Online Account Set-up

for

State of Michigan

LARA Citizen User

Terminology

- EDR (Electronic Document Review) – Tool for Plan Reviews
- Browser Based Software (Chrome and Edge Preferred)
- Document Type and Document Status – these are different items
- Digital Projects – New area for online customers
- Page References and Bookmarks
- Sheet Management and Sheet Reference

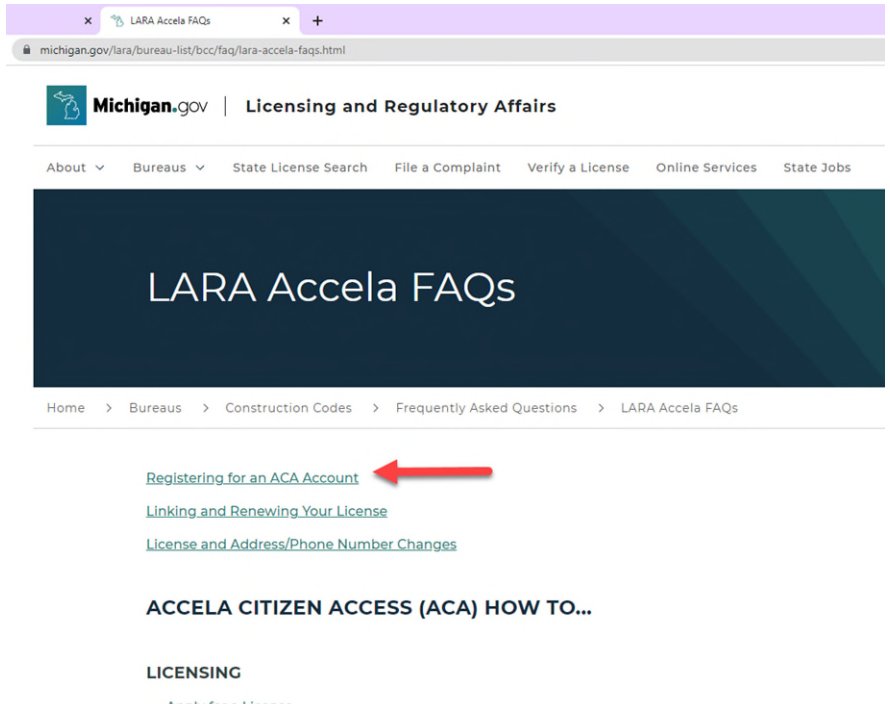
Citizen Access Users

Home Site:

- LARA (accela.com) https://aca-prod.accela.com/lara/Default.aspx

FAQ and Help Page to Register for an Account:

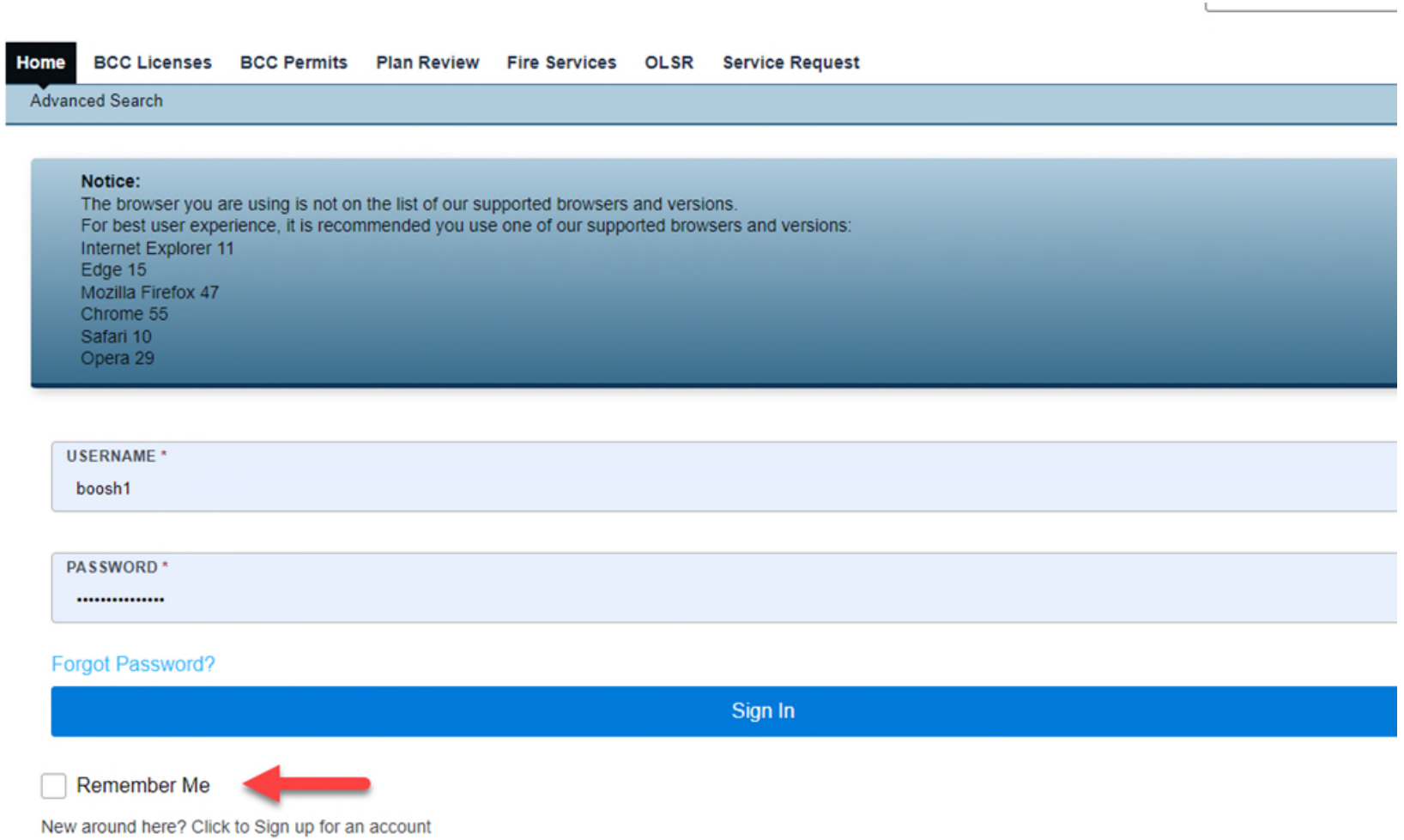
- LARA Accela FAQ's https://www.michigan.gov/lara/bureau-list/bcc/faq/lara-accela-faqs.html



Citizen Access Users

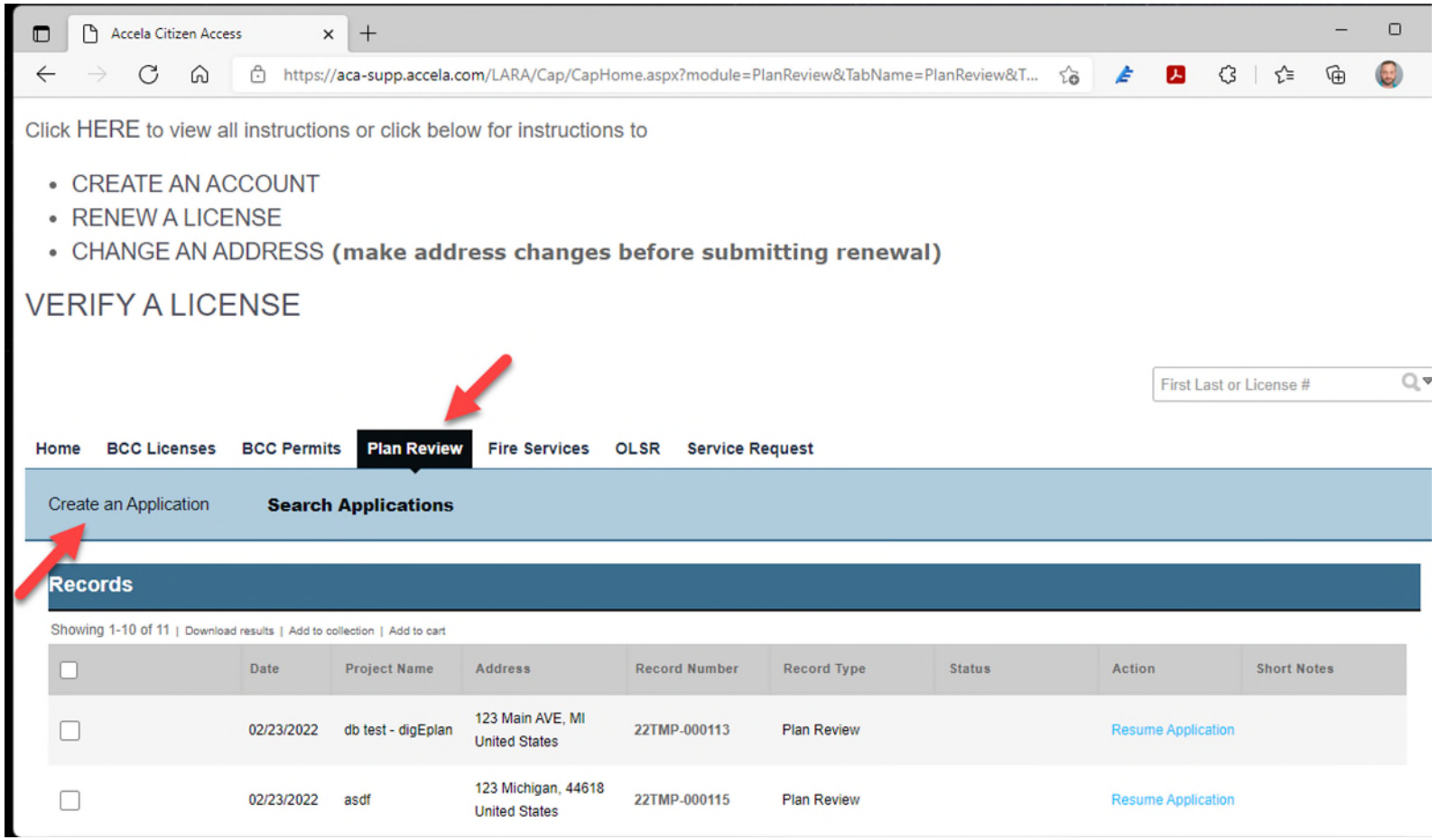
You need a sign on, in order to create a Plan Review

Your browser may keep your username and password loaded, and you may want to click the “Remember Me” to be automatically signed in when you navigate to this website…



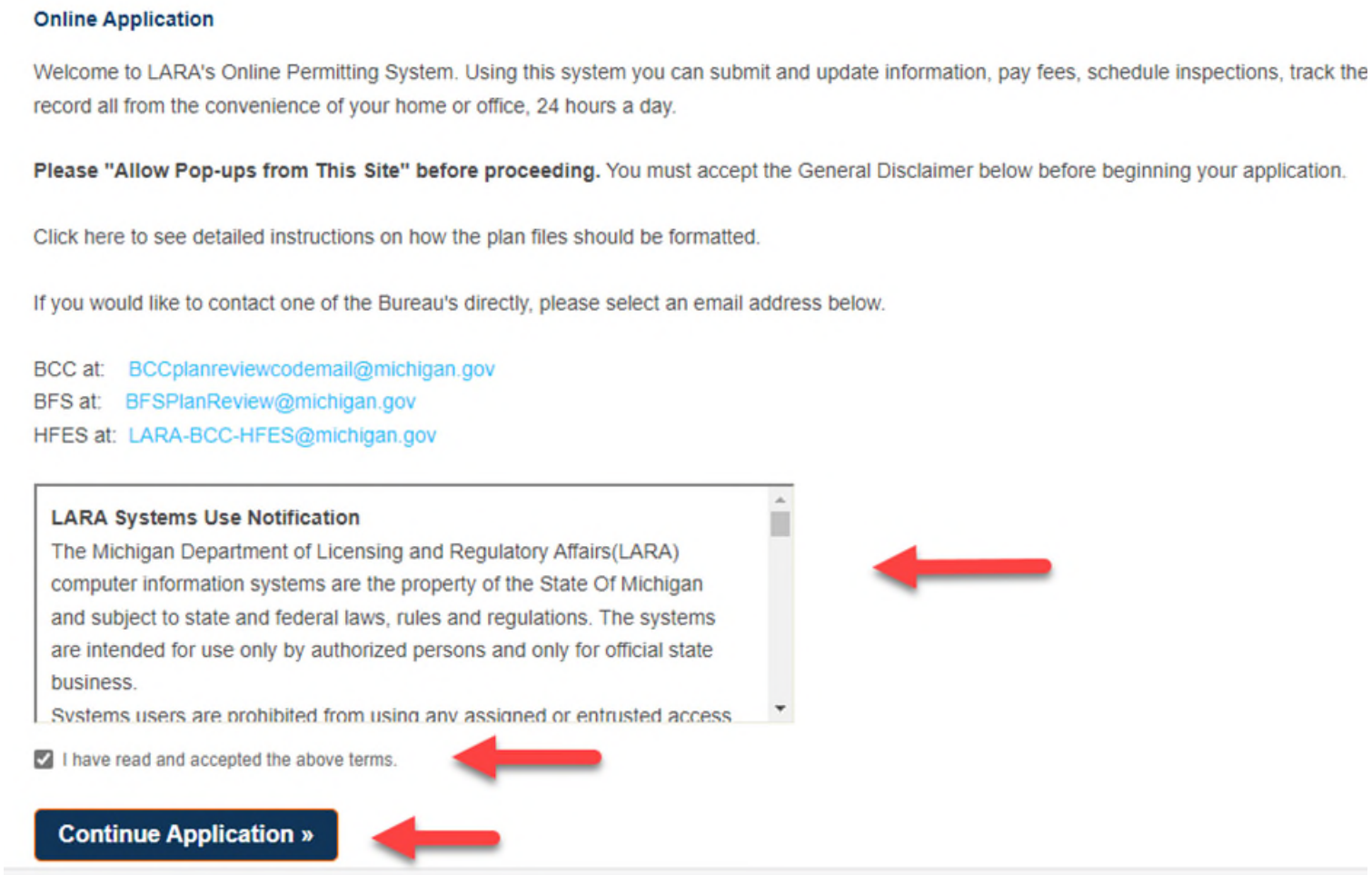
Citizen Access Users

You need a sign on, in order to create a Plan Review



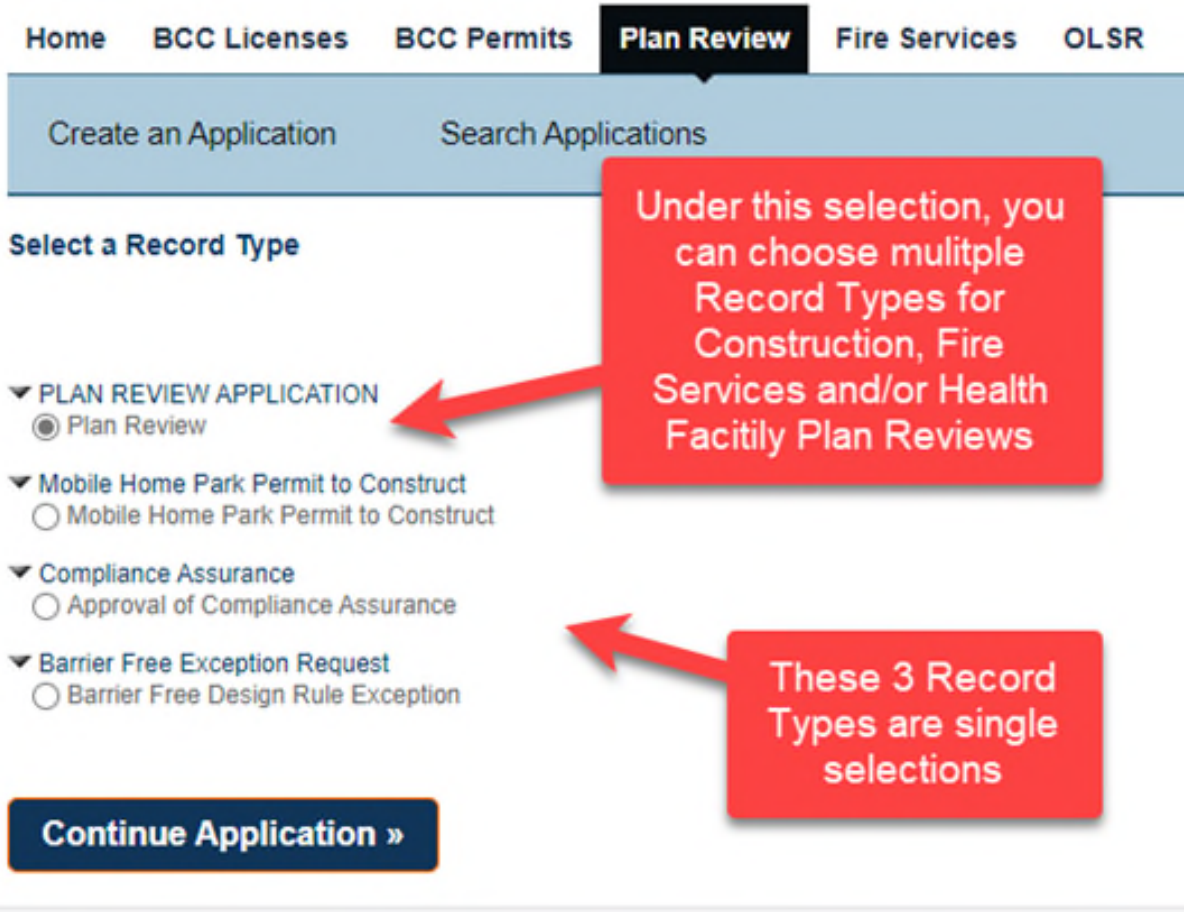
Record Creation

Be sure to read the full Disclaimer:



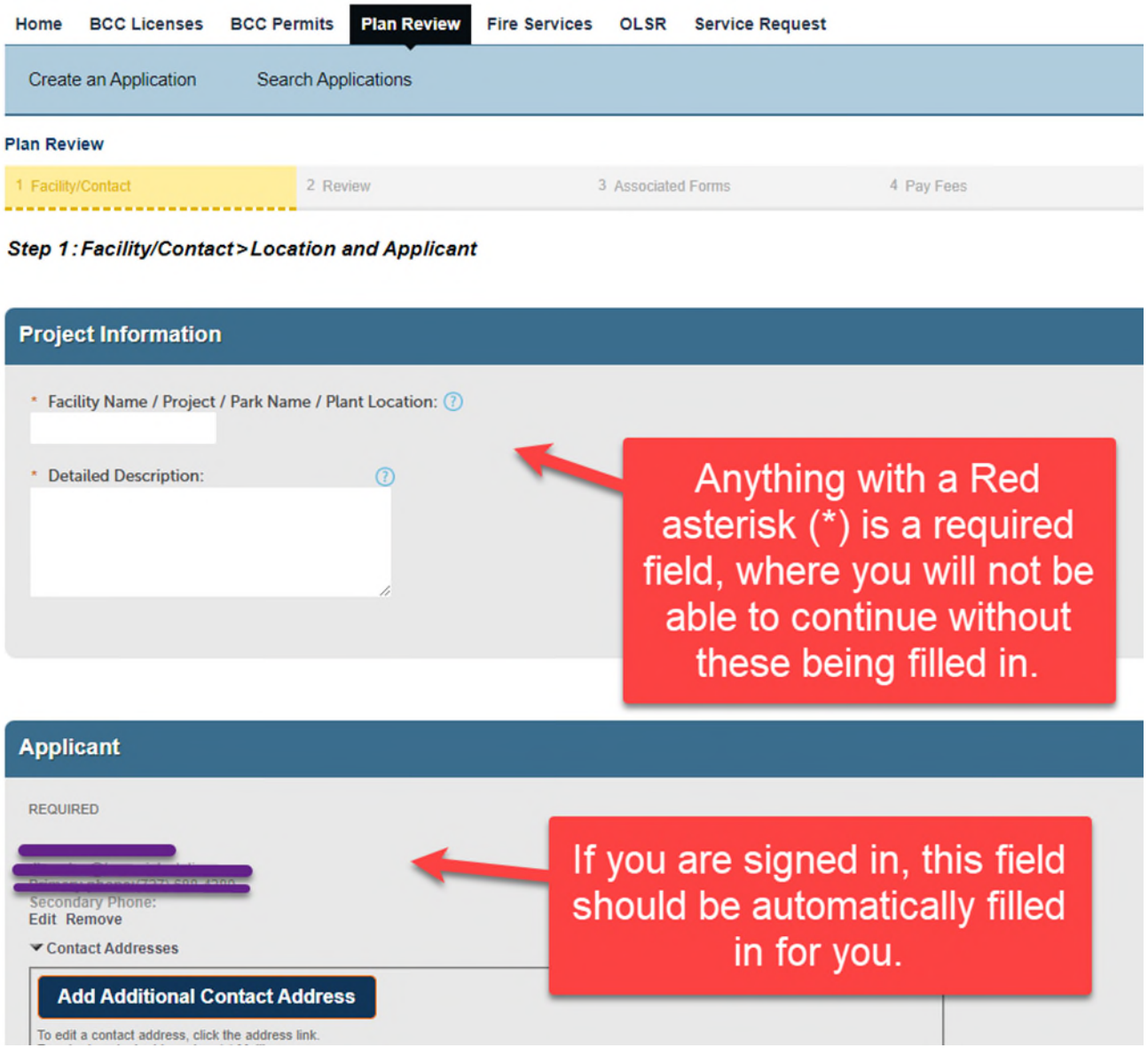
Record Creation

For LARA applications, you have multiple options:



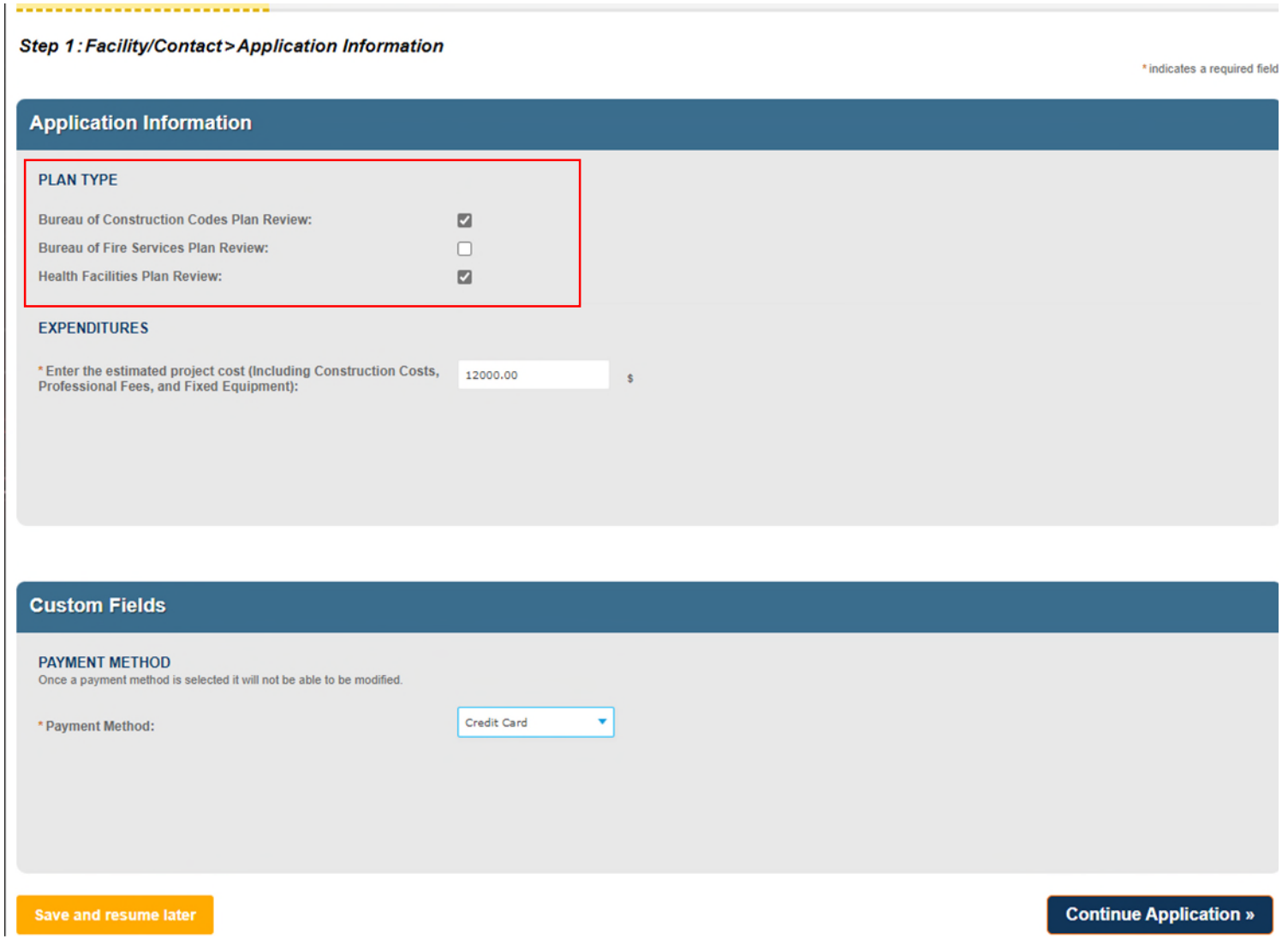
Record Creation

For any Record type – Typical data entry:

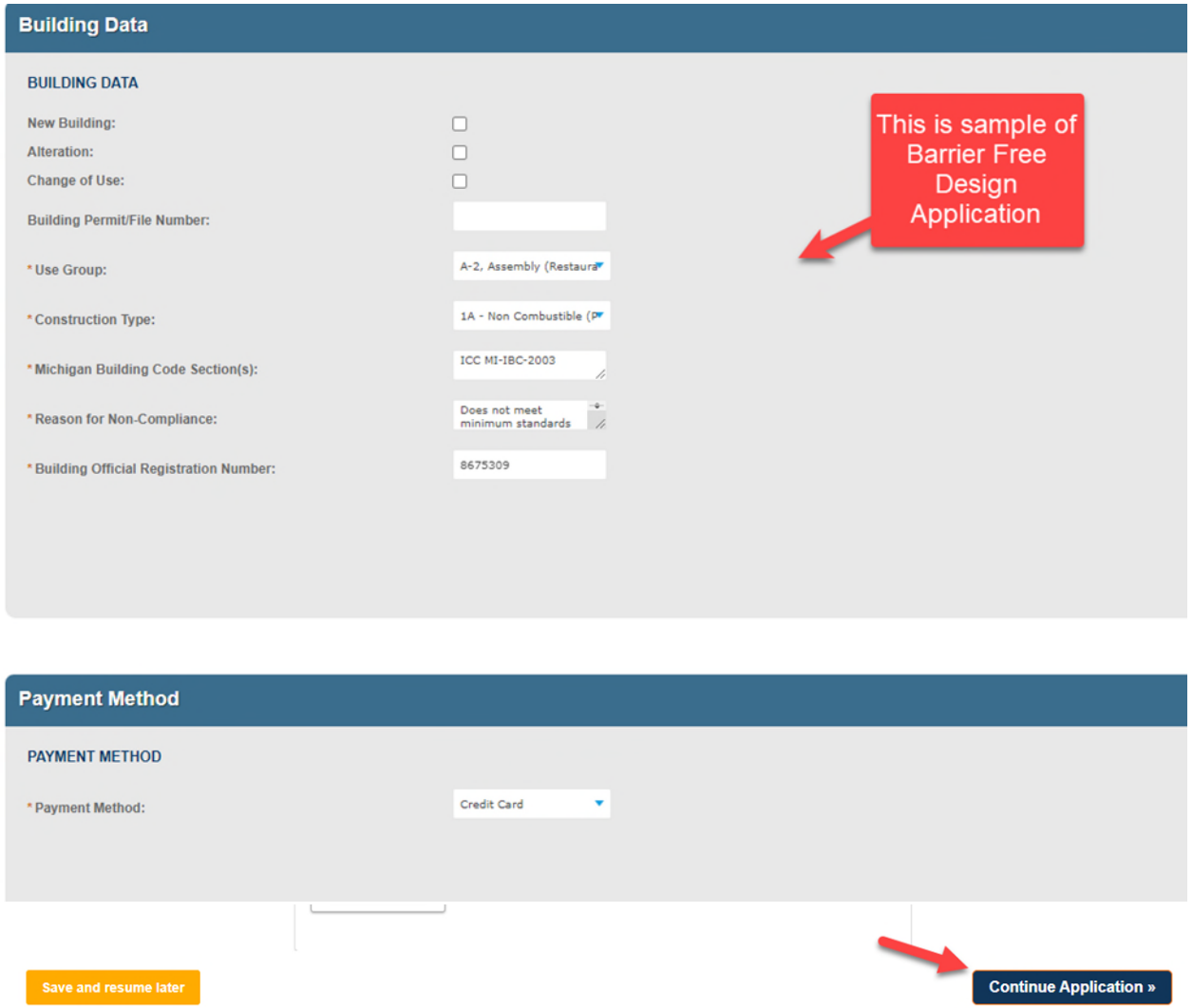


Record Creation

For the Plan Review type – here is where you can select multiple Plan Types:



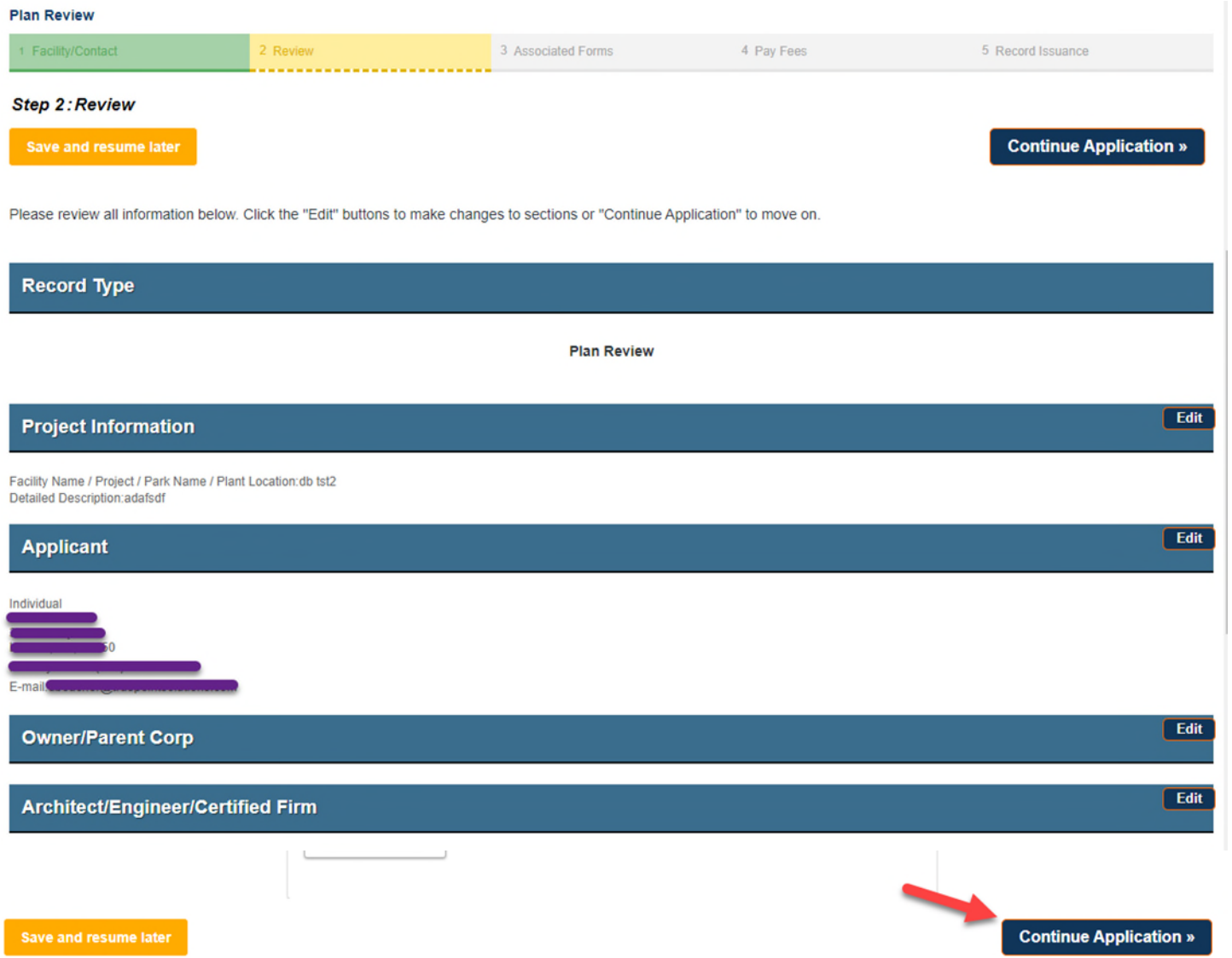
Record Creation



For the single Plan Review Record types – when you continue, you may get to the Payment Screen if you selected Paper Check, which then you can Continue again, and then you will get to the new Digital Projects upload area (so you can skip the next couple of slides):

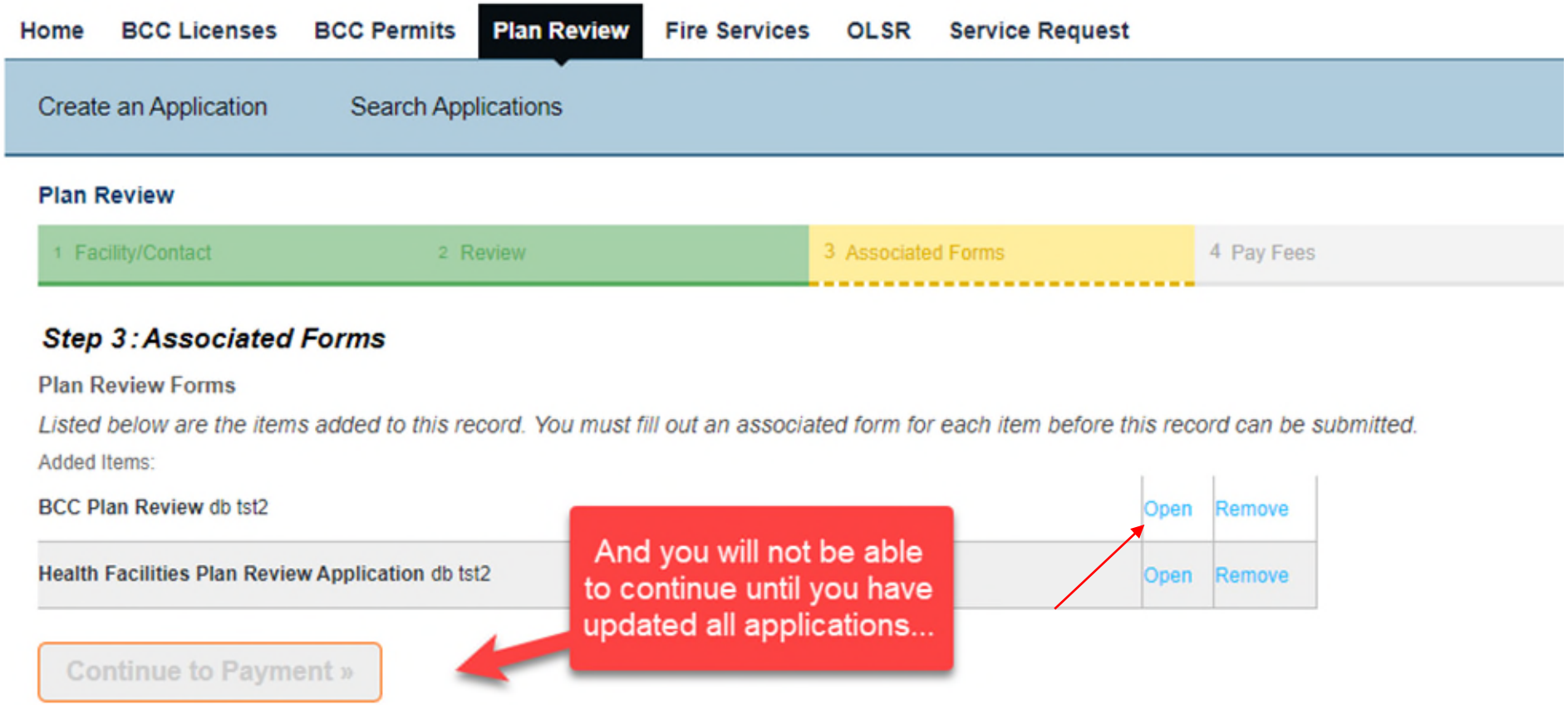
Record Creation

For the Plan Review type – review this information:



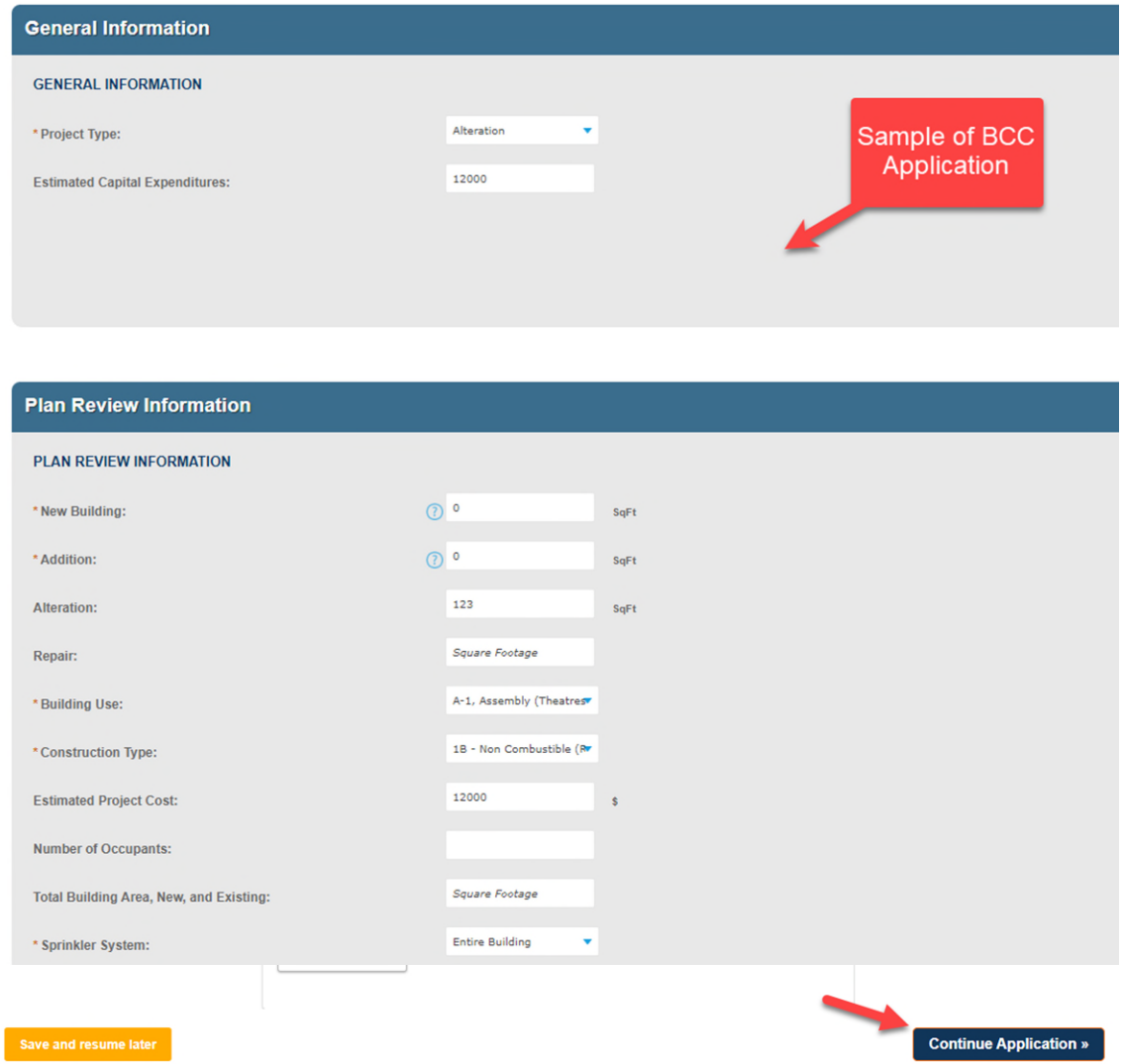
Record Creation

For the Plan Review type – you need to Open the Associated Forms and complete the application process:



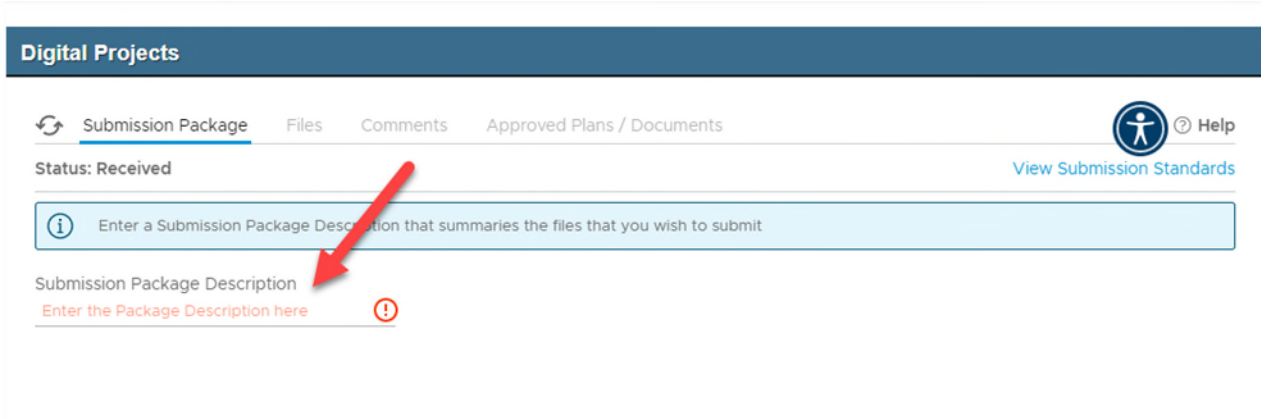
Record Creation

Like the single Plan Review type Records – you will have required Data to complete before you can move onto the next step:

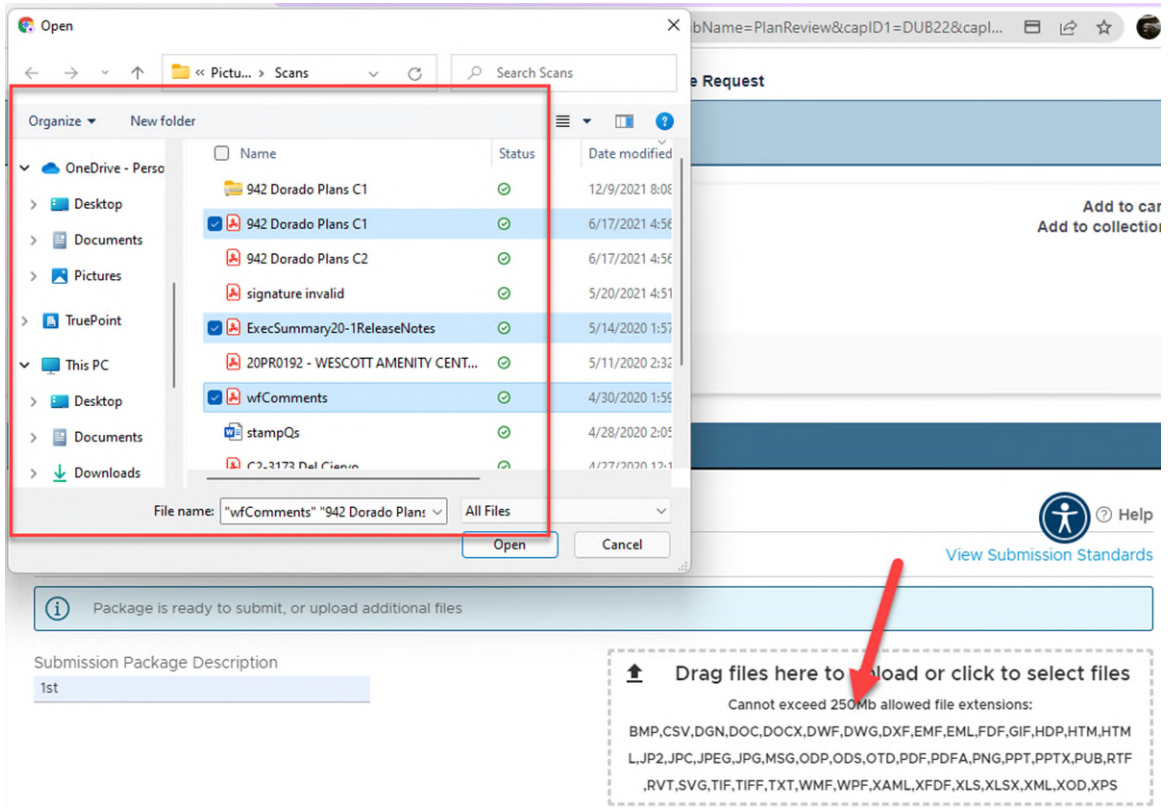


Record Creation – Digital Projects

The new part of the system for the online customer: 05/13/22



Follow the instructions on the screen, and it leads to the next step …



Record Creation – Digital Projects

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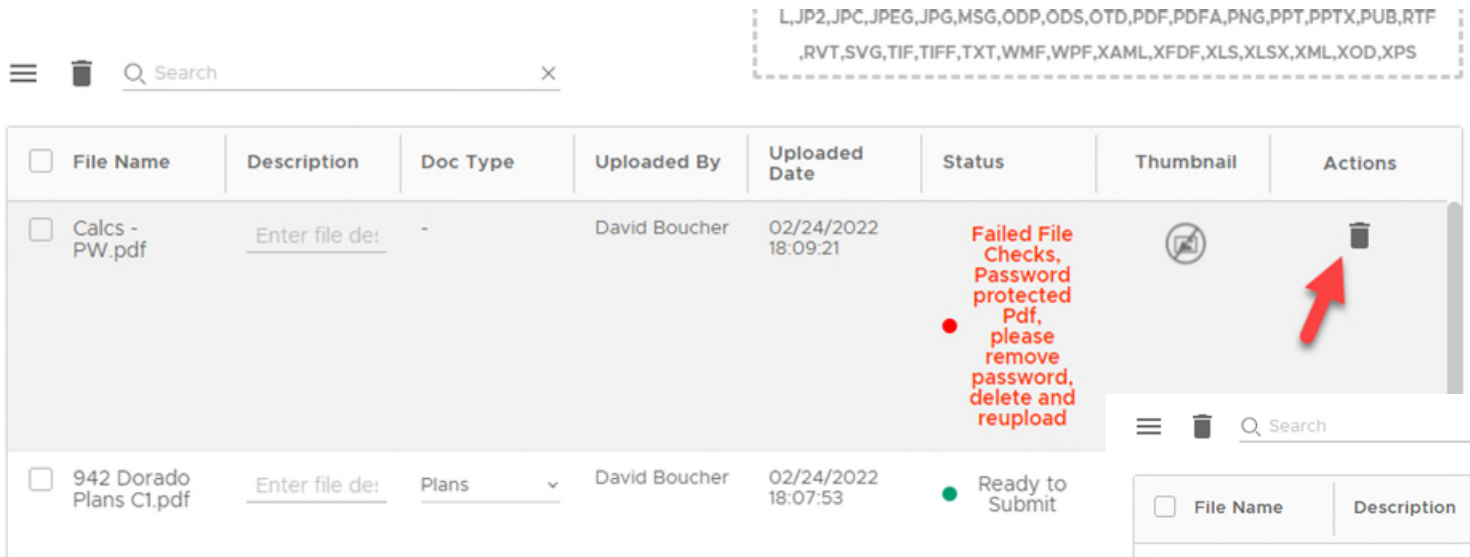
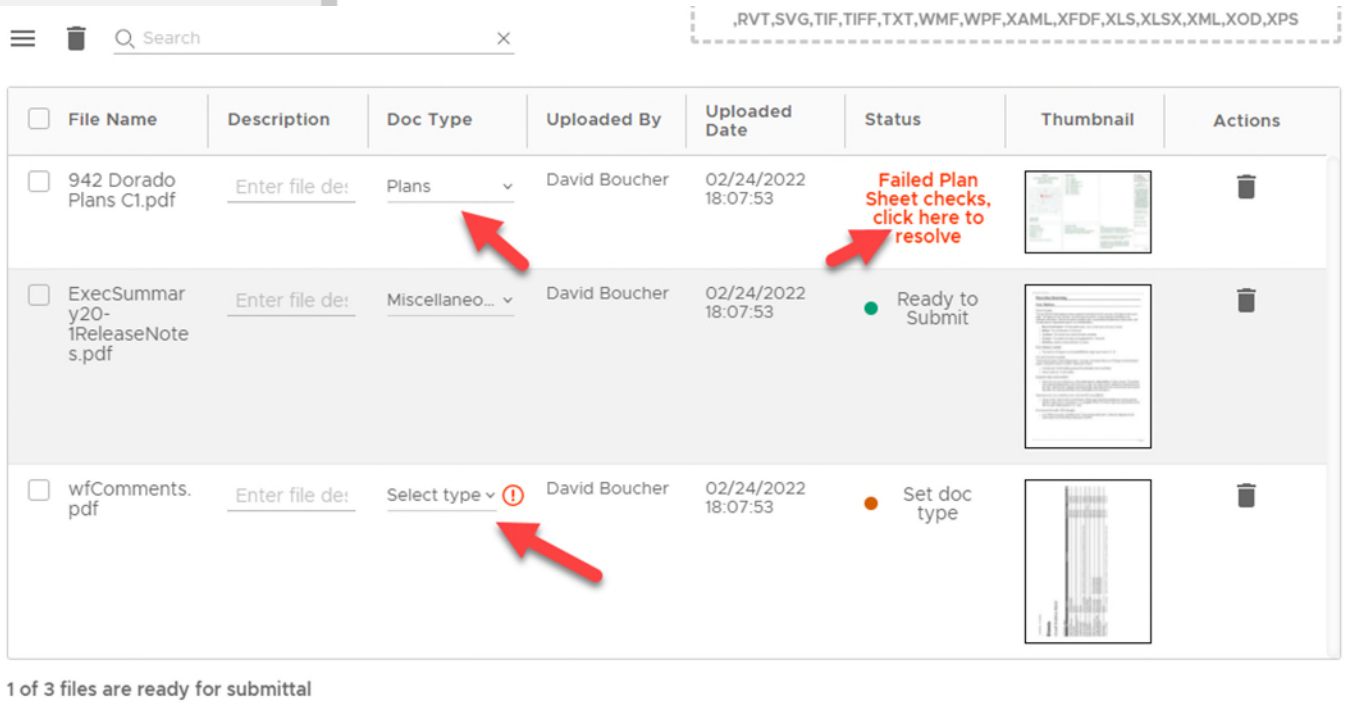
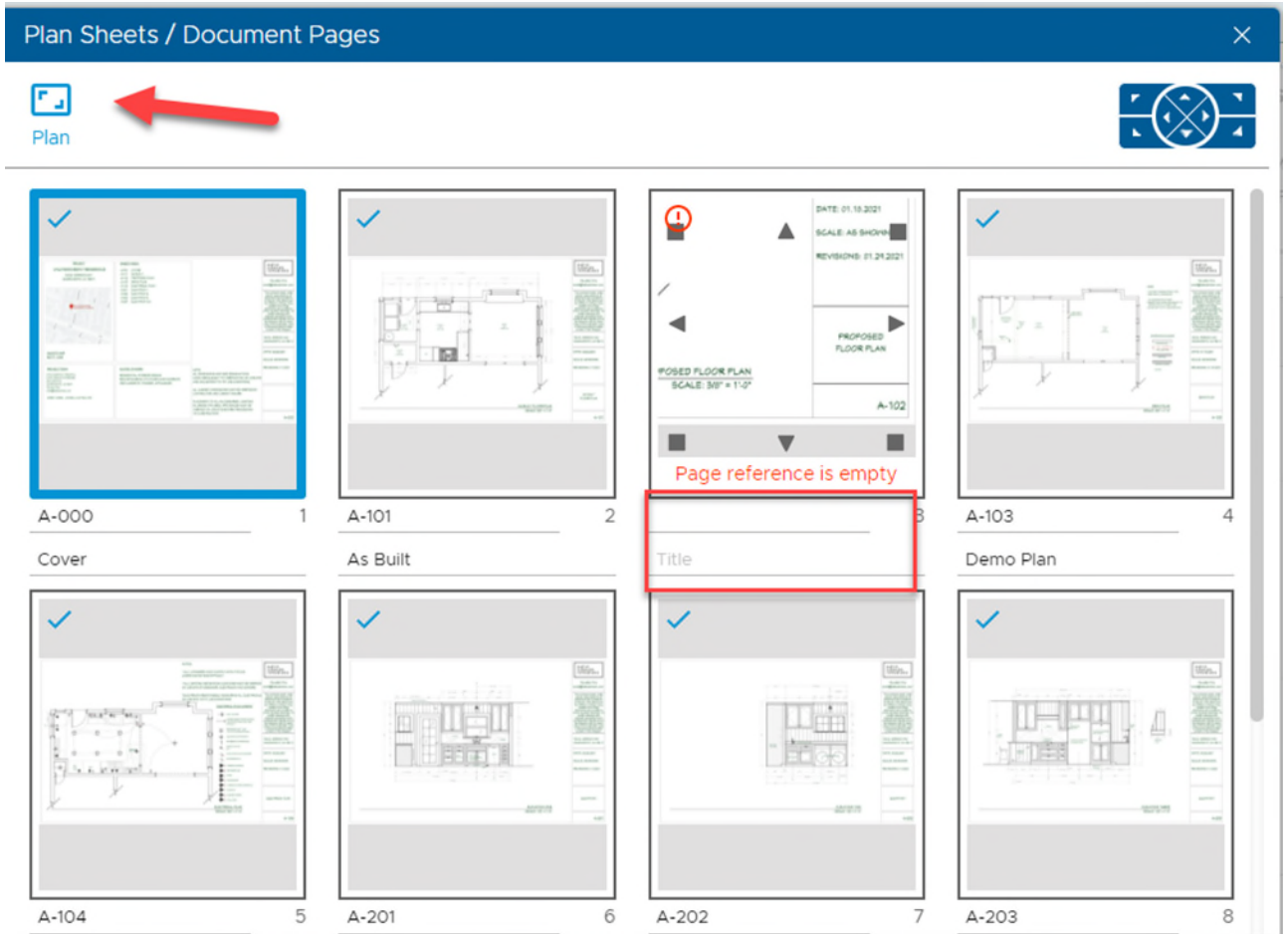


If there are any issues with an uploaded file, it will advise of the issue and how to fix…



Record Creation – Digital Projects

The new part of the system for the online customer: 05/13/22

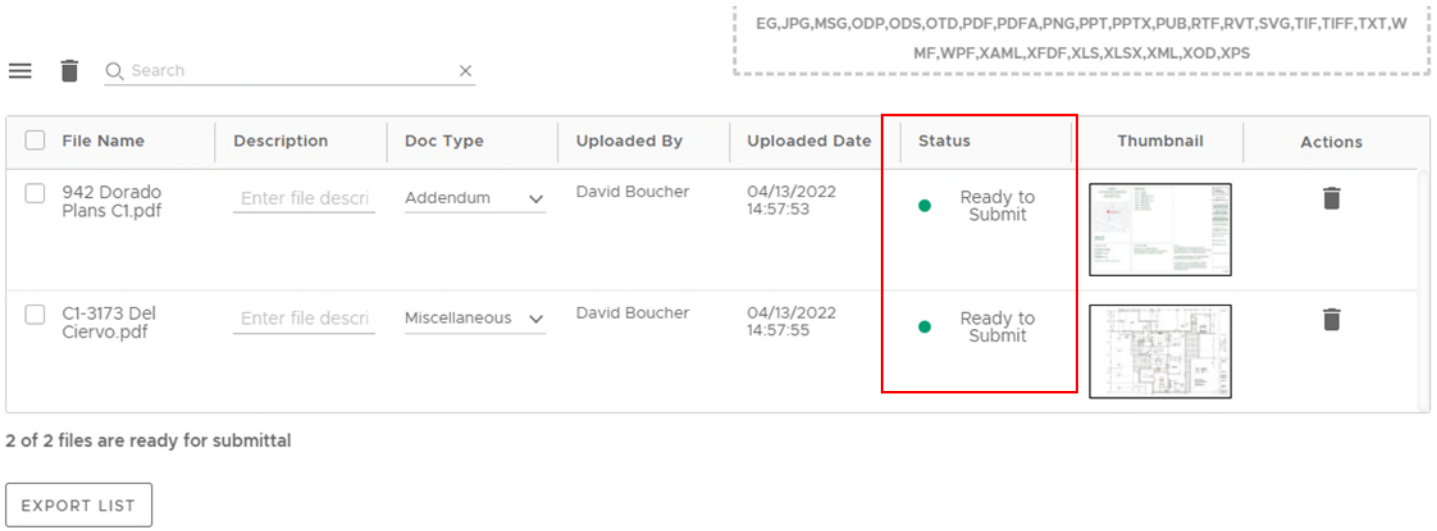


When all is good you should see the above

From the last slide, here is where to clean up and sheet reference issues (see that you can zoom in and read the page reference data from the Plan).

Record Creation – Digital Projects

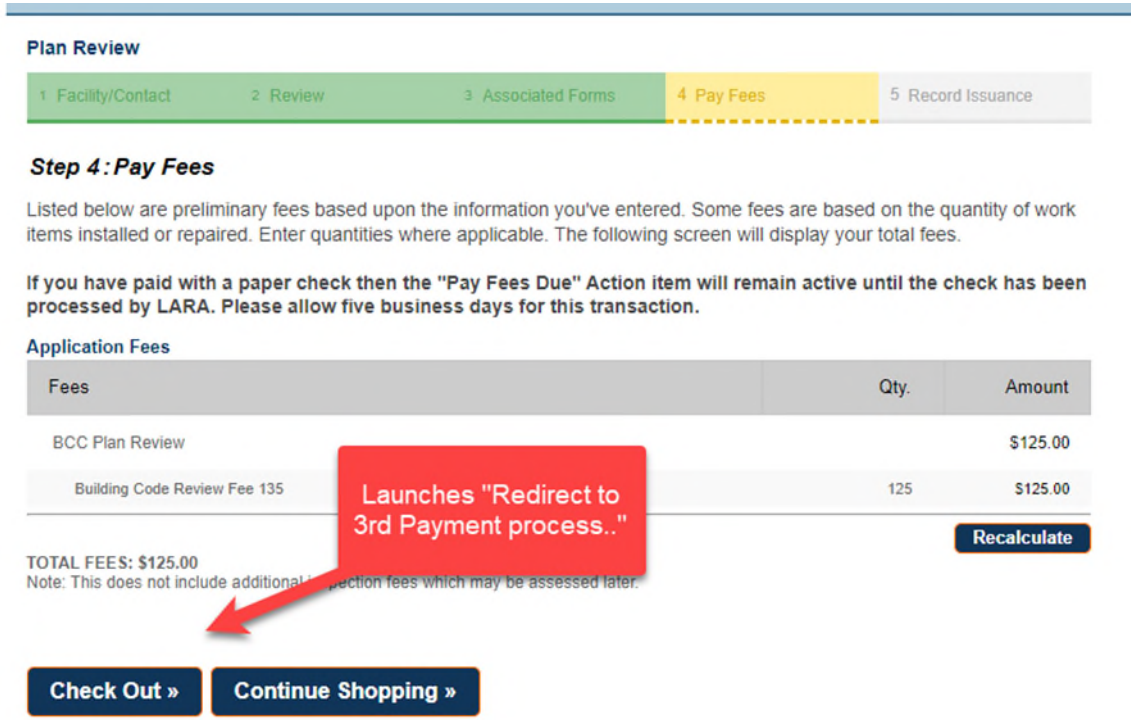
The new part of the system for the online customer: 05/13/22



This is only available when all documents have passed the document analyzer and acceptable for submission.

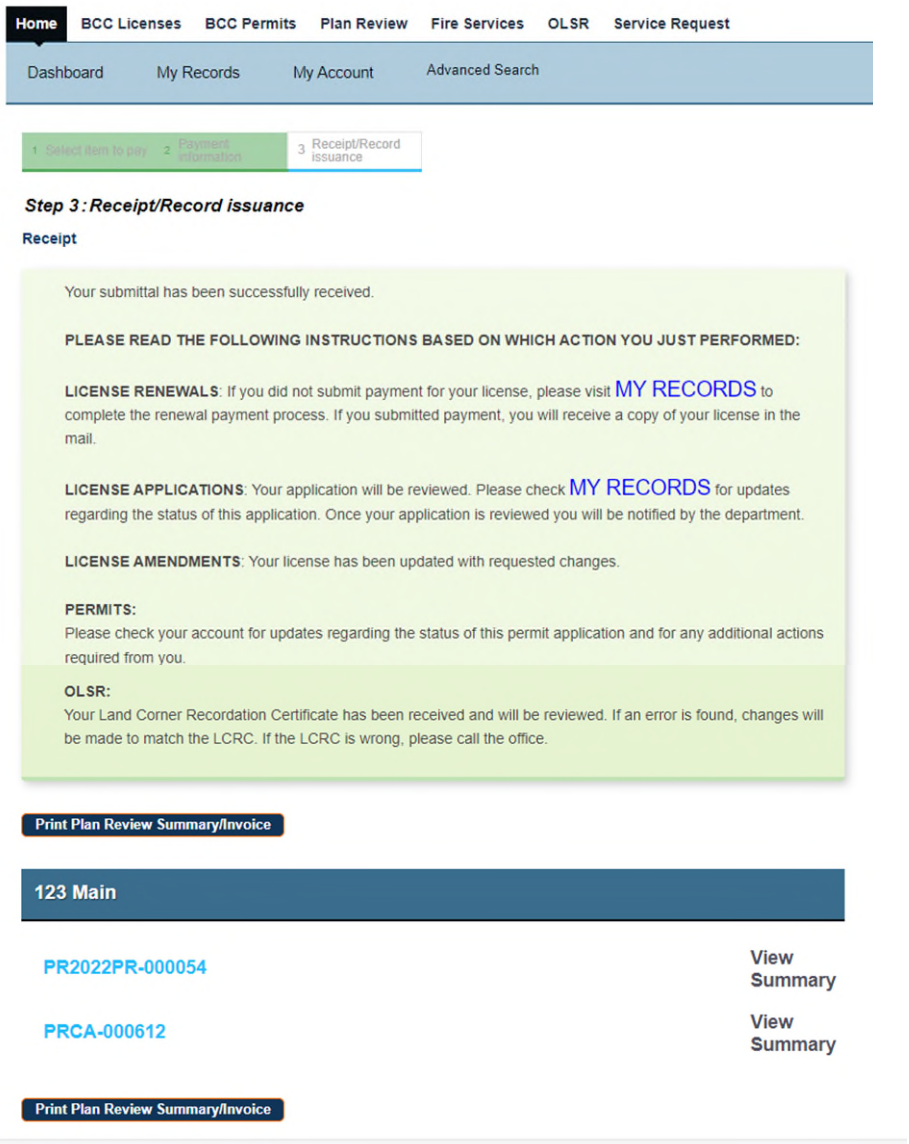
Record Creation

For LARA applications (if you choose Credit Card payment, here are important items:

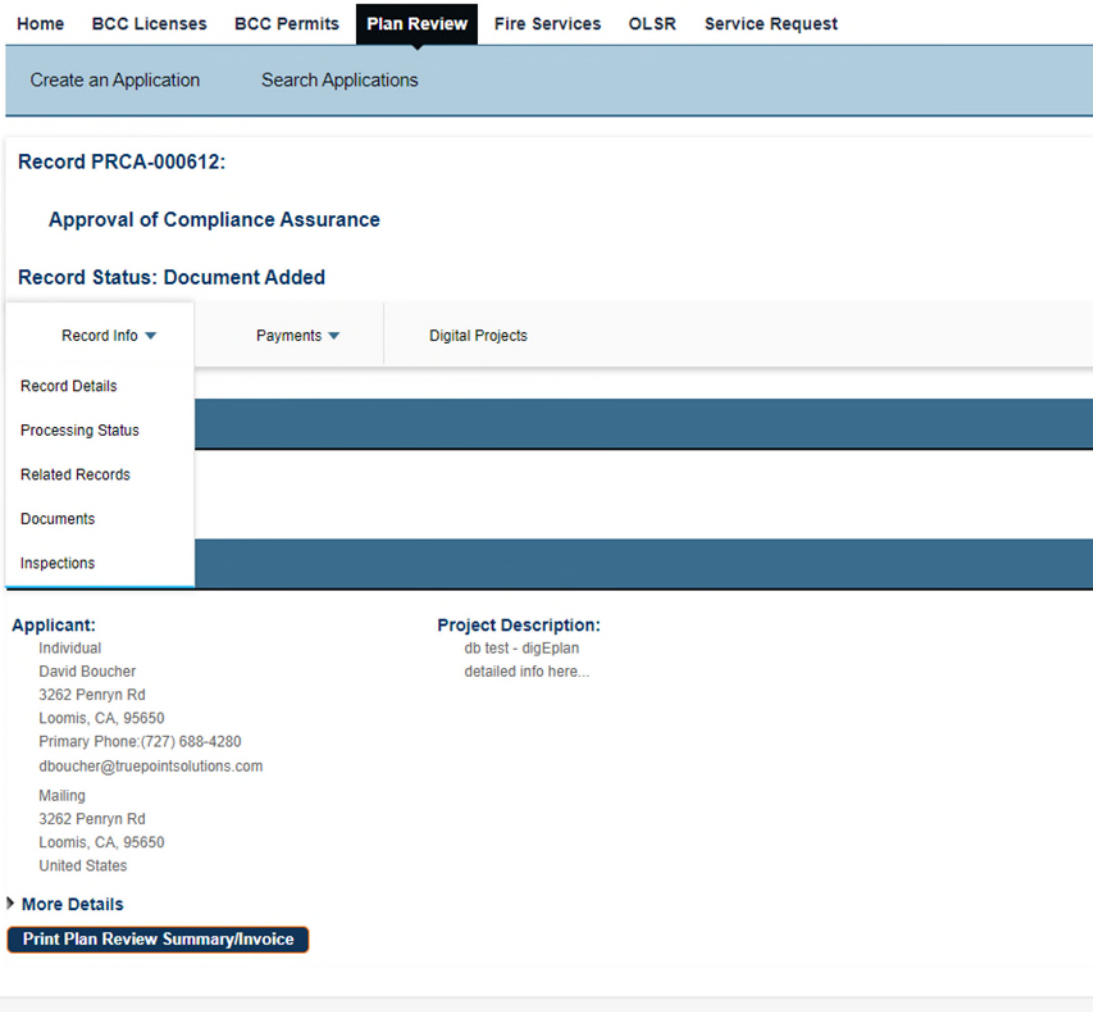


When payment is complete – Application Submitted:

Record(s) have been created:

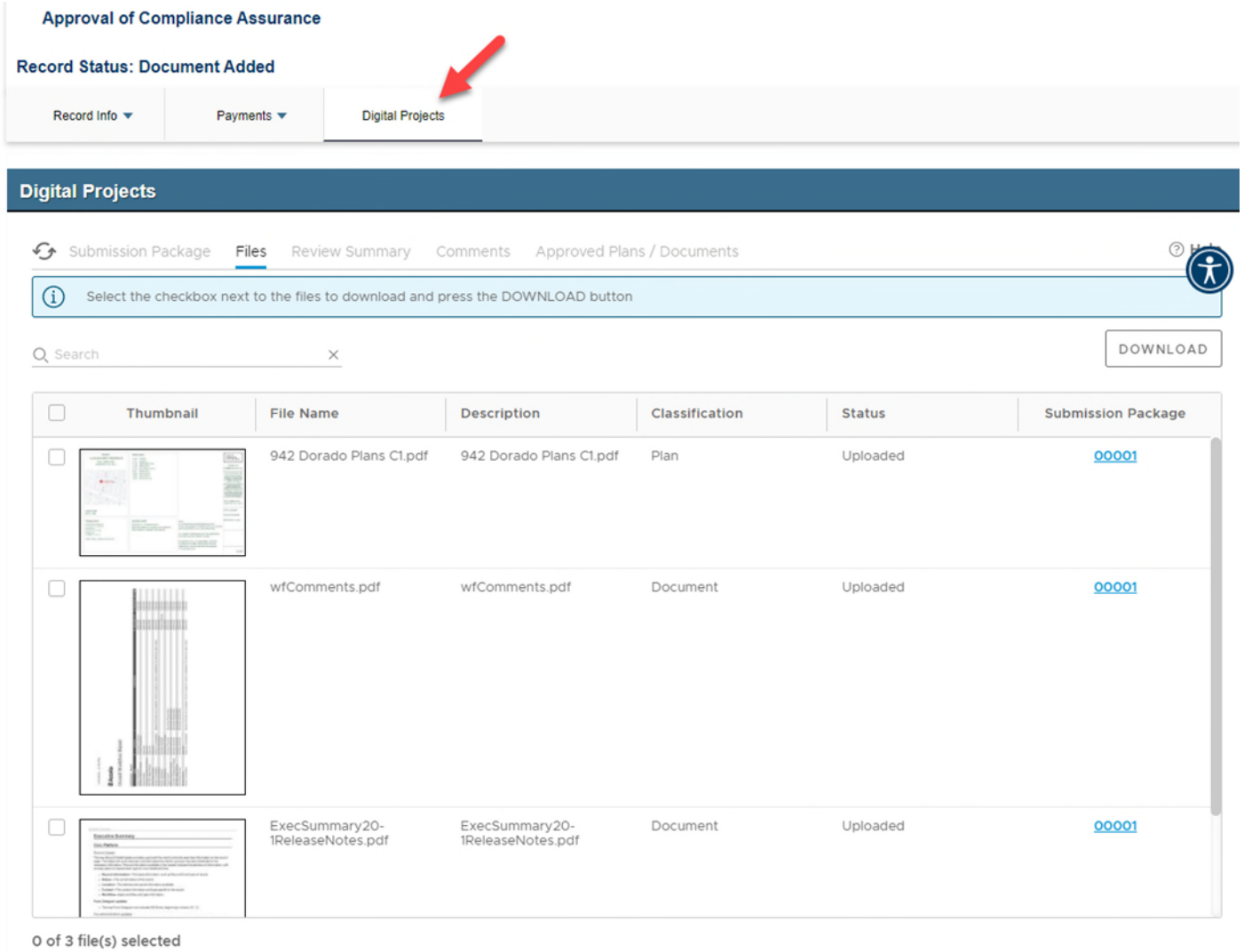


Navigation of a specific Record:



Application Submitted – Record Created

The new part of the system for the online customer: 05/13/22



Notification of Responses Required

Auto-emails are generated and sent to the Applicant(s) when there are Mark-ups and Record is updated to “Awaiting Client Reply”:

From
help@michigan.gov
Sent
05/03/2022 16:01:06
To
[redacted]
Cc

Bcc

Title
LARA BCC Plan Review PR2022MHP-000025 requires correction
Attachment(s)

Content
Dear Applicant:

Please be advised that your recently submitted Project PR2022MHP-000025 has been reviewed and requires correction. You may log into your Citizen Access account at aca-supp.accela.com/LARA/ to view the required corrections. If you have questions about your submittal please e-mail BCCPlanReviewCodeMail@michigan.gov or call 517-241-9317.

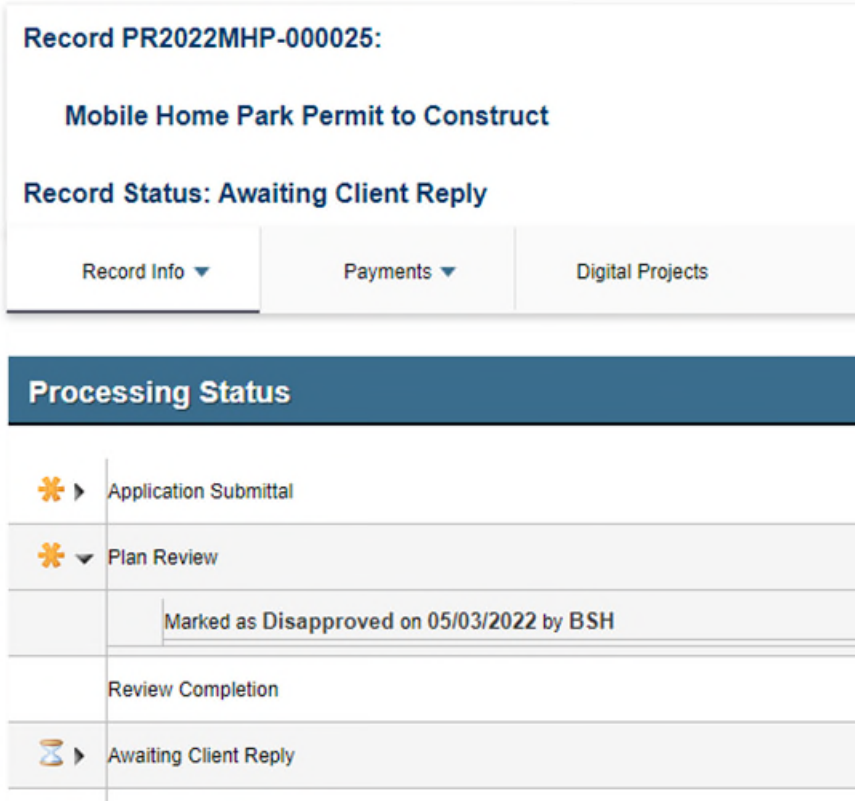
Please do not respond directly to this email.

Thank you,

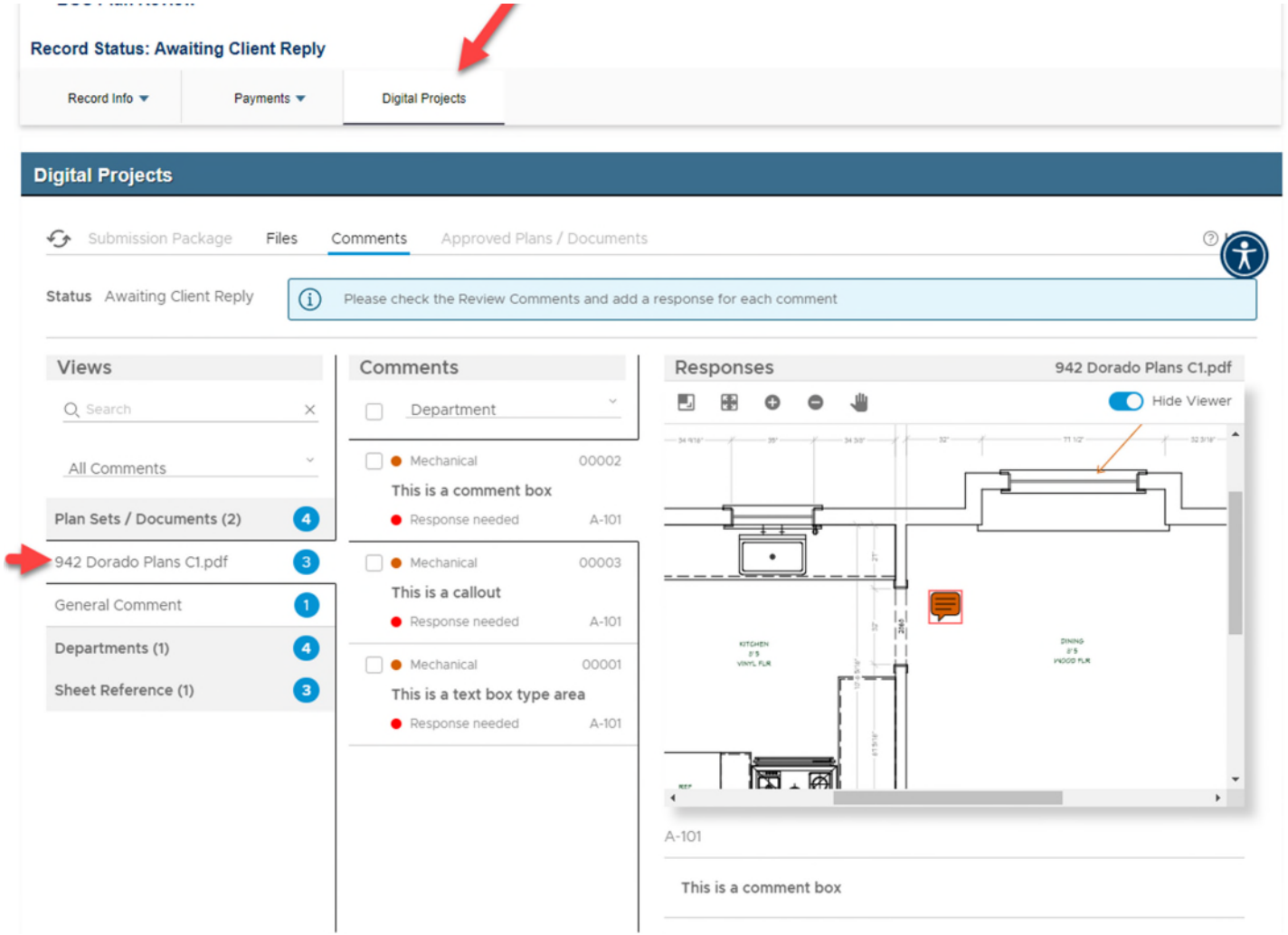
Plan Review Division

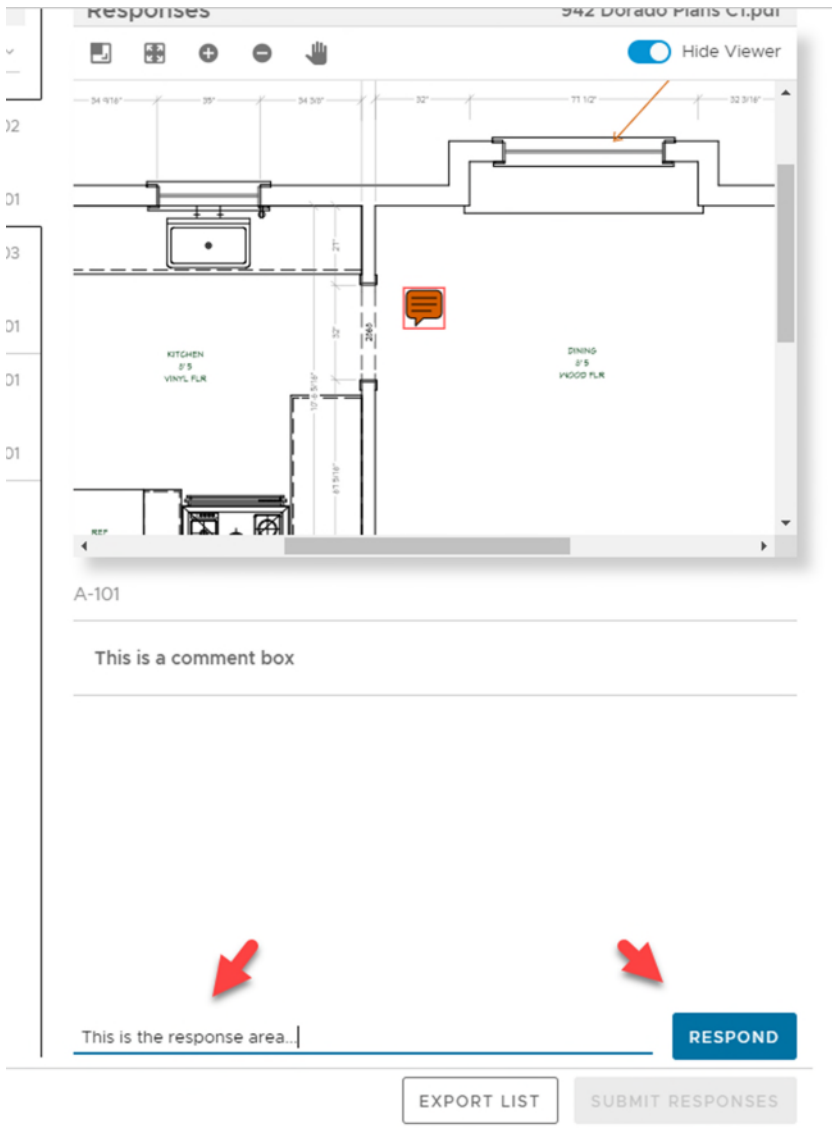
BCC

On the Record – Processing Status:



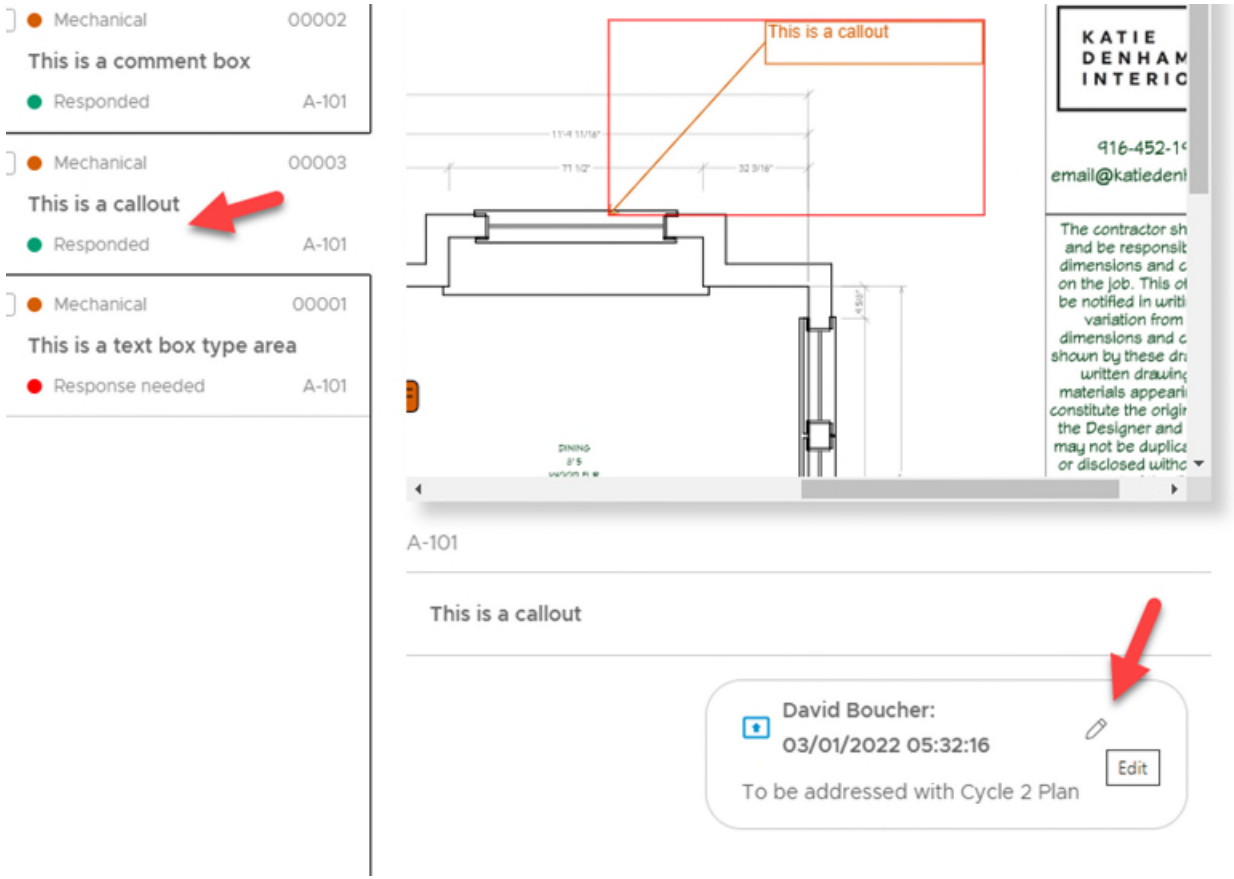
Respond to Mark Ups

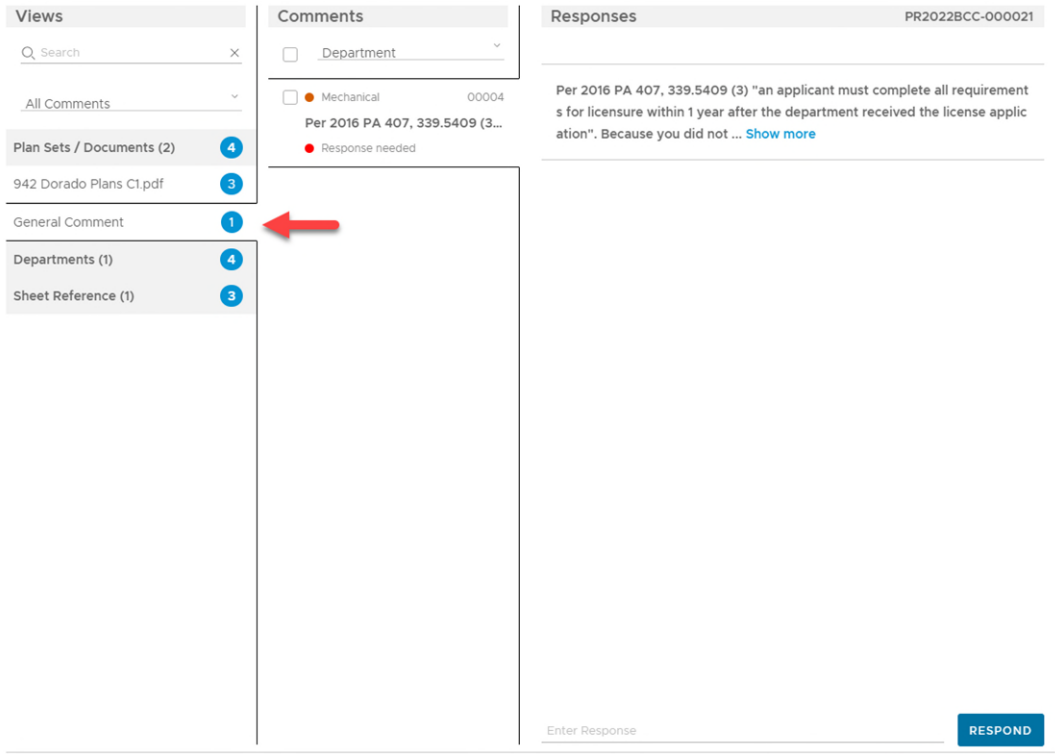




Respond to Mark Ups - Continued…

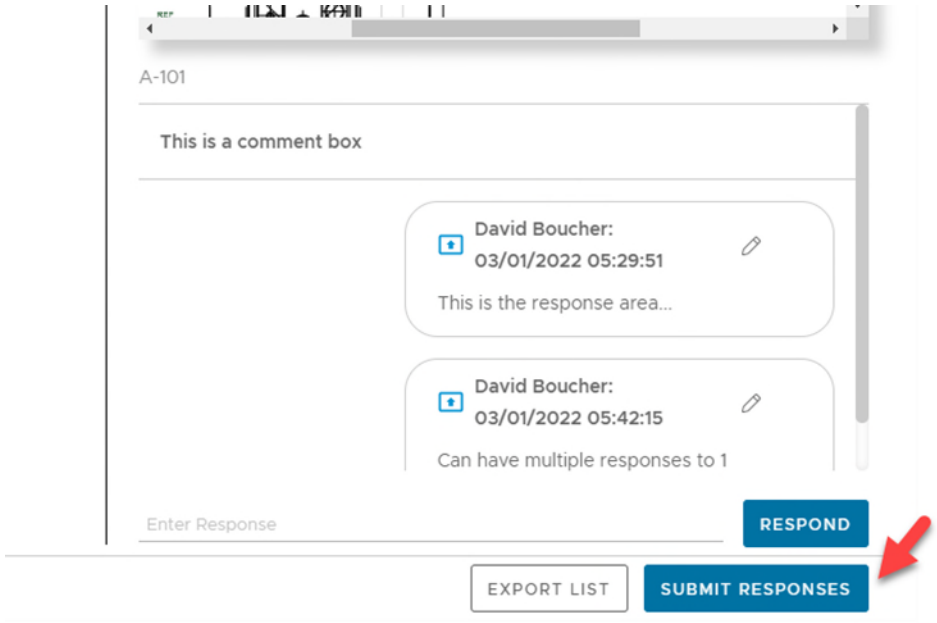
Item of Note: Click and it Zooms to Mark-up/Comment, Customer can edit before Submitting all responses, and General Comments are by themselves.

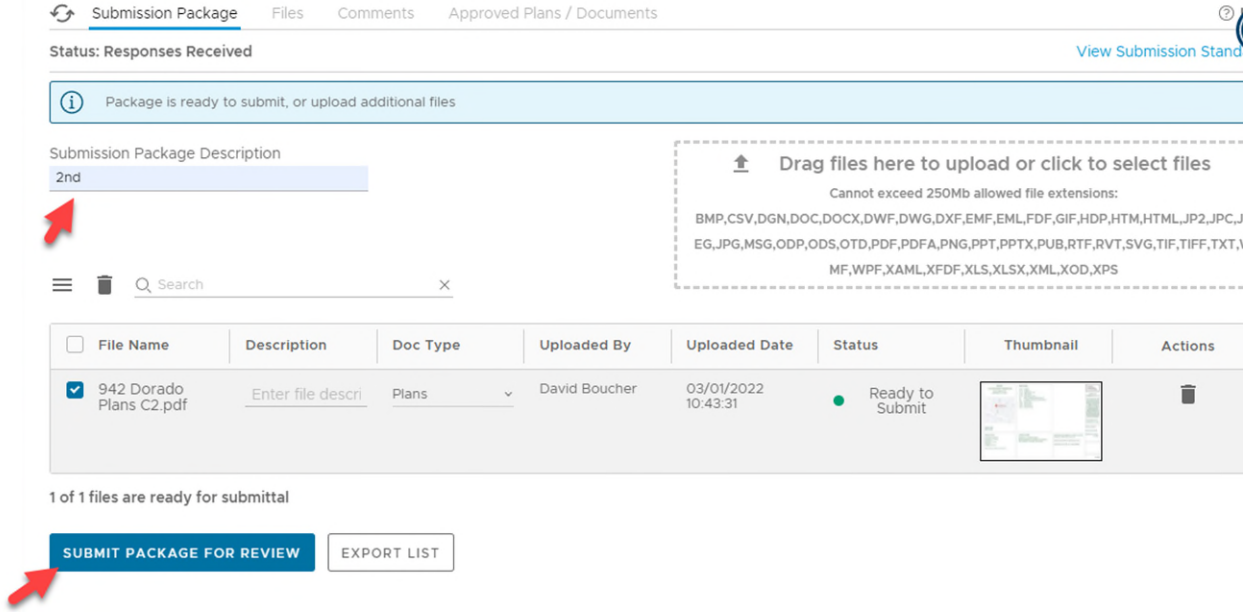




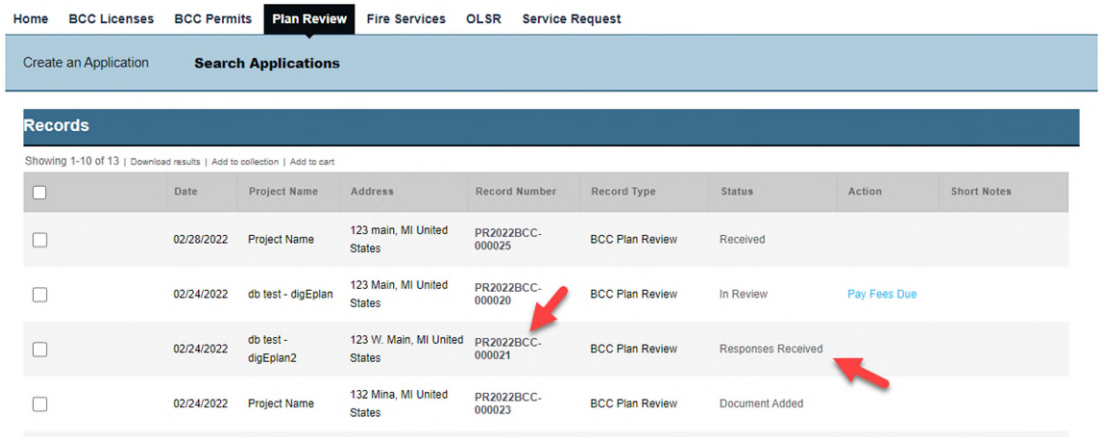
Respond to Mark Ups – More…

Once you submit the Response, now you can upload a new Plan:

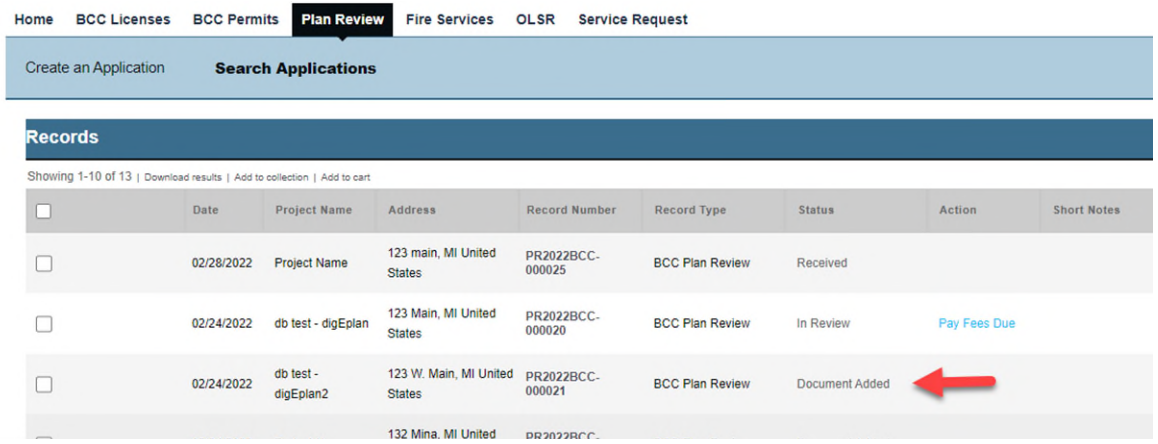




What your Record will show when Responses Submitted:



What your Record will show when Updated Plan(s) are submitted:



Notification of Approved Plans

Auto-emails are generated and sent to the Applicant(s) when the record is updated to “Approved” or “Issue Permit” or “Issue Certificate” or “Inspections” (depending on the Record type…)

From
noreply@accela.com [noreply@accela.com]
Sent
05/03/2022 16:55:20
To
[redacted]
Cc

Bcc

Title
LARA HFES Plan Review PR2022HFES-000012 plans approved
Attachment(s)

Content
Dear Applicant:

Please be advised that your recently submitted application, PR2022HFES-000012, has been reviewed and approved. You may log into your Citizen Access account at https://aca3.accela.com/lara/ to check the status of your application in the future.

If you have questions about the submittal process, please e-mail LARA-BCHS-HFES@michigan.gov or call 517-241-3408. If you have questions regarding the plan review, please contact your plan reviewer.

NOTE: There may be comments pertaining to the project on your approved plans.

Please do not respond directly to this e-mail.

Thank you,
HFES

On the Record – Processing Status:

Record PR2022HFES-000005:

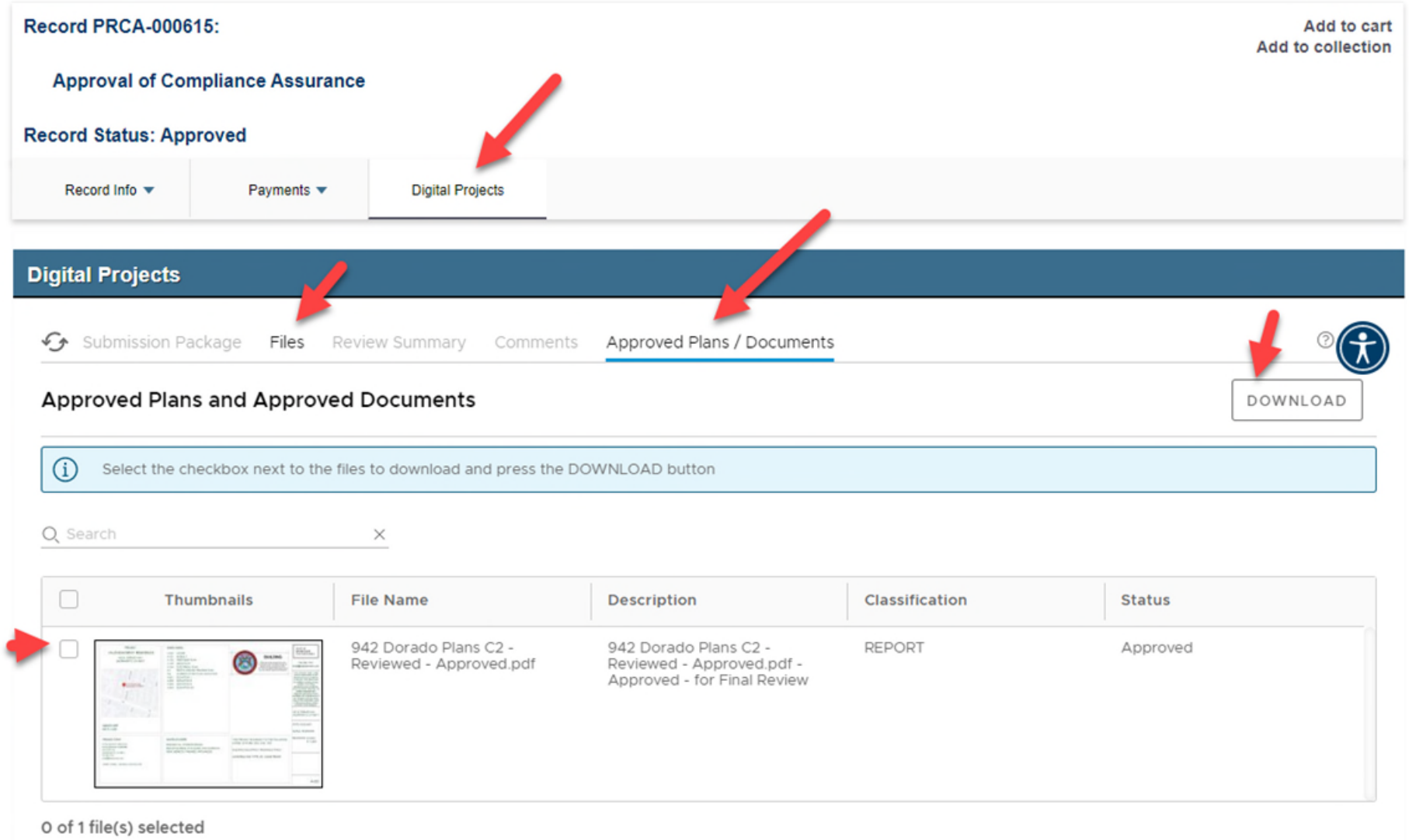
Health Facilities Plan Review Application

Record Status: Approved

Record Info ▾ | Payments ▾ | Digital Projects

Processing Status

- ✔ Application Submittal
- ✔ Plan Route
- ✔ Plan Review
  - Marked as **Approved** on 03/23/2022 by TBD
  - **Comment:** db
  - *Marked as **Revision Required** on 03/23/2022 by TBD*
- Construction Permit Issuance
  - Marked as TBD on TBD by TBD
- Inspection

Approved Plans / Documents

In Digital Projects: When you have an Approved Plan set, you will find it in that area. You will also still have access to the "Files" area for the rest of the documents uploaded to this record. Also, see the "Download" feature to save a copy/print this document or any document whenever you need to.