**How To Obtain and Print the Radiation Machine Registration Certificate for Posting at the Facility**

1. Access the facility record online at aca3.accela.com/MIHS by signing into your account. After login, select “Registrations” tab.

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

3. In the “Record Number” field enter the Facility Number, then select the “Search” button. The facility registration record will display. If no results are returned see directions: ACA PIN LINK INSTRUCTIONS at [www.Michigan.gov/rss](http://www.Michigan.gov/rss)

4. In the “Record Details” section select the “Print Facility Certification” button. The Radiation Machine Registration Certificate will generate and display. Please print and post the certificate at the facility.

Machine registration tags will be mailed, under separate cover if a new machine(s) was registered or replacement tags were requested. Please affix the machine tags to the corresponding machine(s) as indicated on the certificate.