

Low Impact Registration Process

If you want to sell Low Impact Fireworks and have an Accela account, use this tutorial.



To get started go to: https://www.michigan.gov/bfs

Then under **Quick Links**, click on **Accela Automation- Citizen Portal** on the right- hand side to start the application.

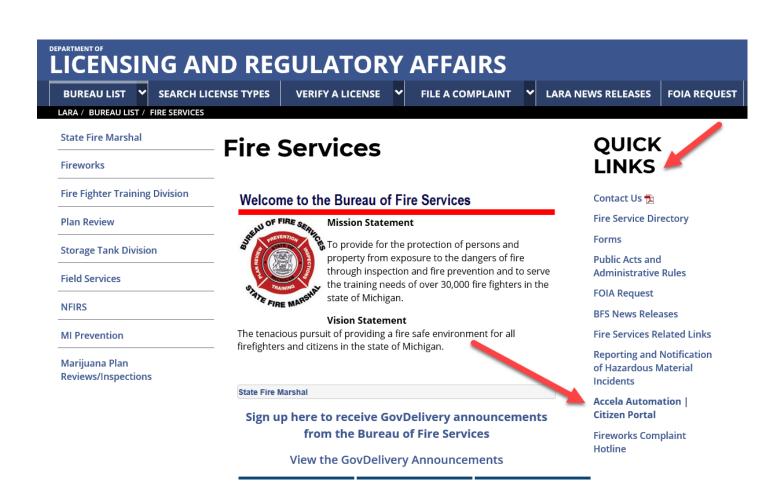
OR

Click here to get to:

Accela

Automation

Citizen's Portal



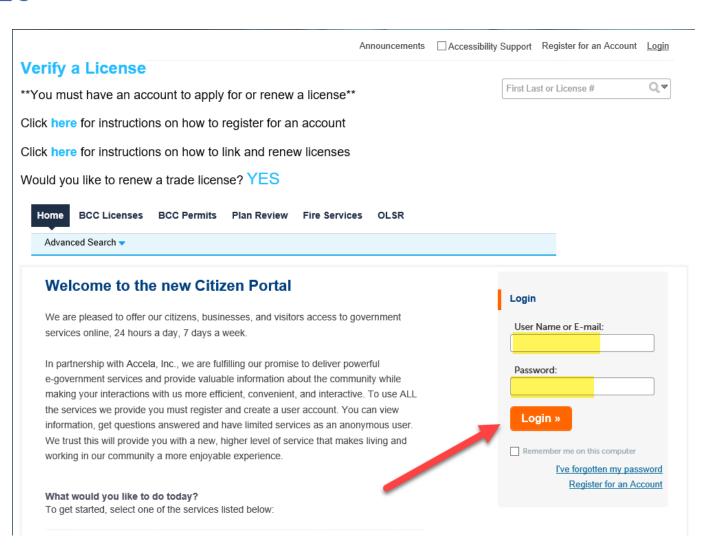


Once on the Verify a License page, you will need to fill out:

User Name or E-mail:

Password:

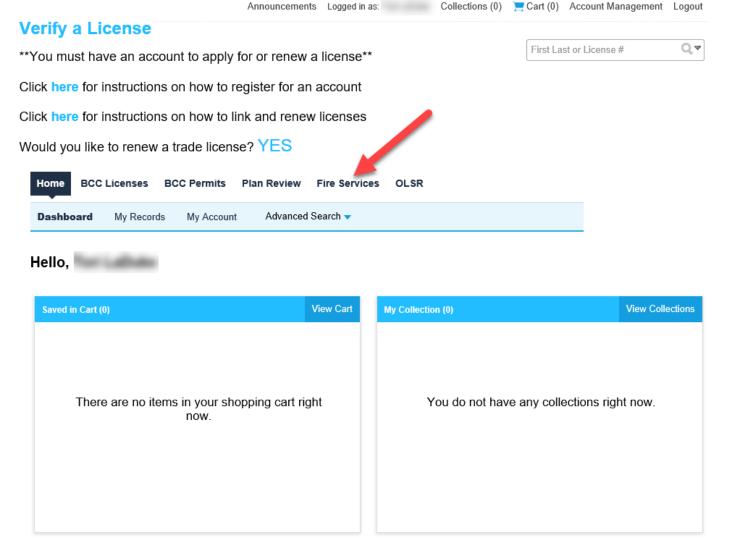
Then click on: Login >>





Once logged into Accela, this will be what the Home screen looks like.

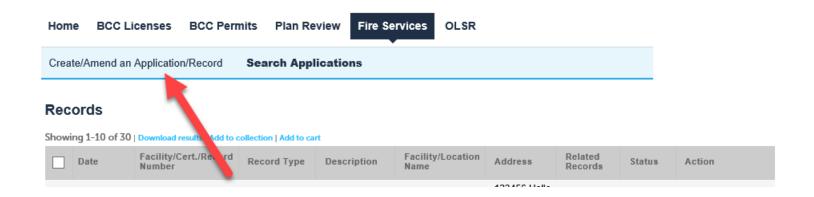
Click on: **Fire Services**





Click on:

Create/Amend an Application/Record





Please review and accept the terms by clicking the box that says, "I have read and accepted the above terms".

Then underneath that click "Continue Application".

Home BCC Licenses BCC Permits Plan Review Fire Services OLSR

Create/Amend an Application/Record Search Applications

Online Application

Welcome to LARA's Online Permitting System. Using this system you can submit and update information, pay fees, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

LARA Systems Use Notification

The Michigan Department of Licensing and Regulatory Affairs(LARA) computer information systems are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business

Systems users are prohibited from using any assigned or entrusted access

I have read and accepted the above terms.

Continue Application »

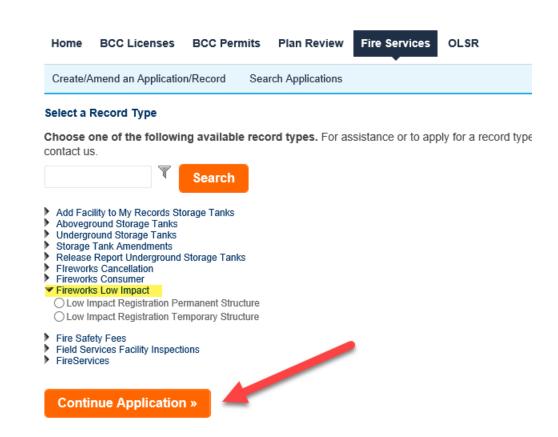


To see all the options for Low Impact Fireworks.

Click on:

Fireworks Low Impact

If you are unsure on what Firework Type you should apply for, please review the next page.





Low Impact Fireworks:

Ground sparkling devices, ground based or handheld sparklers.

Low Impact Permanent Registration:

A building or structure that is affixed to a foundation on a site that has fixed utility connections and that is intended to remain on the site for more than 180 consecutive calendar days.

Low Impact Temporary Registration:

A movable structure that is used in the sale, display, storage, transportation, or distribution of fireworks, including, but not limited to, a tent or a stand.



***Low impact's must be registered
10 days prior to sales.***



Fill out the location information for your Fireworks Facility.

Click on:

Continue Application

Low Impact Registration Permanent Structure

1 Step 1 2 Step 2 3 Step 3 4 Review 5 Pay Fee:	6
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Step 1:Step 1>Location

*indicates a required field.

Retail Sales Location Name



Retail Sales Location



Save and resume later



Now click on:

Select from Account

(Below the Certificate Holder)

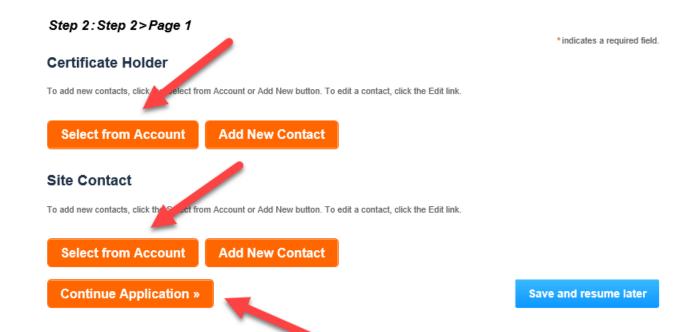
8

Select from Account

(Below the Site Contact)

Once you have added your contact's click on:

Continue Application





SERVICES

Fill out all the Application Information.

Click on: **Continue Application**

Low Impact Registration Permanent Structure



Step 3: Step 3> Page 2

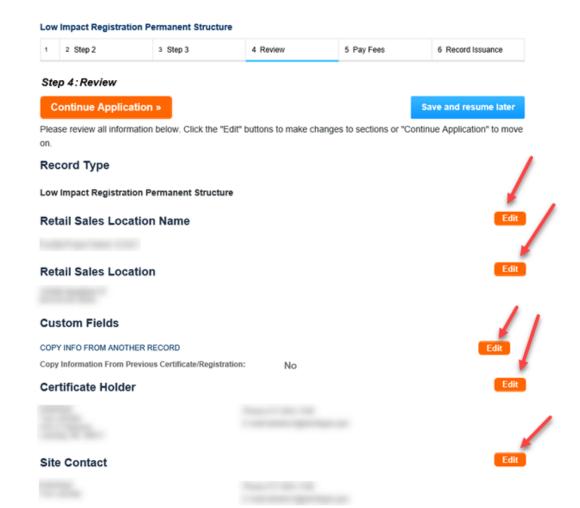
Application Information APPLICATION INFORMATION O Yes O *Is the applicant a Sole Proprietorship: What is your Federal Taxpayer Identification Number (if not AA-1234567 applicable enter N/A): (?) AA-1234567 *What is your current Michigan Sales Tax License Number: *What is your current Michigan Sales Tax License Expiration Date: *Business Name Listed on Sales Tax License: *Fireworks Business Name/Doing Business As: *At what address will you be storing fireworks (street, city, zip): *What county will your retail sales be located: *In which city, township or village will your retail sales be located:



Save and resume later



Now that all the information has been filled out, you have time to review it and make sure it is correct. If you see any errors at this time you can click on the Edit button and make changes.





Once you are done reviewing your information.

Please review and accept the terms by clicking the box that says, "By Checking this box, I agree to the above certification".

Then underneath that click "Continue Application".

Application Information

Edit APPLICATION INFORMATION Is the applicant a Sole Proprietorship: No What is your Federal Taxpayer Identification Number (if not AA-1234567 applicable enter N/A): What is your current Michigan Sales Tax License Number: AA-1234567 What is your current Michigan Sales Tax License Expiration Date: 12/31/2020 Business Name Listed on Sales Tax License: fireworks Fireworks Business Name/Doing Business As: Firworks At what address will you be storing fireworks (street, city, zip): 1245 Boom What county will your retail sales be located: Ingham In which city, township or village will your retail sales be located: Lansing Owner/Cert Holder OWNER/CERT HOLDER INFORMATION Edit First Name: Fireworks Last Name: Rocks Fireworks Business Name: Fireworks Street Address 1: 12345 Fireworks Street Address 2: City: Lansing State: MI Zip Code: 48911 Phone: 517-251-4444 Email: fireworks@michigan.gov **Custom Lists** SALES REPORT INFORMATION No Custom Lists data for the sub group above. I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

✓ By checking this box, I agree to the

ve certification.

Date: 01/16/2020

Continue Application »

Save and resume later



Then you will want to click on: Check Out

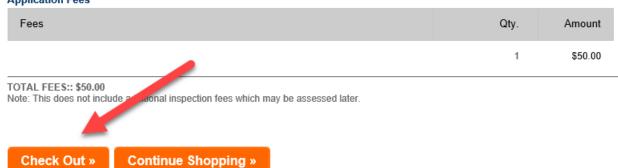
Low Impact Registration Permanent Structure

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Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees



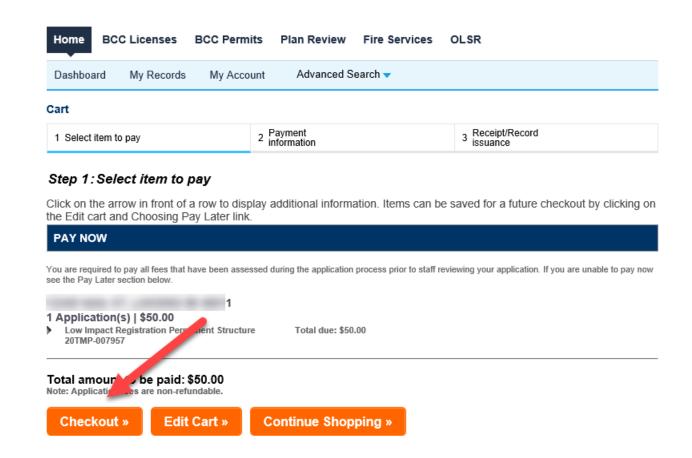


Then you will want to click on: Check Out

***If you have more applications to complete, then click on:

Continue Shopping

Then you will want to continue the process again with next location you may have. ***





Click on:

Pay by Electronic Check

Or

Pay by Credit Card

Click on:

Next





Payment Method

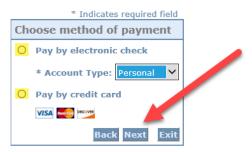
MI Permit License Plan Review

Welcome to the CEPAS Credit Card Processing Payment Module for MI Permit License Plan Review.

This process is being used as a secure means of processing online payments 24 hours a day, seven days a week.

Payment may be made using a valid Credit or Debit card (Visa, MasterCard, or Discover).

In order to make a payment, please select 'Next' below.



Important Information Regarding Debit Blocks

Some financial institutions offer a service referred to as "Debit Blocking" or "Debit Filtering" to their business account owners to prevent unauthorized debits (withdrawals) posting to their accounts. If an account has a debit block or filter, any unauthorized debit transaction will be returned unpaid. Most financial institutions offer the option of authorizing certain debits by providing specific information about the transactions to be authorized.

If you have a Debit Block or Filtering service on your account you must access your Debit Block or Filtering settings or contact your financial institution and have the ACH transactions identified with the Company ID **9044030366** authorized to debit your account. Failure to make these arrangements will result in your payment being returned unpaid.

International ACH Transactions (IAT)

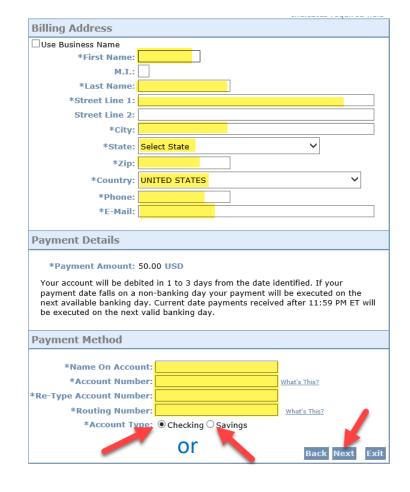
Payments processed through this website are intended only for domestic ACH payments not associated with a foreign bank account, which would classify it as an International ACH Transaction (IAT). If your domestic bank account is funded or otherwise associated with a foreign bank account you must pay via an alternate payment.



Check Payment Screen

Depending if you clicked on Electronic Check or Credit Card these are the screens you will have. Fill out all the highlighted fields and then Click:

Next



Credit Card Payment Screen

MI Permit License Plan Review

If you have entered a valid email address, the confirmation email will be received from $\frac{1}{1000} = \frac{1}{1000} = \frac{1}{1$

To continue the payment process, click the "Next" button in the box below.

	* Indical	tes required field
Billing Address		
Use Business Name		
*First Name:		
M.I.:		
*Last Name:		
*Street Line 1:		
Street Line 2:		
*City:		
*State:	Select State	
*Zip:		•
*Country:	UNITED STATES	~
*Phone:		
*E-Mail:		
Payment Details		
*Payment Amount:	50.00 USD	
Payment Method		
	on Card: Number: * Month	
*Expiration*Card Verification Value	on Date:	
	Ba	ck Next Exit



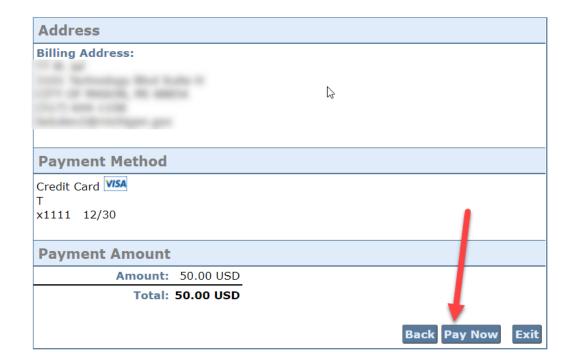
Click: Pay Now

Payment Review

MI Accela LARA

To confirm your payment information, click on "Pay Now" in the box below.

If you have entered a valid email address, a confirmation email will be received from noreply@fiserv.com.

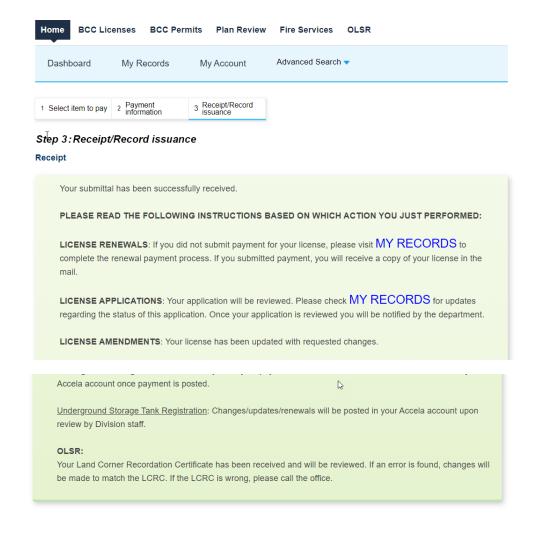




Once you have paid it should take you back to Accela and give you a record number.

*Make sure to scroll to the bottom of the page to review the record number. *

10 days after you register your renewal your LP or LT number will switch from the status of "Renewal Received" to "Active" and you will then be able to sell Low Impact Product.



1001 BARNES ST, MASON MI 48854

Copy Record