Accela Citizen Access
Link to an existing Registration Record in Accela
1. Click **Login**.

**Linking only needs to be done 1 time.**

2. Enter the User Name **OR** E-mail you created.
3. Enter the Password you created.
4. Click on the Registry Cards tab.
5. Read the General Disclaimer and check the acceptance box.
6. Click Continue Application.
7. Under Select a Record Type, click on Registry Cards.
8. Select **Link to Existing Registration**.
9. Click **Continue Application**.

10. Click **Select from Account**.
11. Check the box next to “Mailing” for your address.
12. Click **Continue**.
13. Click **Continue Application**.
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
16. Click **Continue Application.**
17. You will receive confirmation that your account has been linked.

Step 3: Record Issuance

You have successfully linked to your existing records. Please click 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

Thank you for using our online services.
Your Record Number is LIC-REG-44.

You have successfully submitted your record for review.