



## Online Accela License Renewal Instructions for Motor Fuel Retail Outlet License

**Renewing your license online for the first time is a simple three-step process:**

- 1) **Register for an account** in Accela. (Section A)
- 2) **Connect your account to your existing license(s)** using the PIN provided on your renewal notice. (Section B).
- 3) **Renew your license(s)**. (Section C)

**NOTE: If you have previously registered and your account is already connected to your Motor Fuel Retail Outlet License(s), please skip to Section C.**

### Section A:

#### Register for an Account:

- 1) Go to <https://aca3.accela.com/mdard> to register as a user.
  - a. Follow the prompts for "Register as a User". You will receive an email with an **Activation Link**.
  - b. If you do not receive the activation link within an hour, please contact the MDARD Customer Service Center at 800-292-3939 (M-F, 8:00 am - 5:00 pm) or send an email with your contact information to [mdard-clu@michigan.gov](mailto:mdard-clu@michigan.gov).
- 2) Click on the link and login to activate your account.

### Section B:

#### Connect your account to your existing license(s):

You need to connect your new user account to your existing license(s) through the PIN record process. **This is a one-time process.**

- 1) At the top of the page, hover over/click on the "Licenses" link and click "Apply for a License".
- 2) Read through the disclaimer, check the box to accept the terms and then click "Continue Application".
- 3) Select the first radio button "Add current user to License Data Using PIN #" and then click "Continue Application".
- 4) You will be directed to a page titled: Step 1: License # and PIN Entry.
- 5) 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").

**PLEASE NOTE THAT THE INSTRUCTIONS BELOW (STEPS 6 & 7) DO NOT COMPLETE YOUR RENEWAL APPLICATION. YOU MUST ALSO COMPLETE SECTION C.**

- 6) In the "PIN-ENTRY" window that appears, **enter your Motor Fuel Retail Outlet License number** as well as the **PIN # found at the top of your renewal form**. The form will check the combination after you tab out of the PIN # field. Click "Submit" and you will see the row(s) added with the information you entered.
- 7) Once you have entered the license number(s)/PIN number(s), click "Continue Application". You will be directed to Step 2: Review, click "Continue Application" again to finish the PIN entry step. The final page says Step 3: Receipt/Record Issuance.

**REMINDER: YOU MUST COMPLETE SECTION C TO COMPLETE THE RENEWAL PROCESS.**

## Section C: Renew each License

- 1) At the top of the page, hover over/click on the "Licenses" link and click "Search & Renew Licenses". You will be directed to a list of your Records. You will see that the records you connected to the account will be on the list.
- 2) Find the Motor Fuel License you are renewing and under the "action" column (far right column) click "Renew License".

**NOTE: Make sure to click "Renew License" as shown outlined in the screen shot below.**

- **DO NOT click on the blue amendment link!**
- **Please be sure to verify that the top of the page has "Motor Fuels Retail Outlet License" listed.**

<input type="checkbox"/>	MFQE- 200395	Motor Fuels Retail Outlet License	03/27/2017	STEVES GAS	525 W ALLEGAN ST LANSING, MI 48933	11/30/2017	1	About to Expire	<b>Renew License</b> Amendment
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- 3) You will be redirected to the license renewal page.
  - 4) Follow the page flow and modify any information as needed during the renewal process. Be careful to review all the information prior to submitting the application.
- **AS OF 3/29/17 THERE IS NO LONGER A LICENSE FEE ASSESSED TO THE MOTOR FUEL RETAIL OUTLET LICENSES**
  - **IF YOU NEED ASSISTANCE WALKING THROUGH THE PROCESS OF RENEWING YOUR MOTOR FUEL RETAIL OUTLET LICENSE PLEASE CALL 1-800-292-3939 (M-F 8:00 – 5:00)**

**\*\*\*\*\*ATTENTION\*\*\*\*\***

**LICENSE FEES ARE NO LONGER ASSESSED FOR  
MOTOR FUEL RETAIL OUTLET LICENSES**

**ADMINISTRATION FINES ARE STILL IN EFFECT  
FOR APPLICATIONS RECEIVED AFTER 9/1/17**