Accela Citizen Access
Renew a Patient Only Registry Card in Accela
Applying for Renewal Patient Only Registry Card

Go to https://www.Michigan.gov/MRAonline

***If this is your first time renewing online, you must first Create an Account and Link to your existing account.

1. Enter your username OR E-mail address associated with your account.
2. Enter your password. You may click Login, or press Enter on your keyboard.
3. Click **My Records**.

4. Click the **small triangle** next to “Registry Cards” to view your records.
5. Click **Renew Application**.

6. Click **Continue Application**.
Complete this page only if you currently have a Caregiver

C1. If you currently have a Caregiver you will be asked if you would like to remove your caregiver at this time. If you select No you need to send in a paper application renewing with your caregiver. If you want to renewal without your caregiver, select Yes. If you currently do not have a Caregiver, you will not see this option.

C2. Click Continue Application.
7. Review Patient Current Address.
8. Select **Yes** or **No** for Patient Address Change. If you Select **Yes**, skip to Step 8.b..
9. Click **Continue Application**.
8.b. If Yes was selected, fill in all required (*) fields.

9. Click **Continue Application**.

*Patient New State* must have “MI” in capital letters.
10. From the drop-down menu, select the type of **Proof of Residency** you will use.

11.a. If you select **Michigan State Issued Driver’s License Number or Personal Identification**, fill in the required (*) fields.

**Please Note:** The Driver’s License/PID number must contain the letter and no dashes or spaces.

→ If you select **I’ll upload my MI Voter Reg and a valid Government Issued Document with my name and birthdate**, continue to step 11.b. or 11.c. on the next page. **Later in the application you will need to complete Steps 11.d -11.h. to upload your Proof of Residency documents.**

12. Click **Continue Application.**

**Please Note:** If you receive an error when submitting your Driver License/ID info, select the “**I’ll upload my MI Voter...**” option and follow steps 11.b or c.
11.b. (No Name Change) – If you do not need to change your name select No.
12. Click Continue Application.

11.c. (Name Change) – If you need to change your name, select Yes. Fill in the required fields (*) with your new Name and Date of Birth.
12. 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. Type in the **Michigan Physician License Number** then press tab.
   - Once you press tab the Physician’s info will auto populate. (If the Physician is not active with the MI Bureau of Professional Licensing or has not registered with Michigan Medical Marijuana Program you will receive an error message and not be able to proceed.)

14. Click **Continue Application**.
11.d. If you selected, I’ll **Upload my MI Voter Reg and a Government Issued Document with my name and birthdate** for proof of residency you, will now be asked to upload 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.
11.e.1. Click **Add** again. You will then select the documents that are saved on your device.

11.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.

11.f. Once all documents are uploaded. Click **Continue**.
Please Note: Above the Save button, you can see what documents you have uploaded. If you need to add additional documents, you can click Add.

11.g. If all documents are uploaded, click **Save**. Once you have saved, you will get a confirmation when the documents are successfully uploaded.

11.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.
15. Review the application info, edit each section if needed and print a copy for your records. Read the Attestation, then check the Attestation Box.

16. Click Continue Application.

17. Once you have reviewed the application fee, click Continue Application.
18. Select your method of payment.
19. Click **Next**.
20. Fill in all **Required Fields (*)** for payment.
21. Click **Next**.
22. Click **Pay Now**.

Once your payment has been successfully submitted, you will receive confirmation our application has been submitted. Write this record number on the summary you printed, or you may print this page for your records.
Once the Physician receives notice of your pending application, they have 15 days to complete their portion of your application.

Once your application has been processed, you will receive an e-mail from noreply@accela.com. This E-mail may go to your Spam or Junk folder.

You may check the status at any time by logging into the Accela Citizen Access Portal and looking under My Records. (see below)

To Review your application status:

Click Home.
Click **My Records**.

Then click the **small triangle** next to Registry Cards.

You can then review the status of your application.