**How to Submit a Renewal Application**

1. Access the record online at <https://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 listed in the expiration email or Registration Number listed on the Renewal Notice letter, then select the “Search” button. The 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 “Renew Application” button. Complete and submit the Renewal Application. Detailed Renewal Application instructions available at [www.Michigan.gov/rss](http://www.Michigan.gov/rss)