**ACA PIN LINK INSTRUCTIONS**

If a record doesn’t display in your account in My Records or when performing a search, then the record will need to be linked to your account by utilizing the pin link functionality.

IMPORTANT: Organizations with more than one facility link the record within the organization account. See Delegation for more information at www.Michigan.gov/rss

1. After login, select “Registrations” tab, then select “Create an Application”.

2. After reviewing and accepting the terms select “Continue Application”.

3. Select “LINK RECORD”. Select the radio button next to “ACA Pin Link”. Select “Continue Application”.

4. Enter the Record Number and PIN provided by email or letter in the “Record ID” and “PIN” fields, then select “Continue Application”.

5. On the Review step page select “Continue Application”, then the Record Issuance page will display. The record has now been linked to and is accessible by your account. Search for and access the record.

**How to Search For and Access a Record After PIN Linking**

1. Select “Registrations” tab.

2. The “Records” list will appear. Scroll down to the “General Search” section.

3. In the “Record Number” field enter the record number, then select the “Search” button. The record will display, or the record will appear in a list of search results.

NOTE: The search field that displays in the upper right-hand corner of the screen and contains “Search…” with the magnifying glass will not return certain record types. Follow the above directions when searching for records.