

Uploading Documents to an existing Application

If you have submitted your application and need to upload a document, please follow these directions.

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**

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 click on the Accela Link, you will need to fill out:

User Name or E-mail:
&
Password:

Then click the Login button.

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 working in our community a more enjoyable experience.

What would you like to do today?
To get started, select one of the services listed below:

Login


User Name or E-mail:

Password:

Remember me on this computer


[Login »](#)

[I've forgotten my password](#)
[Register for an Account](#)



Once you are logged in this will be what the Home screen looks like.

Click on:
Fire Services

Announcements Logged in as: [redacted] Collections (0)  Cart (0) Account Management Logout

Verify a License

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

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

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#) ▾


Hello, [redacted]

Saved in Cart (0) [View Cart](#)

There are no items in your shopping cart right now.

My Collection (0) [View Collections](#)

You do not have any collections right now.

Work in progress  [View All Records](#)

Now you will see all the Records in your account. Look for the Application number you need to upload documents to.

Click on:
The Record # link (in blue)

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

Create/Amend an Application/Record **Search Applications**

Records

Showing 1-10 of 42 | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

<input type="checkbox"/>	Date	Facility/Permit/Record Number	Record Type	Description	Facility/Location Name	Address	Related Records	Created By	Status	Action
<input type="checkbox"/>	01/29/2020	2020-CP00006	Consumer Fireworks Certificate Permanent Structure		T	123456 T ST, LANSING MI 48911 United States	0	laduk1vm	Received	

Click on:
Record Info

Then

Click on:
Attachments

Record 2020-CP00006:
Consumer Fireworks Certificate - Permanent Structure
Record Status: Received
Expiration Date: 04/30/2021

[Add to cart](#)
[Add to collection](#)
[Like 0](#) [Tweet](#)

Record Info

Payments

Custom Component

Record Details

Processing Status

Related Records

Attachments

Inspections

Project Description.

T

► **More Details**

[Copy Record](#)

Create/Amend an Application/Record Search Applications

Record 2020-CP00006:
Consumer Fireworks Certificate Permanent Structure
Record Status: Received
Expiration Date: 04/30/2021

[Add to cart](#)
[Add to collection](#)
[Like 0](#) [Tweet](#)

Record Info Payments Custom Component

Attachments

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml;exe are disallowed file types to upload.

View People Attachments

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
No records found.								

Select from Account

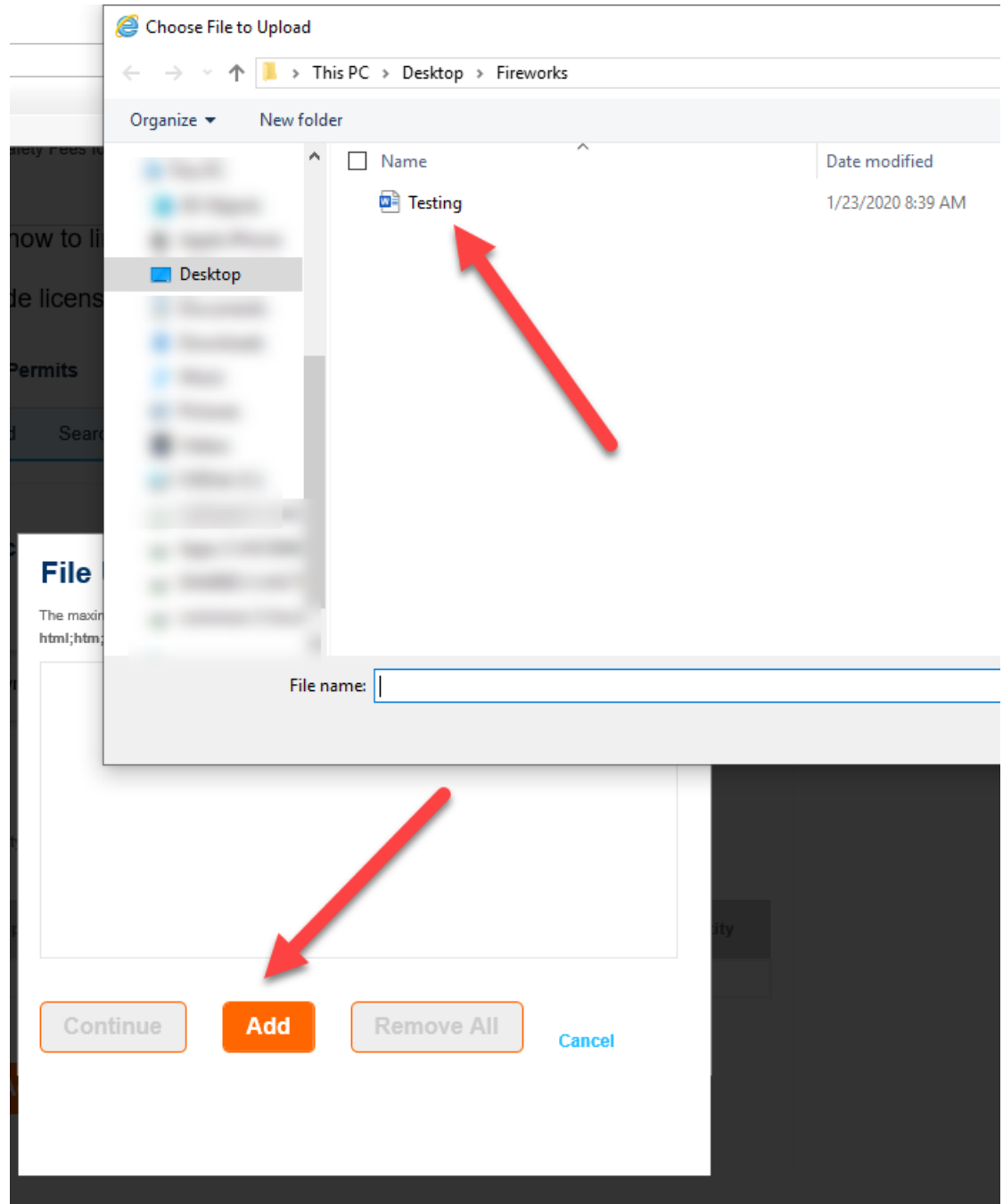
Add

Click on:
Add



Click on:
Add

Then click on the document you are
trying to add that is saved in your
computer.



Once the document has loaded and is at 100%.

Click on:
Continue

File Upload



The maximum file size allowed is 100 MB.

html;htm;mht;mhtml;exe are disallowed file types to upload.

Testing.docx	100%
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Continue **Add** **Remove All** [Cancel](#)

Attachments

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml;exe are disallowed file types to upload.

View People Attachments

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
No records found.								

* Type:

- Select--
- Bond
- Fireworks Inspection Report
- Floor Plan
- Inspection Reports
- Plan Review Report
- Sales Tax License
- Site Plan

Remove

* Description:

Bond for 2020-CT00012

Also Attach To

--Select--

Save

Select from Account

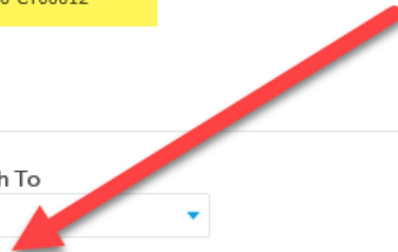
Add

Remove All

Click on:
Type

Add a Description

Click on:
Save



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Record 2020-CP00006:
Consumer Fireworks Certificate Permanent Structure
Record Status: Received
Expiration Date: 04/30/2021

[Add to cart](#)
[Add to collection](#)
[Like 0](#) [Tweet](#)

Record Info Payments Custom Component

Attachments

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml;exe are disallowed file types to upload.

View People Attachments

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Testing.docx	2020-CP00006	Consumer Fireworks Certificate Permanent Structure	Record	Floor Plan	13.88 KB	01/29/2020	Actions	Consumer Fireworks Certificate Permanent Structure - 2020-CP00006

Select from Account

Add

Once your attachment has been successfully uploaded you should be taken to this screen.