

How to process an Amendment

An amendment should be processed when you need to make any changes/updates to your existing license(s).

1. Visit <https://aca3.accela.com/mdard/>
2. Register yourself as a user and log in. Refer to the procedure '*Register for an account*' for step by step instructions.
3. Note: Follow the prompts for 'register as a user'. You will receive an email with an 'activation link'. Click on the link and login to active your account
4. If you need to link your existing license to your ACA account, refer to the procedure '*How to link your existing license to your ACA account*' procedure for step by step instructions
5. Navigate to Licenses > Licenses Home
6. Find the company you want to apply for, and click the 'Amendment' button under the 'Action' Column
7. You will be redirected to the Amendment application page
8. Process through the application process by providing all needed information
9. Make sure to properly review all the information entered prior to continuing to make a payment
10. Final step will be to make a payment

Note: Payment for all the locations will be invoiced on the same receipt