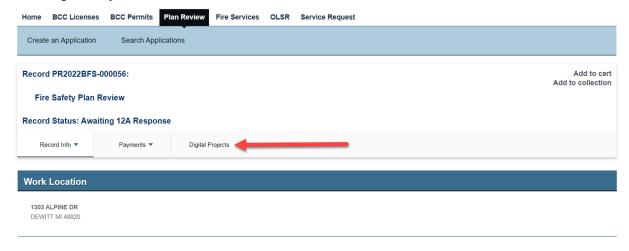
Uploading 12A System Documentation

- 1. The System Documentation (12A form) will be an attachment to the automated e-mail received after plan review is complete and in an approved status.
- 2. System Documentation may be signed and returned (uploaded) after the system has been placed in proper operating condition in accordance with MCL 29.29.
- 3. To upload the signed 12A form: From your Accela Citizen Access Account (ACA) select your project.

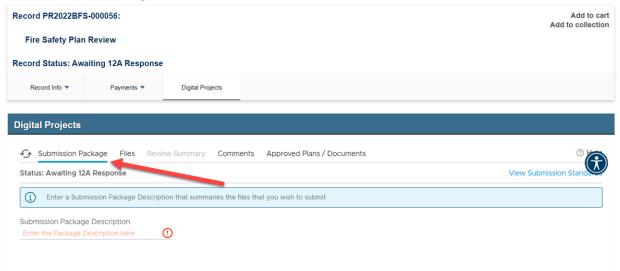


***Projects not submitted though Accela (submitted by mail) – Signed 12A documentation shall be e-mail to bfsinspectionrequest@michigan.gov

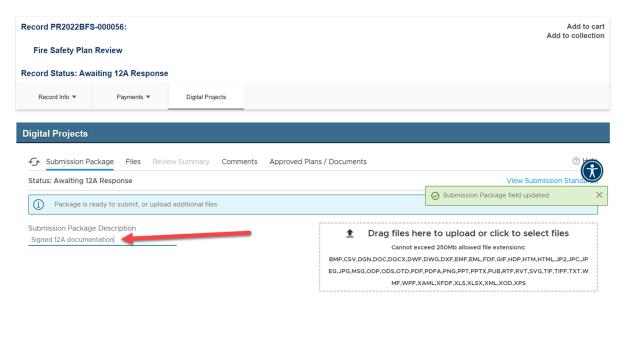
4. Select Digital Projects



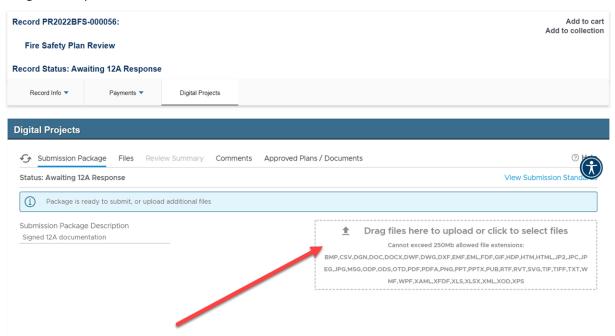
5. Select Submission Package



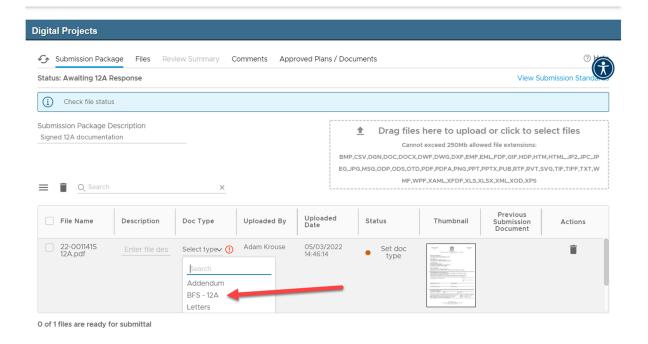
6. Enter the Package Description as: Signed 12A Documentation



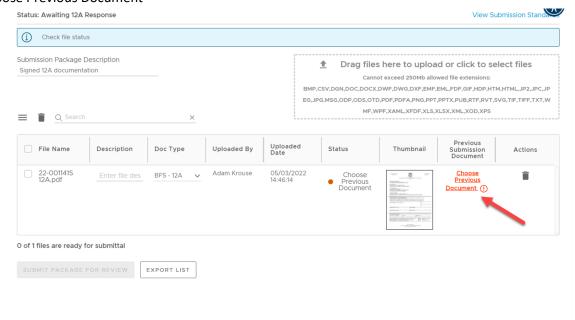
7. Drag File to upload or click to select file



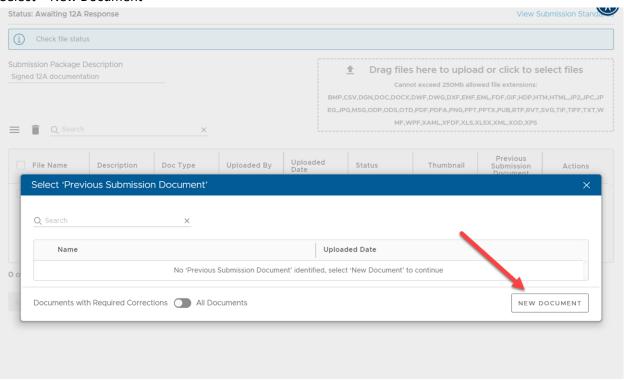
- 8. Select your signed 12A document
- 9. Select Document Type as BFS 12A



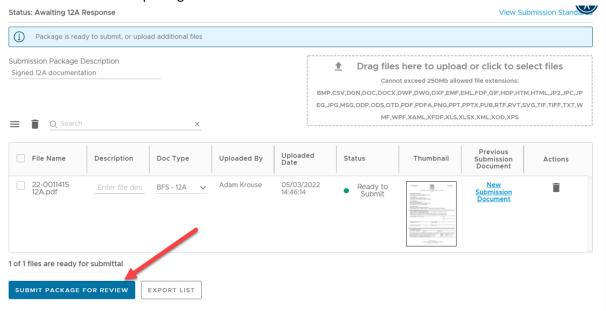
10. Choose Previous Document



11. Select – New Document



12. Submit the submission package for Review



13. Your signed 12A has been successfully uploaded.

Thank you, your Submittal Package '00002 - Signed 12A documentation' has been submitted for review

14. The record status will change to '12A Received'. BFS staff will vet the 12A and change the record status to '12A complete' or will communicate back any errors or omissions.

