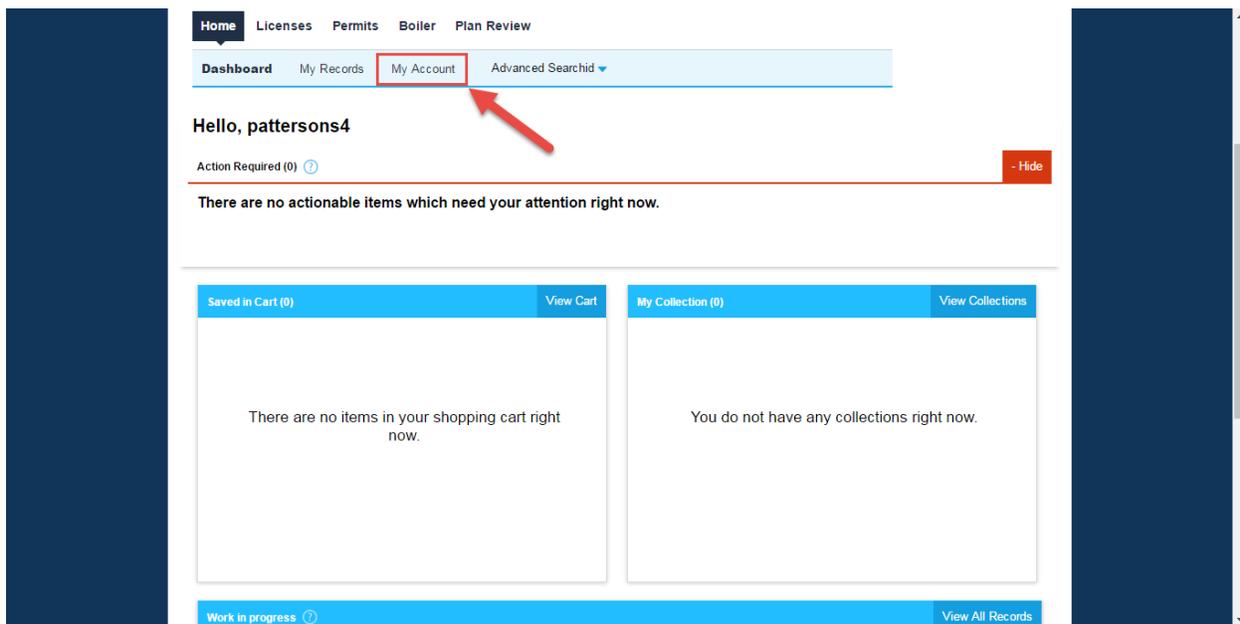


ATTENTION: PLUMBING APPRENTICE RENEWALS

Due to a delay in printing and mailing the Plumbing Apprentice Renewals the renewal period will be extended until July 1, 2016. Additionally, we encourage you to renew online at <https://aca3.accela.com/LARA/>

After you have created and verified your account (by clicking the link in the email received after you create your account) you can follow the instructions below to add your license to your account and renew your license. An additional feature of renewing online is the license will be emailed to you within 2 business days.

Click on “My Account”



The screenshot displays the user dashboard for 'pattersons4'. The navigation menu at the top includes 'Home', 'Licenses', 'Permits', 'Boiler', and 'Plan Review'. Below this, a secondary menu contains 'Dashboard', 'My Records', 'My Account', and 'Advanced Searchid'. The 'My Account' item is highlighted with a red box, and a red arrow points to it. Below the navigation, the user is greeted with 'Hello, pattersons4'. A section for 'Action Required (0)' with a 'Hide' button indicates no actionable items. Two main content areas are shown: 'Saved in Cart (0)' with a 'View Cart' link, and 'My Collection (0)' with a 'View Collections' link. Both areas contain messages stating there are no items or collections currently. At the bottom, there is a 'Work in progress' indicator and a 'View All Records' link.

Click on “Add a License”

Search...

Home Licenses Permits Boiler Plan Review

Dashboard My Records **My Account** Advanced Search ▾

Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

Citizen Account

Login Information

User Name: pattersons4
 E-mail: pattersons4@michigan.gov
 Password: *****
 Security Question: dog
 Mobile Phone: 517-123-1234
 Receive SMS Message: YES

[Edit](#)

License Information

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 0-0 of 0

State License #	License Type	First Name	Last Name	Expired Date	Business Name	Address Line 1	City	State	Zip	Home Phone	Mobile Phone	Status	Action
No records found.													

[Add a License](#)

Contact Information

[Add a Contact](#)

Choose license type and input your license number

Search...

Home Licenses Permits Boiler Plan Review

Dashboard My Records My Account Advanced Search ▾

Updating Your Account:

Adding a License:

By adding a professional license you may gain access to additional features in the Citizen Portal. Select a license type and enter a license number to look up your license. Your license must be valid and active to be added to your citizen account. If your license does not display, contact the Agency. In certain circumstances, such as license-right by proxy through an employer, even after identifying your license(s), an Agency employee must perform additional validation. In these cases, **your access to certain features of the Citizen Portal may be limited pending approval.**

* indicates a required field.

License Information

* License Type: * State License Number:

[Find License](#)

Michigan.gov Home | LARA Home | Office of Regulatory Reinvention | FOIA | State Web Sites | Transparency | Policies | Michigan News

Click "Connect"

Announcements Logged in as: pattersons4 Collections (0) Cart (0) Reports (1) Account Management Logout

Search...

Home Licenses Permits Boiler Plan Review

Dashboard My Records My Account Advanced Search

Adding a License:

* indicates a required field.

License Information

Showing 1-1 of 1

License Number	Type	Name	Business Name	Action
8004501	Plumbing Contractor	Z M Z	O	Connect

Search Again »

Michigan.gov Home | LARA Home | Office of Regulatory Reinvention | FOIA | State Web Sites | Transparency | Policies | Michigan News
Copyright 2015 State of Michigan

10:50 AM 04/20/16

Return to the Dashboard

Dashboard My Records My Account Advanced Search

8004501 Professional license(s) added successfully to your public user account.
This license has been approved.

Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

Licensed Professional Account

Login Information

Edit

User Name: pattersons4
E-mail: pattersons4@michigan.gov
Password: *****
Security Question: dog
Mobile Phone: 517-123-1234
Receive SMS Message: YES

License Information

Add a License

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 1-1 of 1 | [Download results](#)

State License #	License Type	First Name	Last Name	Expired Date	Business Name	Address Line 1	City	State	Zip	Home Phone	Mobile Phone	Status	Action
8004501	Plumbing Contractor	Z	Z	04/30/2016	O	AddLine19	LANSING9	MI	488139	4444444444	8888888888	Approved	Actions

10:51 AM 04/20/16

Your license should show for renewal.

Announcements Logged in as: pattersons4 Collections (0) Cart (0) Reports (1) Account Management Logout

Search...

Home Licenses Permits Boiler Plan Review

Dashboard My Records My Account Advanced Search

Hello, pattersons4

Action Required (2) Hide

Due Date	Record Name	Record ID	Action
🕒 04/30/2016	Plumbing Contractor License	8004501	Renew
🕒 04/30/2016	Plumbing Contractor License	8004502	Renew

Saved in Cart (0) [View Cart](#) My Collection (0) [View Collections](#)

10:52 AM 04/20/16