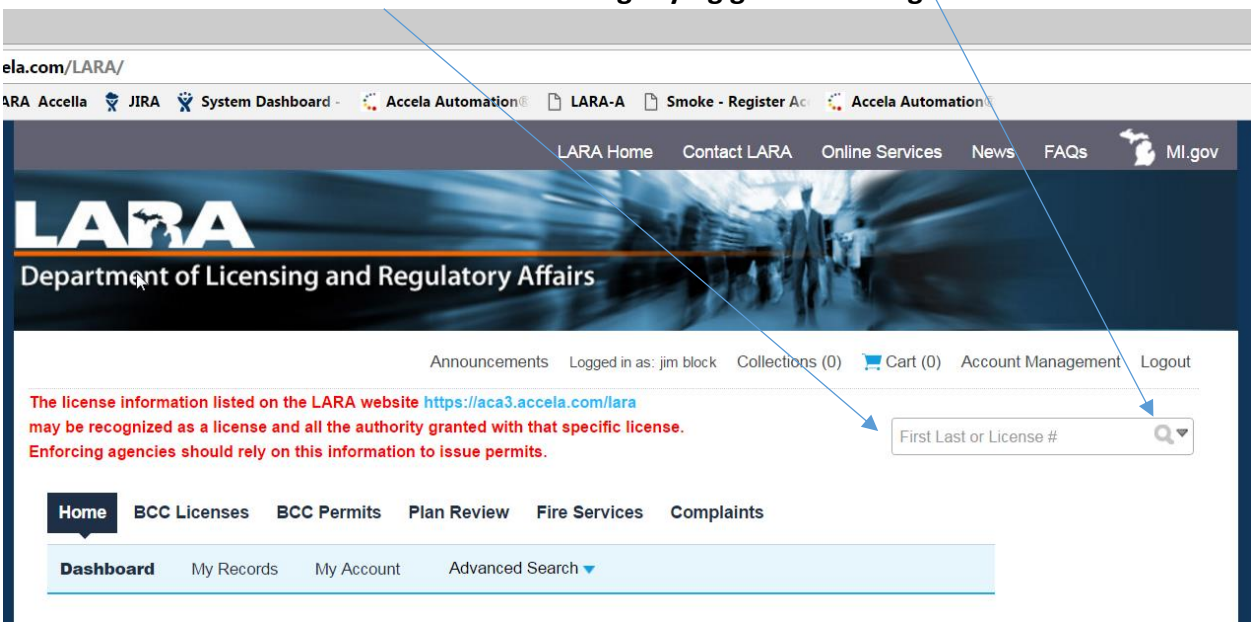
Instructions for Paying Tank fees through Accela

1. **Go to https://aca3.accela.com/LARA**
2. **Log into account: Note if you do not have an account, you will need to create an account in order to pay your bill on line.**

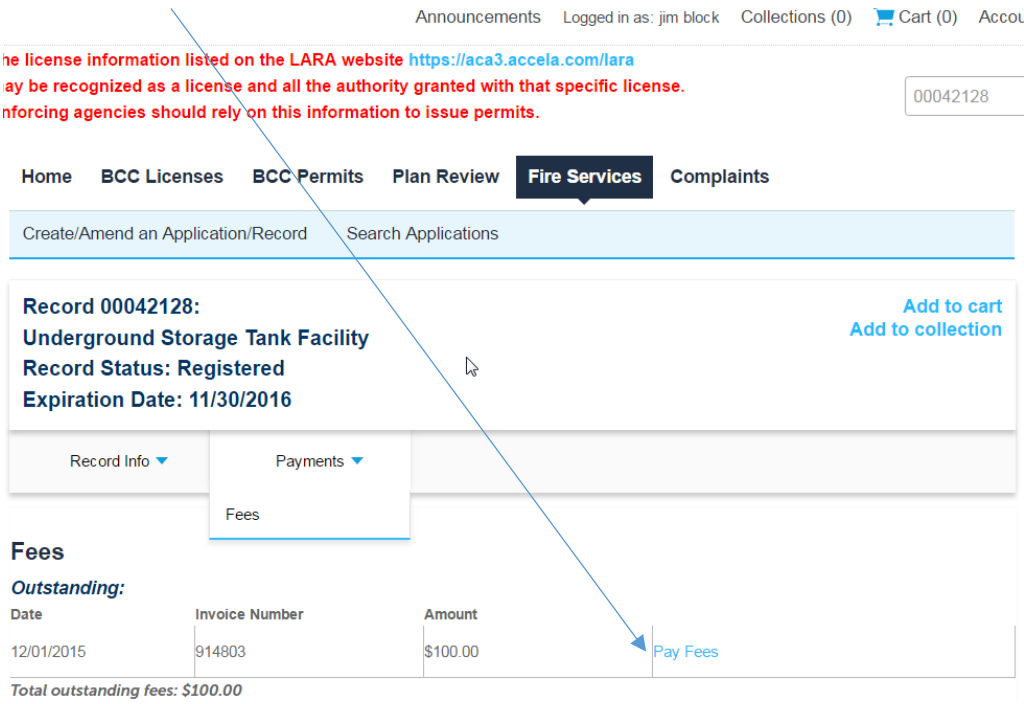
3. **Search for facility that you want to pay. You will need to enter the 8 digit facility number in the search field and click on the magnifying glass to the right**



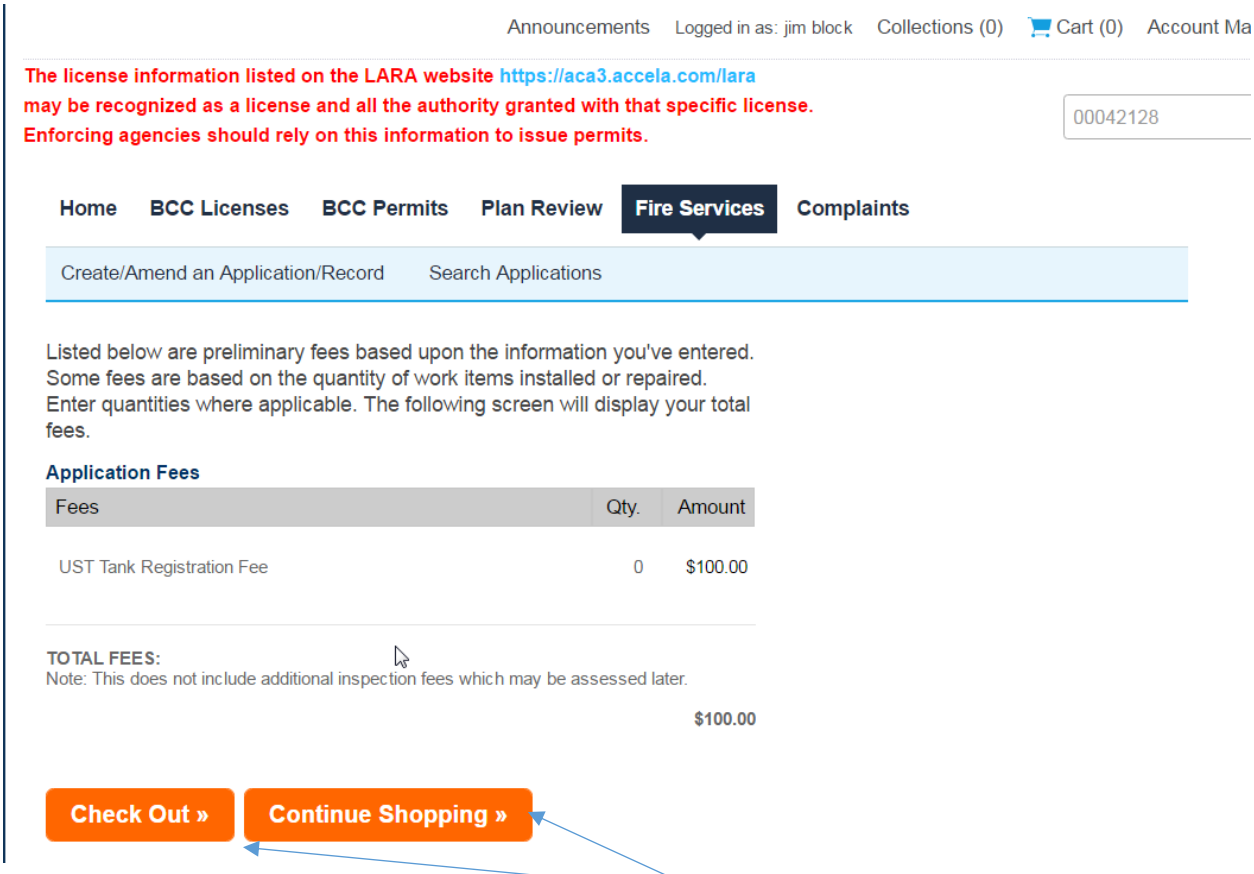
4. **The facility information appears**

5. **Click on Payments and then fees. The fee amount appears.**

6. **Click on Pay Fees**

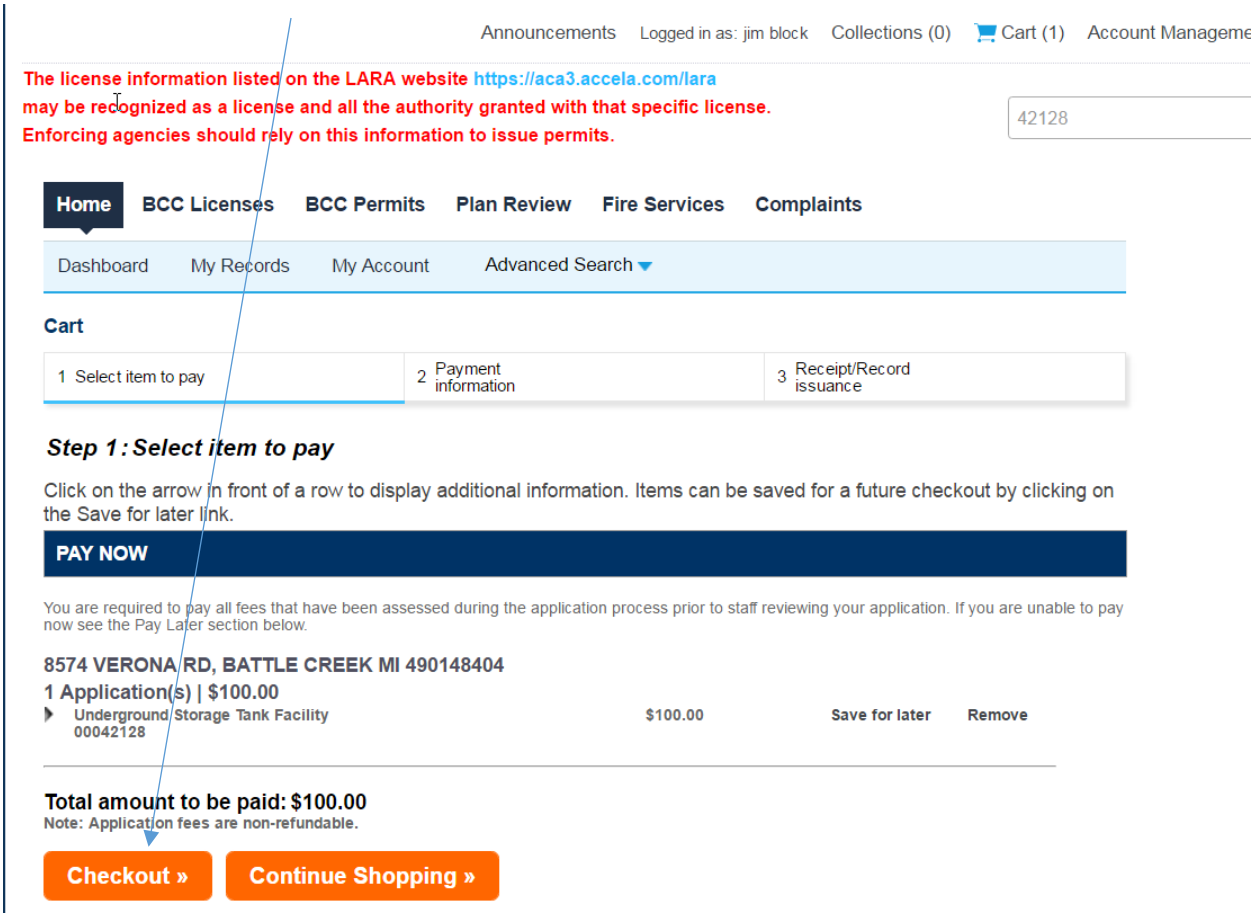


The following screen appears

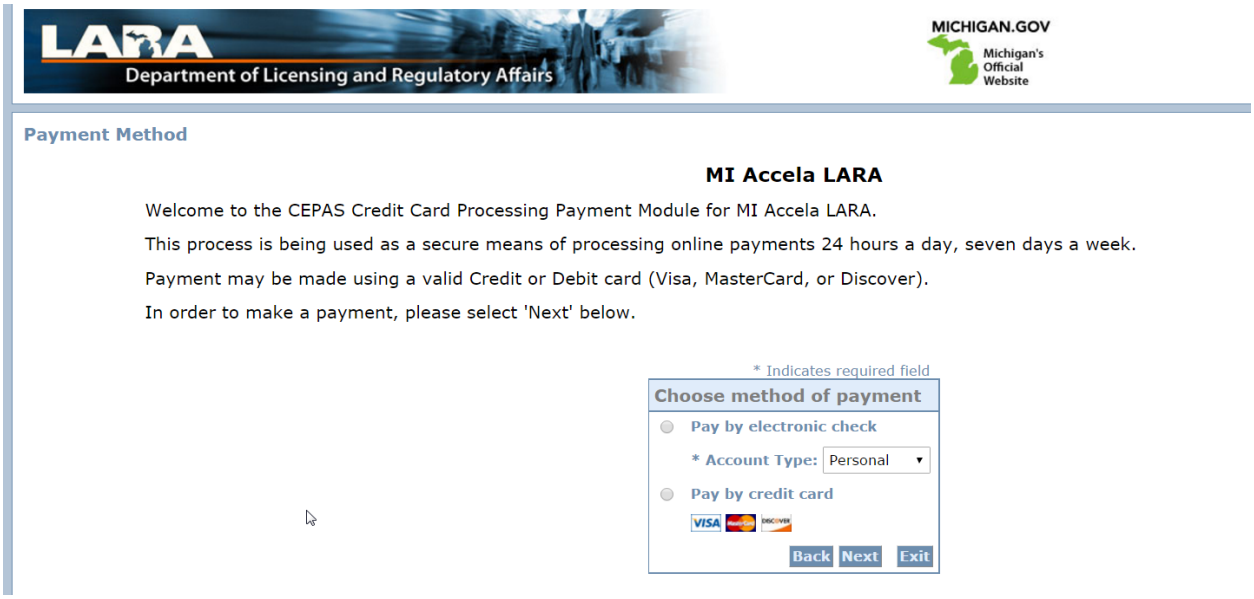


At this point you can repeat the procedure for other facilities or check out.

If you decide to checkout

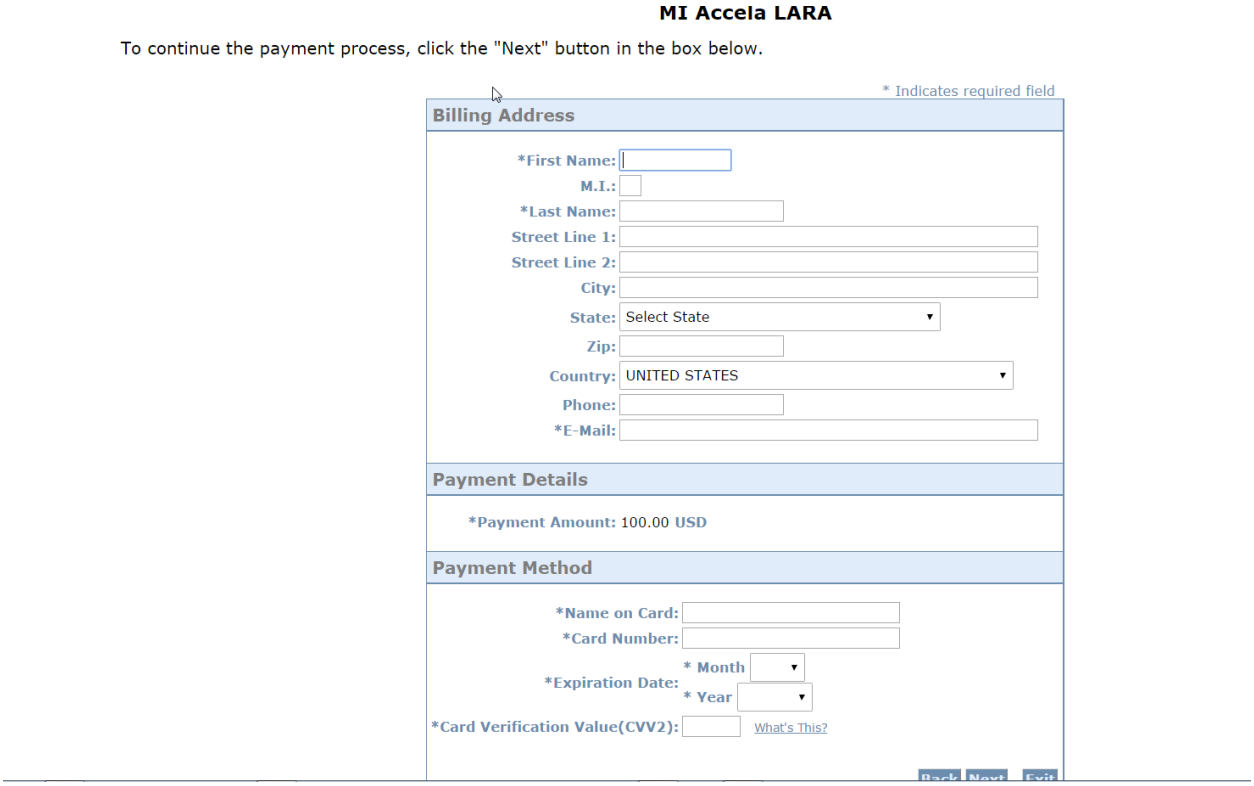


This screen appears and then follow the payment method instructions



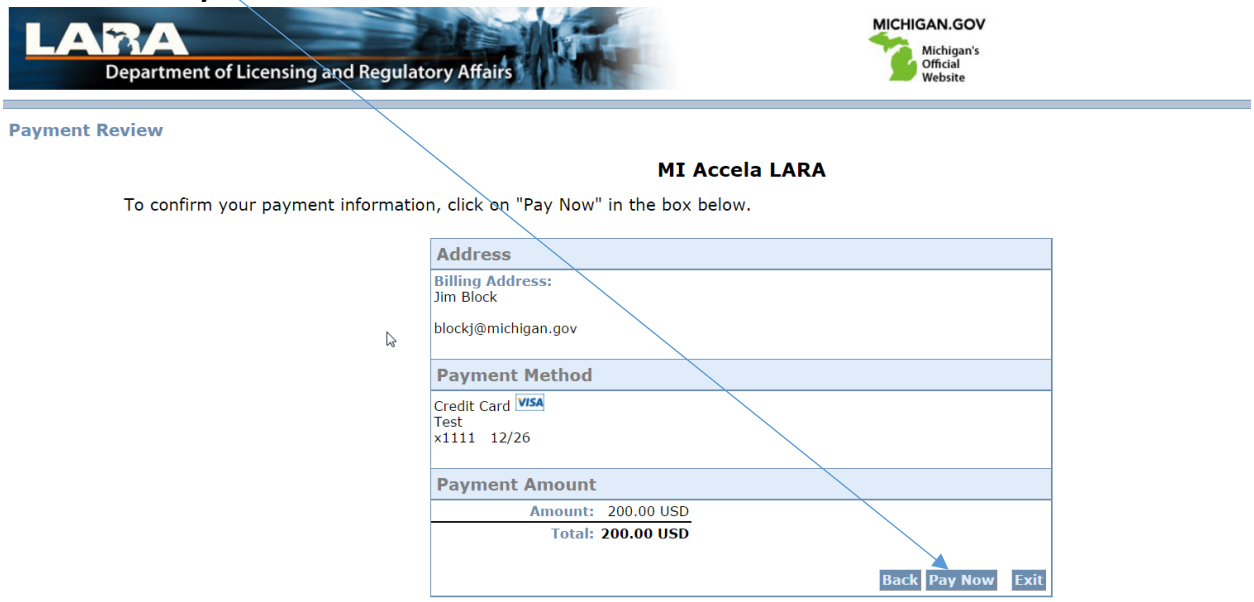
Select the payment type and click on next

The payment process screen appears. Complete the required fields and click on next

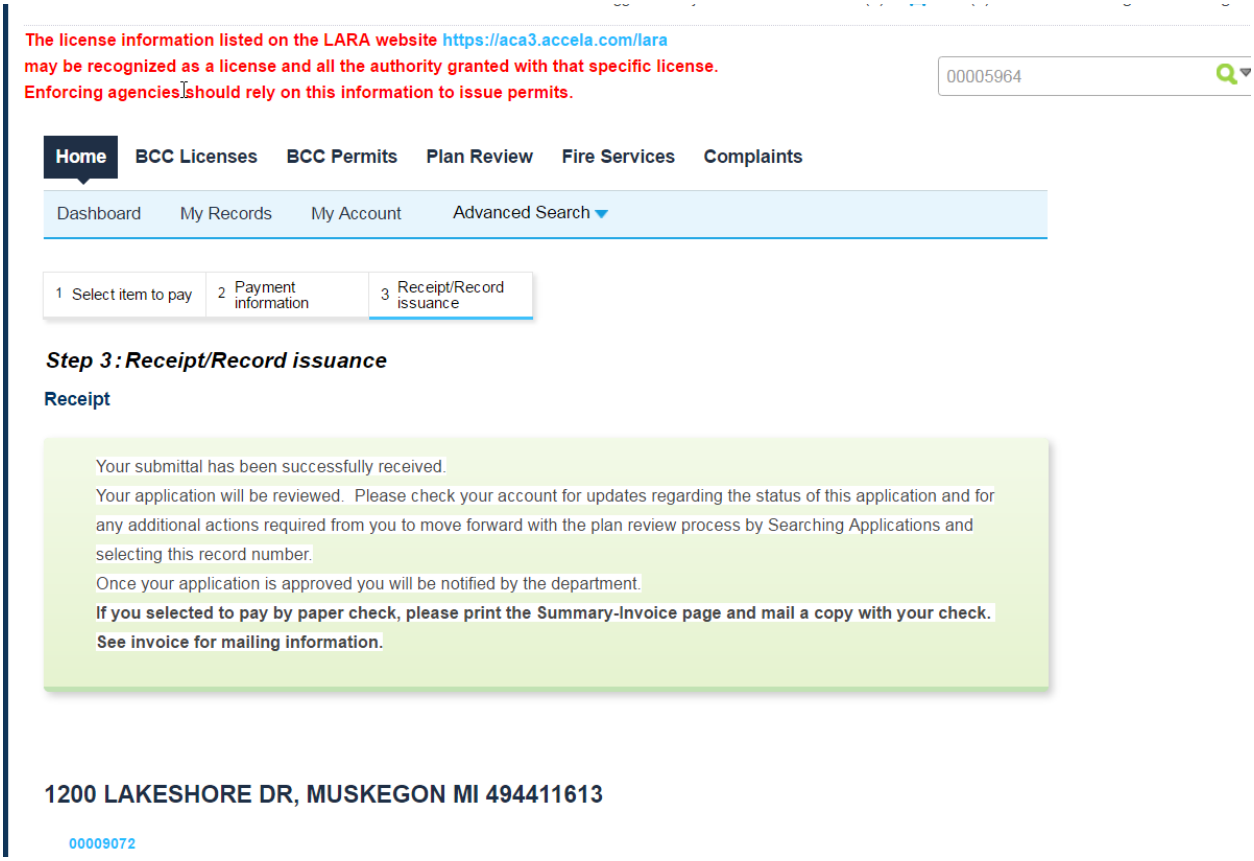


The payment confirmation window appears

Click on the Pay Now Box



The following screen appears



At this point you can log out of the system.
An E Mail will be sent.

MiPermitLicPlanRev@Michigan.gov

Payment Confirmation

To Block, James (LARA)

Thank you for your recent payment to MI Accela LARA.

Payment Application: MI Accela LARA
Payment Status: Payment completed successfully.
Confirmation Number: 16120803160353
Payment Date: 12/08/2016

Billing Address: Test

Card Type: VISA
Card Number: x1111

Payment Amount: 200.00 USD
Total Amount: 200.00 USD

Reference: 254249

DO NOT REPLY DIRECTLY TO THIS EMAIL.