

Paying Your Nursery Inspection Fees Online

Here are few helpful tips prior to starting:

1	At this point the online licensing system only accepts the following credit cards: VISA, MasterCard and Discover. It does not accept Electronic Funds Transfer (EFT) at this time. We apologize for the inconvenience, please contact the CENTRAL LICENSING UNIT AT (800) 292 -3939 [Mon – Fri, 8 AM – 5 PM] for further questions regarding this.
3	This is a two-step process – First you must attach yourself to your existing license via the Pin Record Instructions, after you have successfully completed this process, you can start your actual license renewal process.
4	The Accela Citizen Access (ACA) webpage is only compatible with Internet Explorer 11 or Google Chrome. Please be sure use either one of these browsers. Please do NOT use Safari.
5	Once you have successfully completed your license renewal and made the payment, your license will be sent to you via mail to the mailing address on file.

To complete the payment on your license you will need to do 3 things:

- A. Register for an Account
- B. Connect to your existing license(s) using your PIN number
- C. Pay the Fees

A. Register for an Account

NOTE: To do this using a mobile device, please see our [ACA Registration via Mobile guide](#).

1. Go to <https://aca3.accela.com/mdard/>
2. On the right hand side under the login textboxes, click on “Register for an Account”
3. Read the terms, Check the checkbox, and click “Continue Registration”
4. Enter the following:
 - a. User Name
 - b. Email Address
 - c. Password
 - d. Create a Security Question
 - e. The answer to the security question
5. Under Contact Information, click on the blue “Add New” button

IMPORTANT: Both times you are asked, select Individual as the contact type.

6. In the pop-up window, choose **Individual** as the Contact Type and click “Continue”
7. In the second window, enter the information required. Remember to choose **Individual** as the “Individual/Organization” dropdown choice. Once finished, click Continue.
8. Click “Continue” on the popup that states “The information you entered is not found...”

NOTE: If you do not see the continue button, scroll to the top of the page

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9. Enter the Captcha numbers/word before continuing.

NOTE: You can click on the refresh button () to switch the captcha image if necessary.

10. Click “Continue Registration” and your account will be successfully created
11. You will receive an activation link in the email address entered during the registration process
12. Click on this activation link from your email, and you will be redirected to the MDARD ACA login page.

NOTE: If you have not received an activation link, be sure to look in your junk and spam folders. If you still have not found it, contact the CENTRAL LICENSING UNIT AT (800) 292 -3939 [Mon – Fri, 8 AM – 5 PM]

13. Enter the username/password created during the registration process.
14. You will be successfully logged into your ACA account

B. Connect to your Existing Nursery License(s)

You now need to connect your account to your existing licenses. *This is a one-time process.*

NOTE: To get your PIN, contact the CENTRAL LICENSING UNIT AT (800) 292 -3939 [Mon – Fri, 8 AM – 5 PM]

1. If you are not already logged in, please do so by going to <https://aca3.accela.com/mdard> and entering your username/password.
2. At the top of the page, hover over the “Licenses” link and click “Apply for a License”
3. Read through the disclaimer, check the box to accept the terms, and click Continue Application.
4. Select the first radio button “Add user to License Data Using PIN #”
5. Click “Continue Application”
6. You will be directed to a page titled Step 1: License # and PIN Entry.
7. Click 'Add a Row'. (If you need to add multiple rows, you can add up to 10 licenses at a time by clicking the arrow next to 'Add a Row').
8. In the PIN-ENTRY window that appears, enter the license number as well as the PIN# provided on the top of your renewal form. The form will check the combination after you tab out of the PIN # field.
9. Click Submit. You will see the row(s) added with the information entered.
10. Once you have entered the license number(s)/pin number(s), click “Continue Application”.
11. You will be directed to Step 2: Review.
12. Click “Continue Application” again to finish the PIN entry step.
13. The final page says Step 3: Receipt/Record Issuance (see screenshot below)

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1 Select item to pay	2 Payment information	3 Receipt/Record issuance
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Step 3: Receipt/Record issuance

Receipt

Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

No Address

PIN-000115

NOTE: WHEN YOU SEE A SCREEN WITH THE RECEIPT/RECORD ISSUANCE AS SHOWN IN THE SCREENSHOT ABOVE, YOU HAVE SUCCESSFULLY ATTACHED YOURSELF TO YOUR EXISTING LICENSE USING THE PIN RECORD.

C. Pay your Fee

1. At the top of the page, hover over the “Licenses” link, and click “Search & Renew Licenses”
2. You will be directed to a list of your Records. You will see that the Nursery record you connected your account to should be in the list.
3. Locate that record. On the right side in the column called “Action” there should be a “Pay Fees Due” Link. Click it.
4. You will be directed to the page to see your fees due
5. You will see the Nursery Fee and the total.
6. Click Checkout
7. You will be directed to the cart.
8. Click Checkout again.
9. You will now be directed to the State of Michigan’s Payment System.

Department of Agriculture & Rural Development

MICHIGAN.GOV
Michigan's Official Web Site

Payment Method

Welcome to the Mich Dept of Agriculture CC Payment Website!

Paying on-line is quick, easy, secure, and available to you 24 hours a day, seven days a week. This application allows you to pay your invoice using valid Visa, MasterCard, or Discover credit card.

This on-line service is a payment site only and will not display payment history. If you have questions regarding your payment history, please call 800-292-3939, Monday-Friday, 8am-5pm.

The website "thepayplace.com" is a secure site used by the State of Michigan to process certain electronic payments.

* Indicates required field

Choose method of payment

Pay by credit card

VISA MasterCard Discover

Back Next Exit

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