

# **Fireworks: Fire Safety Fees**

Firework Safety Fees must be remitted by the 20<sup>th</sup> of the preceding month. Failure to do so may result in a civil fine in accordance with 28.460 Sec. 10 (4)(a)(b)(c)

These instructions will show you how to submit your Fire Safety Fees for your Low Impact Registrations and/or Consumer Grade Fireworks Certificates.

(It is recommended that you use Google Chrome or Microsoft Edge as your internet browser for Accela.)

\*\*\*Low Impact Registrations must have safety fees entered through December.

**Consumer Certificates must have safety fees entered through April of the year after issuance.**\*\*\*



To get started: <u>click here to go directly to</u> <u>Accela Automation Citizen Portal</u>

At the Login page, enter:

USERNAME or EMAIL & PASSWORD

Then click the Sign In button.

If you forgot your login information, click:

Forgot Password?

Home	Q Search -	+ New -	\$ Express Payment	Link Existing License	e 🕜 Help 🗸
Conct	ruction	Codos	and Eiro Sonvia		
JUNSU	liuction	Codes	and File Servic	Jes	
					Announcements Register for an Account Login
					First Last or License # Q •
_					
eme BCC	CLicenses BC	C Permits Plan F	Review Fire Services OLSF	R Device Permits Express Pay	у
Advanced Se	C Licenses BC	C Permits Plan I	Review Fire Services OLSF	R Device Permits Express Pa	y
Advanced Se	C <b>Licenses BC</b> earch	C Permits 🛛 Plan F	Review Fire Services OLSF	R Device Permits Express Pag	y
Advanced Se	C Licenses BC	C Permits Plan F	Review Fire Services OLSF	R Device Permits Express Pa	y
Advanced Se Sign In	C Licenses BC	C Permits Plan P	Review Fire Services OLSF	R Device Permits Express Pay	y
Advanced Se Sign In USERNAME PASSWORD	C Licenses BCC earch C OR EMAIL: *	C Permits Plan F	Review Fire Services OLSF	R Device Permits Express Pag	y
Deme BCC Advanced Se Dign In USERNAME PASSWORD	C Licenses BCC earch	C Permits Plan I	Review Fire Services OLSF	R Device Permits Express Pag	y
Advanced Se Sign In USERNAME PASSWORD	C Licenses BCC earch C OR EMAIL: * D: * ssword?	C Permits Plan I	Review Fire Services OLS	R Device Permits Express Pay	y
Demo BCC Sign In USERNAME PASSWORD	C Licenses BCC earch	C Permits Plan I	Review Fire Services OLSF	R Device Permits Express Pag	y
Advanced Se Dign In USERNAME PASSWORD	C Licenses BCC earch	is device	Review Fire Services OLSF	R Device Permits Express Pay	y



# Once you are logged in, this will be what the Home screen looks like.

Click on the Fire Services tab.





Find the record number that you are looking for. The record number is also referred to as your "CT" or "CP" number. To the left of that record, you will click on: **Amendment** to enter a safety fee record.

(This Amendment button is used to quickly enter safety fees for smaller businesses with one or two certificates or registrations. It is also used if you have multiple months of safety fees to enter for a single certificate or registration.)

## FIRE SERVICES

#### Records

Showing 21-29 of 29 | Download results | Add to collection | Add to cart

Action	Facility/Cert./Record Number	Date	Record Type	Description	Facility/Location Name	Address	Expiration Date	Status	Related Records
	2023-SFR01242	05/24/2023	Sales Reporting Amendment					Completed	3
[] Amendment	CP00418	05/16/2023	Consumer Fireworks Certificate Permanent Structure		СР	Tester MI 48205 United States	04/30/2025	Safety Fee Due	11
	2023-SFR00966	05/04/2023	Retailer Fireworks Sales Report & Safety Fees						3
		04/13/2023	Consumer Fireworks Certificate Permanent Structure			AVE, DETROIT MI 48205 United States	04/30/2024	Issued	2
		03/16/2023	Consumer Fireworks Certificate Temporary Structure			United States	04/30/2024	Issued	3
	2023-SFR00446	03/09/2023	Retailer Fireworks Sales Report & Safety Fees						5
	2023-SFR00450	03/09/2023	Retailer Fireworks Sales Report & Safety Fees		1				4
		12/30/2019	Consumer Fireworks Certificate Permanent Structure	COU	ple of pa	ges to see	e to com e the Re u want.	b throug cord nu	n a mber
		12/30/2019	Consumer Fireworks Certificate Temporary Structure			12345 Hello ST, LANSING MI 48854 United States	04/30/2024	Issued	2
				< Prev 1 2 3	Next >				



## Step 1: Safety Fee Reporting

# Click **Add a Row** to report a safety fee

#### Sales Reporting SALES REPORT INFORMATION Firework Certificate/Registration Number: Are you cancelling your Certificate or Registration?: Yes No Yes No

#### Monthly Safety Fee Reporting

#### SALES REPORT INFORMATION

Showing 1-10 of 13

FIRE

SERVICES

	1.2 0.6	0.01	1.19			2023
	0.6					2020
		0.01	0.59			2023
	0.9	0.01	0.89			2023
0000	3000	30	2970			2023
	0	0	0	06/28/2023		2023
0	6	0.06	5.94			2023
00	12	0.12	11.88	06/28/2023		2023
	0	0	0	09/28/2023		2023
	0	0	0	09/28/2023		2023
	0	0	0	09/28/2023		2023
	)	0 0 6 0 12 0 0 0 0 0	0 0 6 0.06 0 12 0.12 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	NOO     SOO     SOO     SOO     2570       0     0     0     0       6     0.06     5.94       0     12     0.12     11.88       0     0     0       0     0     0       0     0     0	NOC     SOC     SOC     SOC     Z2970       0     0     0     0     06/28/2023       0     0.06     5.94       0     0     0     09/28/2023       0     0     0     09/28/2023       0     0     0     09/28/2023       0     0     0     09/28/2023       0     0     0     09/28/2023	NOC     SOC     SOC     SOC     SOC       0     0     0     06/28/2023       6     0.06     5.94       0     12     0.12     11.88     06/28/2023       0     0     0     0.9/28/2023       0     0     0     0.9/28/2023       0     0     0     0.9/28/2023



Sales Report Information

Enter the **Gross Sales Amount** and the 6% safety fee will auto-populate.

### SALES REPORT INFORMATION



×



If you have more safety fees for this certificate or registration, you may click Add a Row.

Note: If you are done selling fireworks for the year and would like to cancel your certificate, click "Yes" to cancelling your certificate and then enter your total sales from July 2024.

# When you are done, click: Continue Application

Sales Reporting			
SALES REPORT INFORMATION			
Firework Certificate/Registration Number:	O CP00418		
Are you cancelling your Certificate or Registration?:	🔿 Yes 🖲 No		

### Monthly Safety Fee Reporting

Permanent building or structure	Gross Sales Amount Reported	Gross Safety Fee	Permanent Structure Discount	Safety Fee Amount Due	Date Reported	Month	Year
Ves	20	1.2	0.01	139			2023
Ves	10	0.6	0.01	0.59			2023
Yes	15	0.9	0.01	0.89			2023
Yes	50000	3000	30	2970			2023
les	0	0	0	0	06/28/2023		2023
les	100	6	0.06	5.94			2023
/es	200	12	0.12	11.88	06/28/2023		2023
les	0	0	0	0	09/28/2023		2023
les	0	0	0	0	09/28/2023		2023
/es	0	0	0	0	09/28/2023		2023
		< P	1 2 Next >				
d a Row 🔻							
						<u> </u>	
						Conti	

#### SALES REPORT INFORMATION



## Step 2: Review

# Review and click **Continue Application**

ales Reporting Amendment			
1 Safety Fee Reporting	2 Review	3 Pay Fees	4 Record Issuance
itep 2:Review			
Courses of an annual laters			Continue Application
Save and resume later			
Save and resume later			
save and resume later	uttons to make changes to sections or "(	Continue Application" to move on.	
ease review all information below. Click the "Edit" t	uttons to make changes to sections or "(	Continue Application" to move on.	
ease review all information below. Click the "Edit" t	uttons to make changes to sections or "(	Continue Application" to move on.	
ease review all information below. Click the "Edit" t	uttons to make changes to sections or "(	Continue Application" to move on.	
Save and resume later	uttons to make changes to sections or "d	Continue Application" to move on. Sales Reporting Amendment	
save and resume later	uttons to make changes to sections or "(	Continue Application" to move on. Sales Reporting Amendment	
Save and resume later sase review all information below. Click the "Edit" b Record Type Sales Reporting	uttons to make changes to sections or "(	Continue Application" to move on. Sales Reporting Amendment	
Record Type	uttons to make changes to sections or "	Continue Application" to move on. Sales Reporting Amendment	
Record Type Sales Reporting	uttons to make changes to sections or "	Continue Application" to move on. Sales Reporting Amendment	Ed



Step 3: Pay Fees

## Click Check Out

. Safet	v Fee				
Repo	rting	2 Review	3 Pay Fees	4 Record Issuar	ice
iterna ina	called of repaired.	Enter quantities where	applicable. The following screen wind	alspidy your total lees.	
Applica	tion Fees				
Fees				Qty.	Amoun



Cart

Click Checkout

And you will then be redirected to the CEPAS payment site

Dashboard	My Records	My Account	Advanced Searc	h		
Cart						
1 Select item to pa	ay	<sup>2</sup> Payment information		3 Receip	t/Record ce	
Step 1:Selec Click on the arrow the Edit cart and ( PAY NOW	<b>t item to pay</b> rin front of a row to dis Choosing Pay Later link	play additional informat c.	ion. Items can be sav	ved for a f	uture checkout by clic	king on
Step 1:Selec Click on the arrow the Edit cart and ( PAY NOW	t item to pay in front of a row to dis Choosing Pay Later link	play additional informat 	ion. Items can be sav	ved for a fo	uture checkout by clic	king on
Step 1:Selec Click on the arrow the Edit cart and ( PAY NOW You are required to pa	t item to pay r in front of a row to dis Choosing Pay Later link y all fees that have been ass	play additional informat c	ion. Items can be sav	ved for a for	uture checkout by clic pplication.	king on
Step 1:Selec Click on the arrow the Edit cart and ( PAY NOW You are required to pa No Address 1 Application(s)	t item to pay in front of a row to dis Choosing Pay Later link y all fees that have been ass <b>1</b> \$1,102.76	play additional informat «. sessed during the application (	tion. Items can be sav	ved for a fi	uture checkout by clic pplication.	king on



## Click: Pay by Electronic Check Or Pay by Credit Card

## Click: Next



#### Payment Method

#### MI Permit Lic Plan Review

Welcome to the CEPAS Payment Module for MI Permit License Plan Review.

This process is being used as a secure means of processing online payments 24 hours a day, seven days a week.

Payment may be made using a valid Credit or Debit card (Visa, MasterCard, Discover, or American Express) or an electronic check.

In order to make a payment, please select 'Next' below.



#### Important Information Regarding Debit Blocks

Some financial institutions offer a service referred to as "Debit Blocking" or "Debit Filtering" to their business account owners to prevent unauthorized debits (withdrawals) posting to their accounts. If an account has a debit block or filter, any unauthorized debit transaction will be returned unpaid. Most financial institutions offer the option of authorizing certain debits by providing specific information about the transactions to be authorized.

If you have a Debit Block or Filtering service on your account you must access your Debit Block or Filtering settings or contact your financial institution and have the ACH transactions identified with the Company ID **9044030366** authorized to debit your account. Failure to make these arrangements will result in your payment being returned unpaid.



## FIRE SERVICES

## Depending on if you clicked on Electronic Check or Credit Card, these are the screens you will see.

Fill out all the highlighted fields and then Click: **Next** 

	* Indicates required field
illing Address	
Use Business Name	
*First Name:	
M.I.:	
*Last Name:	
Street Line 1:	
Street Line 2:	
City:	
State:	Select State
Zip:	
Country:	UNITED STATES
Phone:	
*E-Mail:	
ayment Details	
*Payment Amount:	01/22/2023
Payment Date.	
Your account will be deb date falls on a non-bank	ited in 1 to 3 days from the date identified. If your payment ing day your payment will be executed on the next available
banking day. Current da	te payments received after 9:59 PM ET will be executed on
the next valid banking d	ay.
ayment Method	
*Name On Accou	int:
*Account Numb	What's This?
Re-Type Account Numb	Der:
*Routing Numb	What's This?
*Account Ty	pe: Ochecking Savings
	Back Next Exit

Check Payment Screen

## Credit Card Payment Screen

	Indicates required fiel
Billing Address	
Use Business Name	
*First Name:	
M.I.:	
*Last Name:	
Street Line 1:	
Street Line 2:	
City:	
State:	Select State
Zip:	
Country	
country.	UNITED STATES
Phone:	
*E-Mail:	
Payment Details	
*Payment Amount:	1250.00 <b>USD</b>
Payment Method	
*Name o	n Card:
*Card N	umber:
	* Month
*Expiratio	n Date:
	+ Tear
*Card Verification Value	CVV2): What's This?
	Back Next Exi



## Click: Pay Now

(Note that the most common reason for a "failed verification" is because the zip code does not match what is on file with the cardholder's card company. Please verify that information with your card company if needed.)

#### **Payment Review**

### **MI Permit Lic Plan Review**

To confirm your payment information, click on "Pay Now" in the box below.

If you have entered a valid email address, a confirmation email will be received from noreply@fiserv.com.

Address	
Billing Address:	
Dovmont Mothod	
Payment Method	
VISA	
Payment Amount	
Amount: 1000.00 USD	
Total: 1000.00 USD	



Once you have paid, you will be directed to a Receipt page that will state that your submittal has been successfully received.

Scroll to the bottom of the page and see the record number of your safety fee payment(s).



Print Plan Review Summary/Invoice	
No Address	
2024- SFR00003	View Summary
Print Plan Review Summary/Invoice	



## If you have any questions or concerns, please do not hesitate to contact us at: <u>fireworks@michigan.gov</u>

Thank You!