**How to Search For and Access a Record**

1. 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 record number, then select the “Search” button. The record will display, or the record will appear in a list of search results. If no results are returned see directions: ACA PIN LINK INSTRUCTIONS at [www.Michigan.gov/rss](http://www.Michigan.gov/rss)

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.