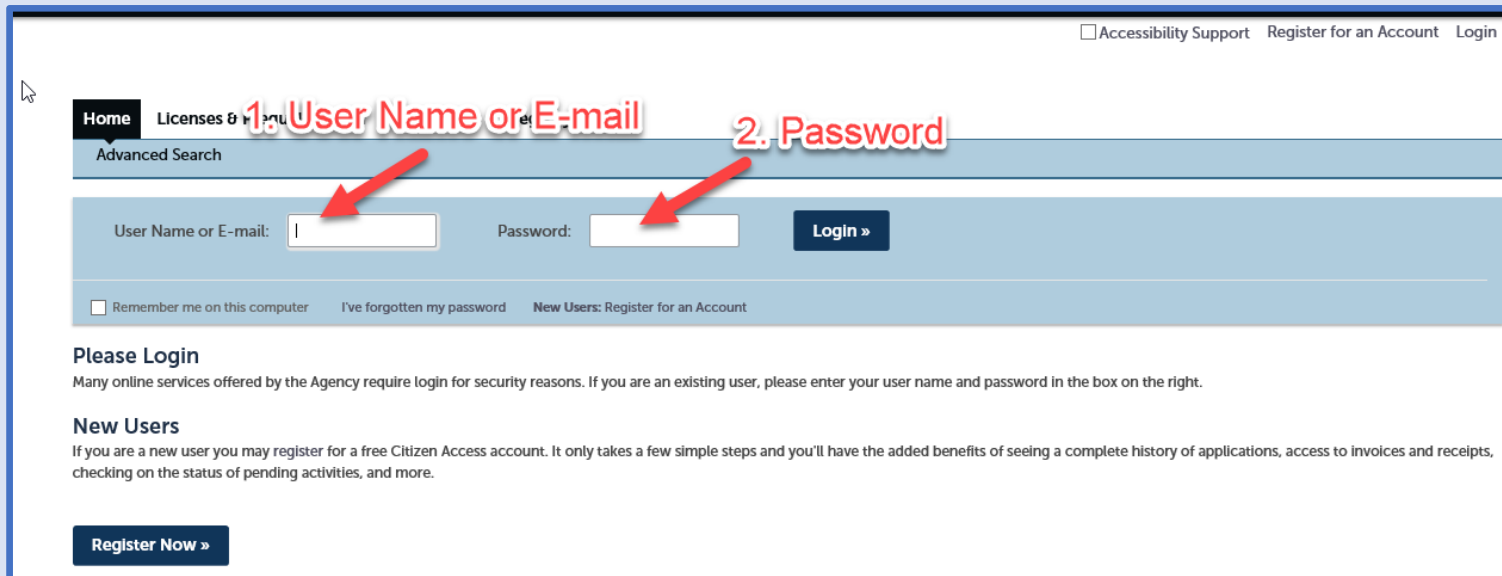
Accela Citizen Access (ACA)

Withdraw from MMMP in



Withdraw from MMMP(ACA)

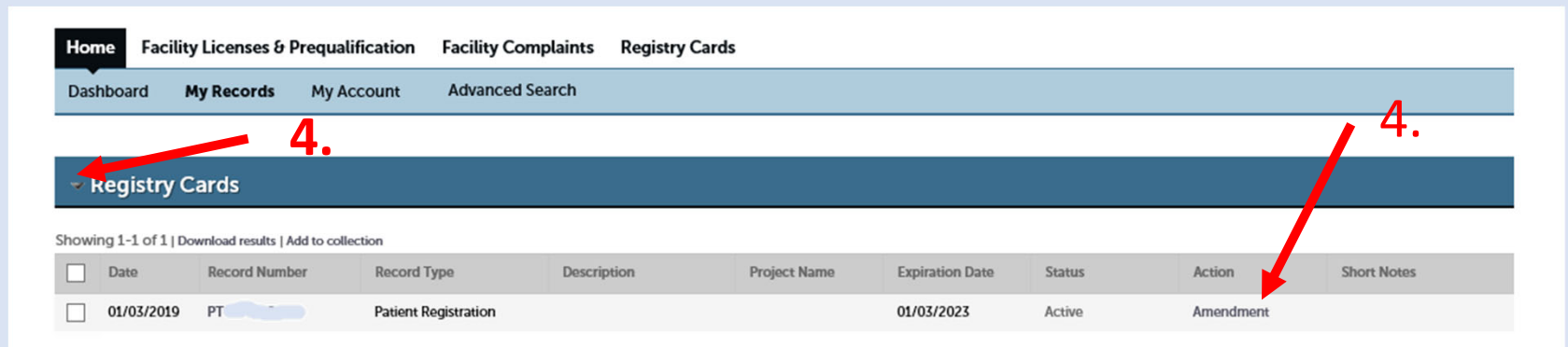
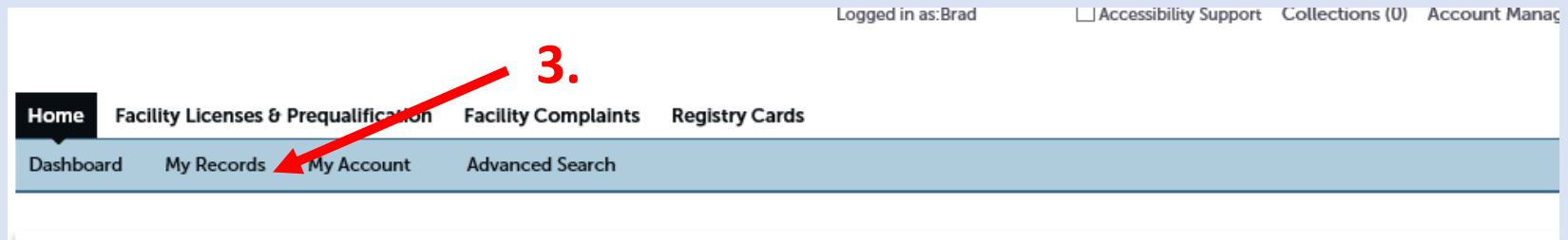
1. Enter your username or E-mail address associated with your ACA account.
2. Enter your password.



The screenshot shows the login interface for MMMP(ACA). At the top right, there are links for 'Accessibility Support', 'Register for an Account', and 'Login'. Below these is a navigation bar with 'Home' and 'Licenses & Permits'. An 'Advanced Search' bar is also present. The main login area features two input fields: 'User Name or E-mail:' and 'Password:'. Red arrows point to these fields, with labels '1. User Name or E-mail' and '2. Password' respectively. A 'Login »' button is located to the right of the password field. Below the input fields, there is a checkbox for 'Remember me on this computer', a link for 'I've forgotten my password', and a link for 'New Users: Register for an Account'. A 'Please Login' section explains that many services require login for security. A 'New Users' section provides information about registering for a free Citizen Access account. At the bottom left, there is a 'Register Now »' button.

Withdraw from MMMP(ACA)

3. Click on **My Records**.
4. Click on the the small triangle next to “Registry Cards” to view your records, then click on **Amendment**.



Withdraw from MMMP (ACA)

5. Select **Withdrawal**.
6. Click **Continue Application**.
7. Click **Continue Application** again.

The image shows two screenshots of the MMMP (ACA) application process. The left screenshot shows the 'Registry Cards' section with a 'Create an Application' button and a 'Select an Amendment Type' section. The 'Withdrawal' option is selected, and the 'Continue Application' button is highlighted. The right screenshot shows the 'Withdrawal' application progress bar with 'Step 1: Applicant Info > Applicant' selected. The 'Continue Application' button is highlighted at the bottom right.

5. Select Withdrawal

6. Click Continue Application

7. Click Continue Application

Withdraw from MMMP(ACA)

8. Select **Yes** or **No** for an address change.
 - If Yes was selected, fill in the required fields.
9. Click **Continue Application**.

Withdrawal

1 Applicant Info 2 Address Change Request 3 Withdrawal Request 4 Review 5 Pay Fees 6

Step 2: Address Change Request > Address Change

* indicates a required field.

Custom Fields

ADDRESS CHANGE

Current Address: 123 Main St, Lansing, MI

* Will you be changing your address at this time? Yes No

New Address Line 1: *

New City: *

New State: *

New Zip: *

8. Select Yes or No

Required Fields

9. Click Continue Application

Continue Application »

Withdraw from MMMP(ACA)

10. Select which type of proof of residency you will be using from the drop down menu.

Withdrawal

1 Applicant Info 2 Address Change Request 3 Residency Info 4 Withdrawal Request 5 Supporting Documentation 6 7

Step 3: Residency Info > Residency

* indicates a required field.

Custom Fields

RESIDENCY

Patient Proof of Residency: *

--Select--

Save and resume later

Continue Application >

11. Click **Continue Application**.

Withdraw from MMMP_(ACA)

12. If You selected driver license/PID card, enter your information (exactly as it appears on your proof of residency) in the required four fields. If the information you provided does not match an active record with Michigan Secretary of State, you will receive an error message and will not be able to proceed.
13. Click **Continue Application** then skip to step 16.

Withdrawal

1 Applicant Info 2 Address Change Request **3 Residency Info** 4 Withdrawal Request 5 Supporting Documentation 6 7

Step 3: Residency Info > Residency * indicates a required field.

Custom Fields

RESIDENCY

Patient First Name: *

Patient Last Name: *

Patient Date of Birth: *

Patient Driver's License/PID: *

Save and resume later **Continue Application >**

Withdraw from MMMP(ACA)

14. If you selected MI Voter Registration, check either **Yes** or **No** for name change.

- If you selected **Yes** for name change you will be asked to provide your new name. Fill in all the required fields that populate.

Withdrawal

1 Applicant Info 2 Address Change Request 3 Residency Info 4 Withdrawal Request 5 Supporting Documentation 6 7

Step 3: Residency Info > Residency * indicates a required field.

Custom Fields

RESIDENCY

Patient Name Change: * Yes No

[Save and resume later](#) [Continue Application >](#)

15. Click **Continue Application**.

Withdraw from MMMP(ACA)

16. Select either “Withdraw Patient Registration,” or “Withdraw ALL Patient and Caregiver Registrations.”
17. Click **Continue Application**.

The screenshot displays the 'Withdrawal' process interface. At the top, a progress bar shows seven steps: 1 (white), 2 Address Change Request (green), 3 Residency Info (green), 4 Withdrawal Request (yellow, active), 5 Supporting Documentation (grey), 6 Review (grey), and 7 (grey). Below the progress bar, the text 'Step 4: Withdrawal Request > Withdrawal' is shown. A note on the right states '* indicates a required field.' The main section is titled 'Custom Fields' and contains a sub-section 'WITHDRAW LICENSE'. Under this sub-section, there are two options: 'Withdraw Patient Registration:' with an unchecked checkbox, and 'Withdraw All Patient and Caregiver Registrations:' with an unchecked checkbox. A red arrow points from the text '16. Select Withdraw Patient Registration or Withdraw ALL Patient and Caregiver Registrations' to the first checkbox. At the bottom left is a yellow button labeled 'Save and resume later'. At the bottom right is a dark blue button labeled 'Continue Application »', which is highlighted with a red box. A red arrow points from the text '17. Click Continue Application' to this button.

Withdraw from MMMP(ACA)

18. If you selected **MI Voter Reg & a Valid Government Issued document** 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 on **Add**.

Step 3: Supporting Documentation > Documentation

* Indicates a required field.

Attachment

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

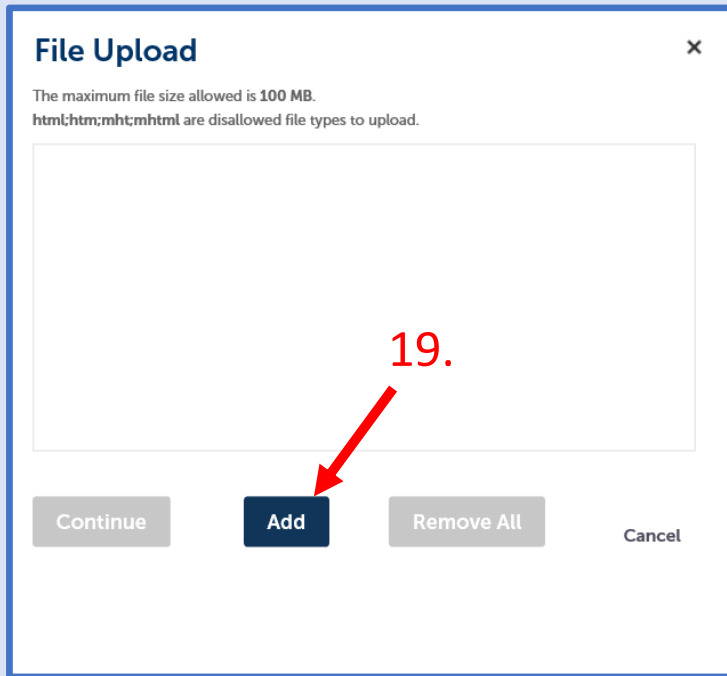
Name	Type	Size	Latest Update	Action
No records found.				

Select from Account **Add**

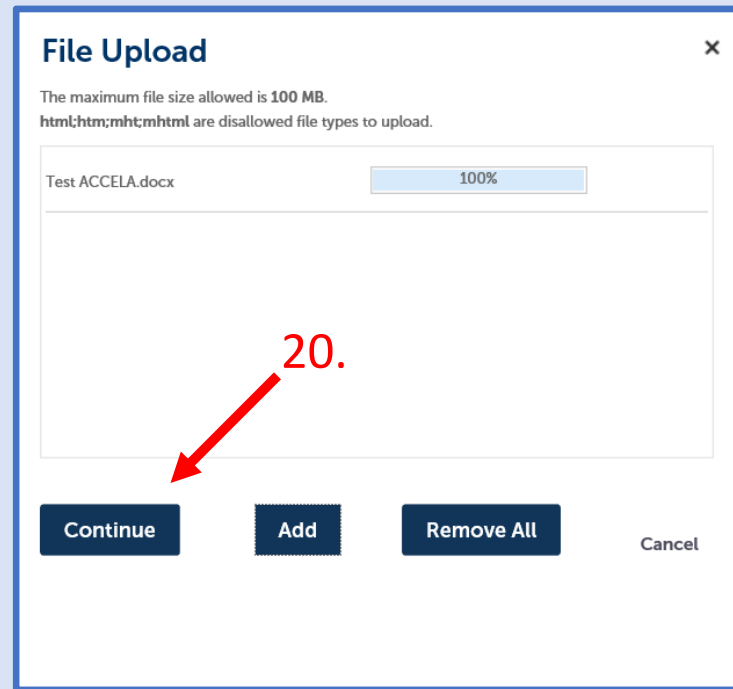
Continue Application »

Withdraw from MMMP_(ACA)

19. Click **Add** again and select the documents saved on your device that you want to use as proof of residency.



20. Once uploaded click **Continue**.



Withdraw from MMMP_(ACA)

21. Select the type of document from the drop down menu.

Step 5: Supporting Documentation > Documentation * indicates a required field

Attachment

The maximum file size allowed is 100 MB.
html,htm,mht,mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

* Type: Remove

File:
CF Sample.pdf
 100%


Also Attach To

SaveSelect from AccountAddRemove All

Save and resume laterContinue Application »

22. Click **Save**.

23. Click **Continue Application**.

 **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

Will say if documents were successfully uploaded.

Patient Only Registry Application

1 Applicant Info 2 App Specific Info

Step 3: Supporting Documentation > Documentation

Attachment

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type
No records found.	

*Type:
Michigan Voter Registration & Additi

File:
Test ACCELA.docx
100%

Also Attach To
--Select--

Save Select from Account Add Remove All

Patient Only Registry Application

1 Applicant Info 2 App Specific Info 3 Supporting Documentation 4 Review 5 Pay Fees 6

Step 3: Supporting Documentation > Documentation

Attachment

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Test ACCELA.docx	Michigan Voter Registration & Additional Proof of Valid Gov't ID	11.60 KB	10/09/2018	Actions

Select from Account Add

23. →

Continue Application »

Continue Application »

Withdraw from MMMP_(ACA)

24. Review your information along with any changes you've made, then check the **Attestation Box**.
25. Click **Continue Application**.

I attest the information provided is true and accurate and the I will comply with the requirements of the Michigan Medical Marihuana Act (Initiated Law 1 of 2008, MCL 333.26421 et seq.) and associated administrative rules. I understand that falsified or fraudulent information may be reported to law enforcement and result in criminal prosecution.

I authorize the release of my protected health information, which includes the information contained in the form completed by my certifying physician, to the Michigan Medical Marihuana Program.

By checking this box, I agree to the above certification.

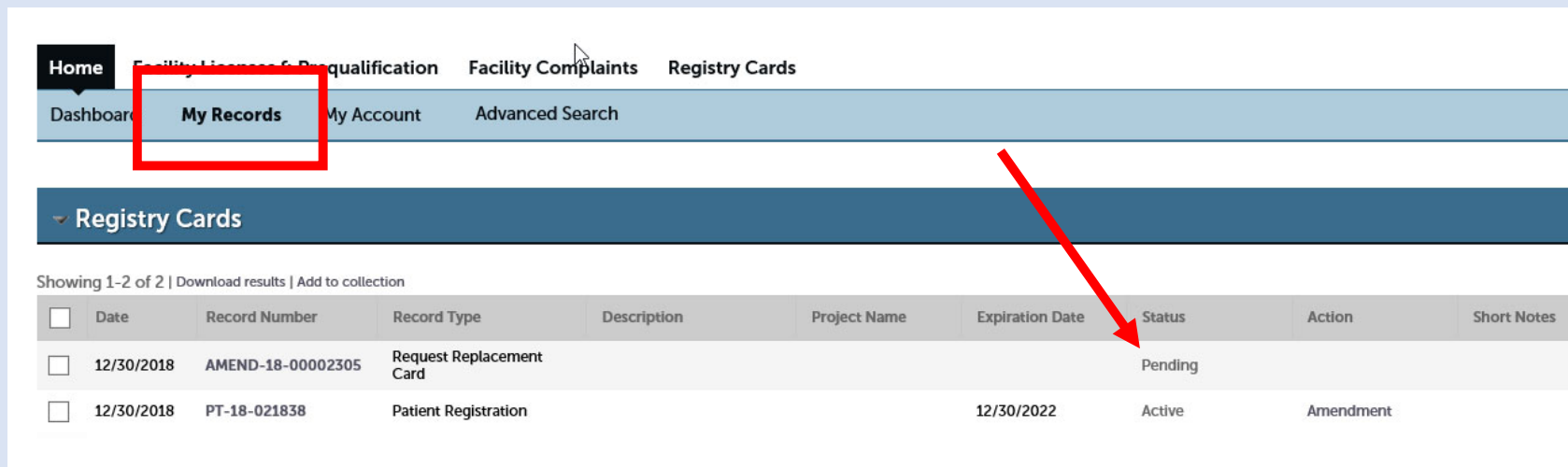
Date: 01/04/2019

[Save and resume later](#) [Continue Application »](#)

The screenshot shows a white rectangular form with a thin border. At the top, there are two paragraphs of text. Below the text is a checkbox that is checked, followed by the text 'By checking this box, I agree to the above certification.' To the right of this text is the date 'Date: 01/04/2019'. At the bottom left of the form is an orange button with the text 'Save and resume later'. At the bottom right is a dark blue button with the text 'Continue Application »'. Two red arrows point to the checkbox and the 'Continue Application' button, labeled '24.' and '25.' respectively. A mouse cursor is visible on the right side of the form.

Withdraw from MMMP (ACA)

26. The State will review the Amendment that you have submitted and you will receive notification once it has been processed. You can also check the status of the Amendment under the “My Records” page.



The screenshot displays a web application interface with a navigation menu at the top. The menu items are: Home, Facility Licenses & Requalification, Facility Complaints, Registry Cards, Dashboard, My Records, My Account, and Advanced Search. The 'My Records' item is highlighted with a red rectangular box. Below the navigation menu, there is a section titled 'Registry Cards' with a dropdown arrow. Underneath, it says 'Showing 1-2 of 2 | Download results | Add to collection'. A table with the following columns is shown: Date, Record Number, Record Type, Description, Project Name, Expiration Date, Status, Action, and Short Notes. The table contains two rows of data. A red arrow points from the 'My Records' menu item to the 'Status' column of the table.

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	12/30/2018	AMEND-18-00002305	Request Replacement Card				Pending		
<input type="checkbox"/>	12/30/2018	PT-18-021838	Patient Registration			12/30/2022	Active	Amendment	