Accela Citizen Access
Apply for a Patient Only Registry Card in LARA
Applying for Patient Only Registry Card

1. Click **Login** if you have just created an account. [https://michigan.gov/MRAonline](https://michigan.gov/MRAonline)
2. Enter the User Name **OR** E-mail address you created the account with.
3. Enter your Password. You may click **Login**, or press Enter on your keyboard.
4. Click on the **Registry Cards** tab.
5. Read the General Disclaimer and check the **acceptance box**.
6. Click **Continue Application**.
7. Click on the **Registry Cards** drop-down.

8. Select **Patient Only Registry Application**.

9. Click **Continue Application**.
10. Click on the **Select from Account**.

11. Verify your **Mailing** address is checked.
12. Click **Continue**.
13. After verifying your information, click **Continue Application**.
Review Patient Current Address

14. Select **Yes** or **No** if you need to change your address. If you select **Yes**, skip to Step 14.b. on page 8.

15. If you selected **No** then click **Continue Application**.
14.b. If you selected Yes, fill in the required fields (*) that appear.

15. Click **Continue Application**.
16. From the drop-down menu, select what type of **Proof of Residency** you will use.  
17.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 17.b or 17.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.**  
18. 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 from the drop-down and follow steps 17.b/c.

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**Step 2: App Specific Info > Proof of Residency**

**Residency Info**

- **Patient Proof of Residency:**
  - **Patient First Name:**
  - **Patient Last Name:**
  - **Patient Date of Birth:**
  - **Patient Driver’s License/PID:**

**Must use the letter. No spaces or dashes.**

16.  
17.a.  
18.
17.b. (No Name Change) – If you do not need to change your name select **No**.
18. Click **Continue Application**.

17.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**.
18. Click **Continue Application**.
19. 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.)

20. Click **Continue Application**.
17.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.
17.e.1. Click **Add** again. You will then select the documents that are saved on your device.

17.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.

17.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.

17.g. If all documents are uploaded, 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.

17.h. Once confirmed, click **Continue Application**.
21. Review the application info, edit each section if needed and print a copy for your records. Read the Attestation, check the **Attestation Certification Box**.

22. Click **Continue Application**.
23. Once you have reviewed the application fee, click **Continue Application**.

24. Choose a **method of payment**.

25. Click **Next**.
26. Fill in all **Required Fields (*)** for the payment type you selected.

27. Click **Next**.

28. Click **Pay Now**.
Once your payment has been successfully submitted, you will receive confirmation your 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 (Michigan.gov/MRAonline) and looking under My Records. (see next page)
To Review your application status:

Click **Home**. Then click **My Records**. Then click the **small triangle** next to Registry Cards.

You can then review the status of your application.