

# Fireworks

## Accela Account Creation

If you are new to selling fireworks or you haven't sold Fireworks since 2017, you will have to create an account in **Accela** to complete an application to sell Low Impact and or Consumer Grade Fireworks.

This tutorial will give you detailed directions on how to set up your account.

If you have any questions or concerns, please email us at [fireworks@michigan.gov](mailto:fireworks@michigan.gov) or give us a call at 517-335-4058.

Thank you,

Fireworks Staff

To get started you will want to go to:  
<https://www.michigan.gov/bfs>

Then under Quick Links, you will want to click on **Accela Automation- Citizen Portal on the right-hand side.**

or

Click here to get to : [Accela Automation Citizen's Portal](#)

DEPARTMENT OF  
**LICENSING AND REGULATORY AFFAIRS**

[BUREAU LIST](#) [SEARCH LICENSE TYPES](#) [VERIFY A LICENSE](#) [FILE A COMPLAINT](#) [LARA NEWS RELEASES](#) [FOIA REQUEST](#)

LARA / BUREAU LIST / FIRE SERVICES

- State Fire Marshal
- Fireworks
- Fire Fighter Training Division
- Plan Review
- Storage Tank Division
- Field Services
- NFIRS
- MI Prevention
- Marijuana Plan Reviews/Inspections

### Fire Services

#### Welcome to the Bureau of Fire Services



**Mission Statement**  
To provide for the protection of persons and property from exposure to the dangers of fire through inspection and fire prevention and to serve the training needs of over 30,000 fire fighters in the state of Michigan.

**Vision Statement**  
The tenacious pursuit of providing a fire safe environment for all firefighters and citizens in the state of Michigan.

State Fire Marshal

**Sign up here to receive GovDelivery announcements from the Bureau of Fire Services**

[View the GovDelivery Announcements](#)

### QUICK LINKS

- Contact Us
- Fire Service Directory
- Forms
- Public Acts and Administrative Rules
- FOIA Request
- BFS News Releases
- Fire Services Related Links
- Reporting and Notification of Hazardous Material Incidents
- Accela Automation | Citizen Portal**
- Fireworks Complaint Hotline

Once you have clicked on the Accela Portal Link-

You will have to click on [Register for an Account](#) at the top of the page or click this link.

**LARA**  
Department of Licensing and Regulatory Affairs

Announcements  Accessibility Support [Register for an Account](#) [Login](#)

### Verify a License

\*\*You must have an account to apply for or renew a license\*\*

Click [here](#) for instructions on how to register for an account

Click [here](#) for instructions on how to link and renew licenses

Would you like to renew a trade license? **YES**

[Home](#) [BCC Licenses](#) [BCC Permits](#) [Plan Review](#) [Fire Services](#) [OLSR](#)

Advanced Search ▾

### Welcome to the new Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with Accela, Inc., we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and

**Login**

User Name or E-mail:

Password:

[Login »](#)

Please review and accept the terms.

Click on:  
**“I have read and accepted the above terms”.**

Click on:  
**Continue Registration**

**Home** BCC Licenses BCC Permits Plan Review Fire Services OLSR

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.

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.

All trademarks, service marks and copyrighted information contained in or

I have read and accepted the above terms.

**Continue Registration »**

Next you will fill out all the information on this page.

The email address that you submit here, will be the email that the Bureau will send communications to and where the Certificate will be issued.

After completing the login information:  
Click on:  
**Add New Contact**

This is the person that we will contact if there are any issues with the Account ( not necessarily the application) .

### Account Registration Step 2: Enter Your Account Information

#### Login Information

\* User Name: ?

Fireworks

\* E-mail Address:

fireworks@gmail.com

\* Password: ?

••••••••

\* Type Password Again:

••••••••

\* Enter Security Question: ?

Favorite color

\* Answer: ?

Green

Phone:

123-456-7891

Receive SMS Messages

#### Contact Information

Choose how to fill in your contact information.

**Add New Contact**



When selecting Contact type, use Facility Owner/ Operator.

### Owner Contact Information:

If you pick “**Individual**”, you won’t be able to submit a Company Name.

If you pick “**Organization**”, you won’t be able to enter first and last name but will be able to enter DBA/ Trade Name.

### Select Contact Type

\* Type:

- Select--
- Builder (Individual)**
- Business Information
- Certificate Holder
- Complainant's Attorney
- County Representative
- DBA
- Facility
- Facility Contact
- Facility Owner/Operator**
- Facility Representative
- Individual
- Member
- Officer
- Organization

### Contact Information

\* Individual/Organization: Preferred Channel:  
--Select-- --Select--

Individual Organization

FIRST: Middle: \* Last:

\* Company Name (Enter N/A if not applicable):

DBA/Trade Name

Country:  
United States

\* Address:



# FIRE SERVICES

Complete all the required fields and then click on Continue.

Required Fields will have a red asterisks \* next to them.

## Contact Information

\* **Individual/Organization:** Preferred Channel:  
Individual E-mail

\* **First:** Middle: \* **Last:**  
Fireworks Staff

\* **Company Name** (Enter N/A if not applicable):

**DBA/Trade Name:**  
Fireworks

**Country:**  
United States

\* **Address:**  
12345 Fireworks Ln

\* **City:** \* **State:** \* **Zip:**  
Firecracker MI 48852

\* **Primary Phone:**  
517-965-2351

\* **Primary Phone Verification:**  
582-365-2142

**Secondary Phone:** **Fax:**

**E-mail:**

### ▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.

Showing 0-0 of 0

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

[Continue](#)

[Clear](#)

[Discard Changes](#)

You should have a green check mark that says “Contact added successfully” if your contact was accepted.

Review that your contact information is correct.

Click on:  
**Continue Registration**

Choose how to fill in your contact information.

✔ Contact added successfully.

**Fireworks Staff**

Primary phone:517-965-2351

Secondary Phone:

[Edit](#) [Remove](#)

▶ Contact Addresses

**Add Additional Contact Address**

To edit a contact address, click the address link.

Showing 0-0 of 0

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

**Continue Registration »**





Now you have completed the Accela Creation and can start applying for Fireworks.

[Home](#)

[BCC Licenses](#)

[BCC Permits](#)

[Plan Review](#)

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**Congratulations! Your account has been successfully created.**