

A blurred, blue-toned image of a hallway with people walking, serving as a background for the LARA logo.

**LARA**

Department of Licensing and Regulatory Affairs

# Accelea Citizen Access

Create an Account in  Accelea

# Creating a User Profile

1. Go to [www.michigan.gov/BMMRonline](http://www.michigan.gov/BMMRonline) and click **Register for an Account**.
2. Read the General Disclaimer and check the **General Disclaimer Box**,
3. Click **Continue Registration**.

**Home** Licenses & Prequalification Enforcement

Advanced Search

### Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

**General Disclaimer**  
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

**Continue Registration >**

https://acasupp3.accela.com/MIMM/Default.aspx

Accelea Citizen Access

# LARA

## Department of Licensing and Regulatory Affairs

Home Dashboard Search + New Help

Accessibility Support **Register for an Account** Login

Home Licenses & Prequalification Complaints Registry Cards

Advanced Search

User Name or E-mail:  Password:  **Login >**

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

# Creating a User Profile

4. Fill out all the **Required Fields\***
5. Click **Add New** for Contact Info.
6. For Contact Type select **Individual**.
7. Click **Continue**.

Select Contact Type

Type: Individual

Continue Discard Changes

Home Licenses & Prequalification Enforcement

Advanced Search

Account Registration Step 2:  
Enter/Confirm Your Account Information

Login Information

Enter your User Name and Password. You must also enter a unique email address

\* User Name: ?

\* E-mail Address:

\* Password: ?

Password Strength Requirements

\* Type Password Again:

\* Enter Security Question: ?

\* Answer: ?

Contact Information

Please select whether you are registering as an individual or as an organization (business) and enter your contact information.

Add New

# Creating a User Profile

- Individual/Organization field select **Individual**
- Enter as much Contact Information as possible, be sure your name and date of birth matches your proof of Michigan residency . (**\* field is required**)
- Click **Add Additional Contact Address**.
- Enter Mailing Address (**\* fields required**)
- Click **Save and Close**.

**Contact Information**

**Contact Address Information**

\* Address Type:  
Mailing

\* Country/Region:  
United States

\* Address Line 1:  
Address Line 2:

\* City: State: ZIP Code: County

Save and Close Save and Add Another Clear Discard Changes

**Contact Information**

\* Individual/Organization:  
--Select--

\* First: Middle: \* Last:

Primary Phone: Work Phone: Mobile Phone:

\* E-mail: Preferred Channel:  
--Select--

Birth Date:

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

Showing 0-0 of 0

Action	Address Type	Address	Recipient	Status	Start Date	End Date
No records found.						

# Creating a User Profile

14. On the Contact Information window click **Continue**.

15. A Pop Up will show up. Click **Continue** again.

**15.**  
The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information.

**Continue** **Cancel**

### Contact Information

\* First:  Middle:  \* Last:

Primary Phone:  Work Phone:  Mobile Phone:

\* E-mail:  Preferred Channel:

Birth Date:

▼ Contact Addresses

**Add Additional Contact Address**

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

✔ Contact address added successfully.

Showing 1-1 of 1

Action	Address Type	Address	Recipient	Status	Start Date	End Date
<b>Actions</b>	Mailing	611 W Ottawa St		Active		

**Continue** **Clear** Discard Changes

**14.**

# Creating a User Profile

16. Under Contact Info, click **Continue Registration**.

17. Now you will be back to the Home page. This will show your account has been completed and you can **Login** to apply for your card.

**Contact Information**

Please select whether you are registering as an individual or as an organization (business) and enter your contact information.

✔ **Contact added successfully.**

**Bobby Bushay**  
HappyG12@123.com  
Home phone:  
Mobile Phone:  
Work Phone:  
Fax:  
[Edit](#) [Remove](#)

▼ **Contact Addresses**

**Add Additional Contact Address**

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

Showing 1-1 of 1

Action	Address Type	Address	Recipient	Status	Start Date	End Date
<a href="#">Actions</a> ▼	Mailing	123 South St		Active		

**Continue Registration >**

Register for an Account [Login](#)

**Home** Licenses & Prequalification Complaints Registry Cards

Advanced Search

✔ Your account has been created successfully. You can login immediately using your User Name and Password

**Your account has been successfully created.**  
Congratulations. You have successfully created an account with the Agency and can login immediately. If you have registered as a licensed professional, additional activation by the Agency may be required. If activation is necessary, another e-mail will be sent notifying you when activation is complete.

**Account Information**