

# **Registering and Creating an Accela User Account**

## **Cannabis Regulatory Agency**

**Cannabis Regulatory Agency**

**Phone: (517) 284-8599**

**Website: [www.michigan.gov/cra](http://www.michigan.gov/cra)**

## Registering and Creating an Accela User Account

- Go to [www.michigan.gov/craonline](http://www.michigan.gov/craonline)
- Select **Register for an Account**

Accessibility Support

[Register for an Account](#)

[Login](#)



[Home](#)

[Medical Facility Licensing](#)

[Adult-Use Establishment Licensing](#)

[Facility & Establishment Complaints](#)

[Registry Cards](#)

[Advanced Search](#)

User Name or E-mail:

Password:

[Login »](#)

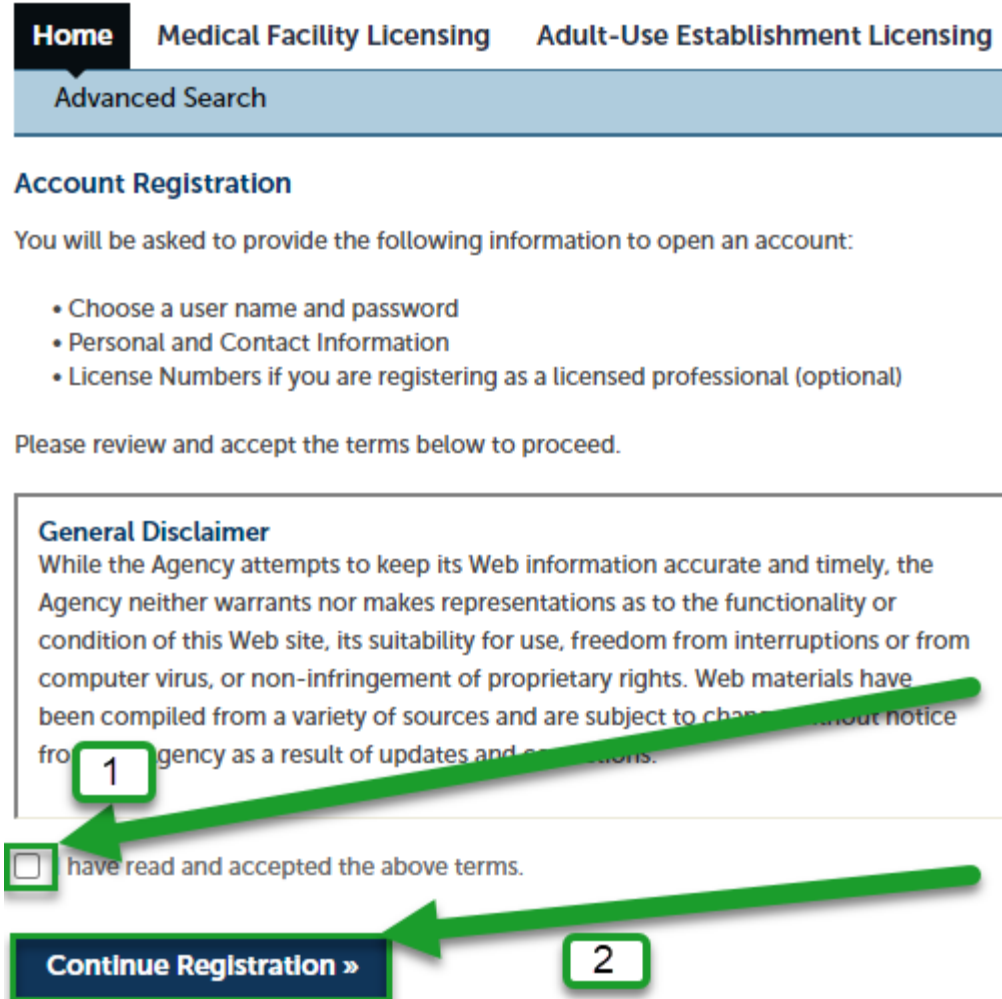
Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

## Registering and Creating an Accela User Account

- Read the **General Disclaimer**.
- Check the box stating ***I have read and accepted the above terms.***
- Select **Continue Registration**.



The screenshot shows the Accela user registration interface. At the top, there are navigation tabs: **Home**, **Medical Facility Licensing**, and **Adult-Use Establishment Licensing**. Below these is a search bar labeled **Advanced Search**. The main heading is **Account Registration**. A text block states: "You will be asked to provide the following information to open an account:" followed by a list: "Choose a user name and password", "Personal and Contact Information", and "License Numbers if you are registering as a licensed professional (optional)". Below this is the instruction: "Please review and accept the terms below to proceed." A box titled **General Disclaimer** contains the following text: "While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the agency as a result of updates and corrections." A green box with the number "1" is placed over the end of this disclaimer text, with a green arrow pointing to a checkbox. Below the disclaimer is the checkbox and the text "I have read and accepted the above terms." A second green box with the number "2" is placed over the **Continue Registration »** button, with a green arrow pointing to it.

**Home** Medical Facility Licensing Adult-Use Establishment Licensing

Advanced Search

### Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

**General Disclaimer**

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I have read and accepted the above terms.

**Continue Registration »**

## Registering and Creating an Accela User Account

- Enter the Login information. This is the information you will use to login.

### Login Information

Enter your User Name and Password. You must also enter a unique email address

* User Name:	<input type="text"/>	?
	UserNamw	
* E-mail Address:	<input type="text"/>	
	test@test.com	
* Password:	<input type="password"/>	?
	*****	
* Type Password Again:	<input type="password"/>	
	*****	
* Enter Security Question:	<input type="text"/>	?
	Security Question	
* Answer:	<input type="text"/>	?
	Security Answer	


## Registering and Creating an Accela User Account

- Select the **Add New** button under Contact Information.

**Contact Information**

Please select whether you are registering as an individual or as an organization (business) and enter your contact information.

**Add New**



- Select the type dropdown and select **Individual**. Select **Continue**

### Select Contact Type

\* Type:

Individual ▾


--Select--

Individual

Municipality

Organization

Discard Changes



# Registering and Creating an Accela User Account

- Enter your **First Name**, **Last Name**, **E-mail**, **Birth Date**, and any other applicable information.

**Contact Information** ×

\* First:  Middle:  \* Last:  Suffix:   
Primary Phone:  Work Phone:  Mobile Phone:   
\* E-mail:  Preferred Channel:   
\* Birth Date:    
Doing Business As:

▼ Contact Addresses

**Add Additional Contact Address**

To edit a contact address, click the address link.  
Required contact address type(s): Mailing


Showing 0-0 of 0

Action	Address Type	Address	Recipient	Status	Start Date	End Date
No records found.						

## Registering and Creating an Accela User Account

- Select **Add Additional Contact Address**.

**Contact Information** ×

\* First:  Middle:  \* Last:  Suffix:   
Primary Phone:  Work Phone:  Mobile Phone:   
\* E-mail:  Preferred Channel:   
\* Birth Date:    
Doing Business As:   
▼ Contact Addresses

**Add Additional Contact Address**

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

Showing 0-0 of 0

Action	Address Type	Address	Recipient	Status	Start Date	End Date
No records found.						

## Registering and Creating an Accela User Account

- Enter your mailing address information. Once done, select **Save and Close** or **Save and Add Another** if you have multiple mailing addresses.


### Contact Address Information

\* Address Type:  
Mailing

\* Address Line 1:  
2407 N Grand River Ave

\* City: Lansing      State: MI      ZIP Code: 48906

**Save and Close**   **Save and Add Another**   **Clear** Discard Changes



- Select **Continue**

▼ Contact Addresses

**Add Additional Contact Address**

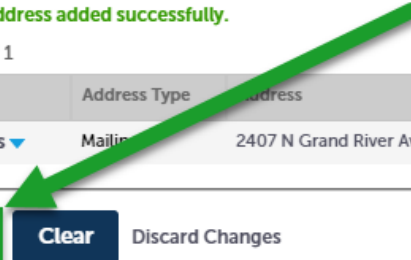
To edit a contact address, click the address link.  
Required contact address type(s): Mailing

✓ **Contact address added successfully.**

Showing 1-1 of 1

Action	Address Type	Address	Recipient	Status	Start Date	End Date
Actions ▼	Mailing	2407 N Grand River Ave		Active		

**Continue**   **Clear** Discard Changes





# Registering and Creating an Accela User Account

- Select **Continue Registration** to finish registering for an account.

## Contact Information

Please select whether you are registering as an individual or as an organization (business) and enter your contact information.

✔ Contact added successfully.

### Test User

email@testtest.com  
Home phone:555-555-5555  
Mobile Phone:  
Work Phone:  
Fax:  
[Edit](#) [Remove](#)

### ▶ Contact Addresses

#### Add Additional Contact Address

To edit a contact address, click the address link.  
Required contact address type(s):Mailing

Showing 1-1 of 1

Action	Address Type	Address	Recipient	Status	Start Date	End Date
<a href="#">Actions</a>	Mailing	2407 N Grand River Ave		Active		

[Continue Registration »](#)

- A message that your account has been created successfully will appear.

[Home](#) [Medical Facility Licensing](#) [Adult-Use Establishment Licensing](#) [Facility & Establishment Complaints](#) [Registry Cards](#)

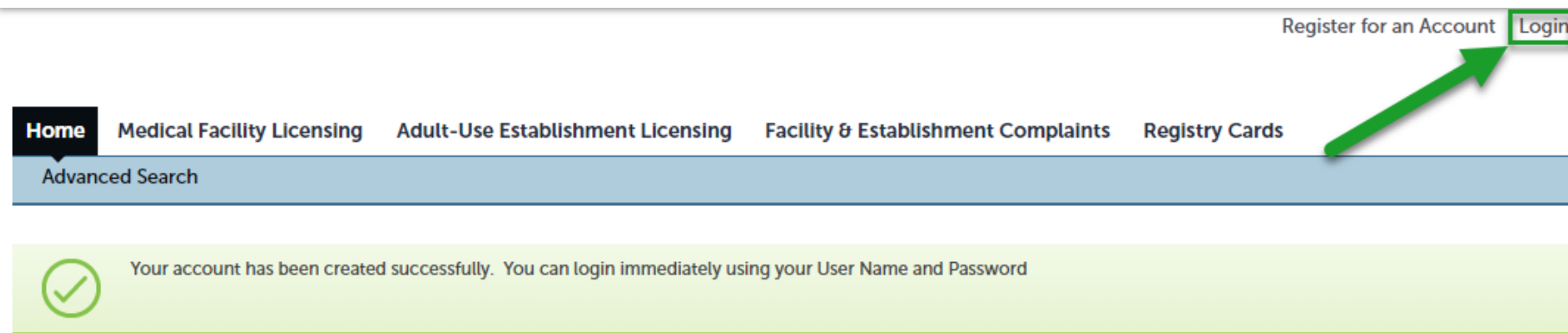
Advanced Search



Your account has been created successfully. You can login immediately using your User Name and Password

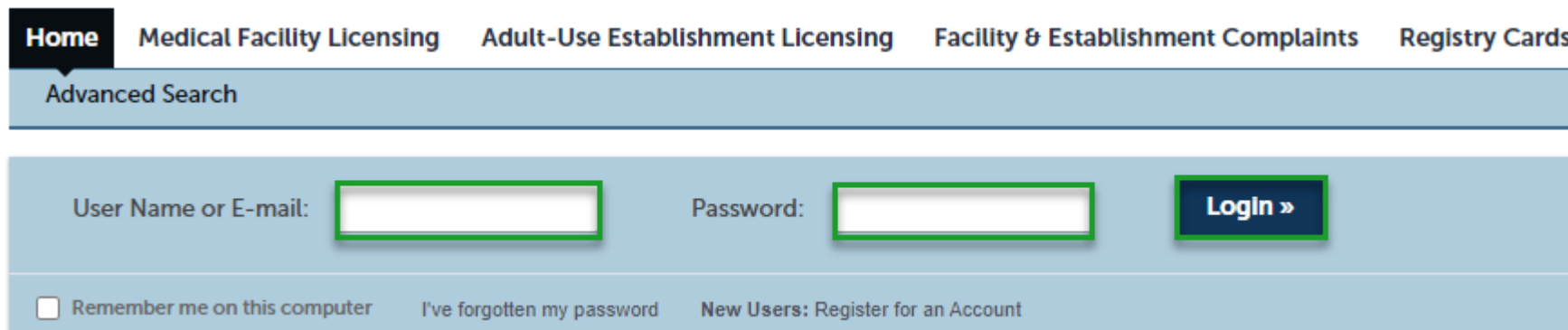
## Registering and Creating an Accela User Account

- Select the Login button to login into your newly created account



This screenshot shows the top navigation bar with links for Home, Medical Facility Licensing, Adult-Use Establishment Licensing, Facility & Establishment Complaints, and Registry Cards. Below the navigation is an "Advanced Search" bar. A green arrow points to the "Login" button in the top right corner, which is next to the "Register for an Account" link. A green message box with a checkmark icon contains the text: "Your account has been created successfully. You can login immediately using your User Name and Password".

- Enter your User Name or email and password
- Select **Login**



This screenshot shows the login form. The top navigation bar is identical to the previous screenshot. Below the "Advanced Search" bar is a light blue login area. It contains a "User Name or E-mail:" label followed by a text input field, a "Password:" label followed by a text input field, and a dark blue "Login »" button. At the bottom of the form, there is a checkbox labeled "Remember me on this computer", a link "I've forgotten my password", and a link "New Users: Register for an Account".

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