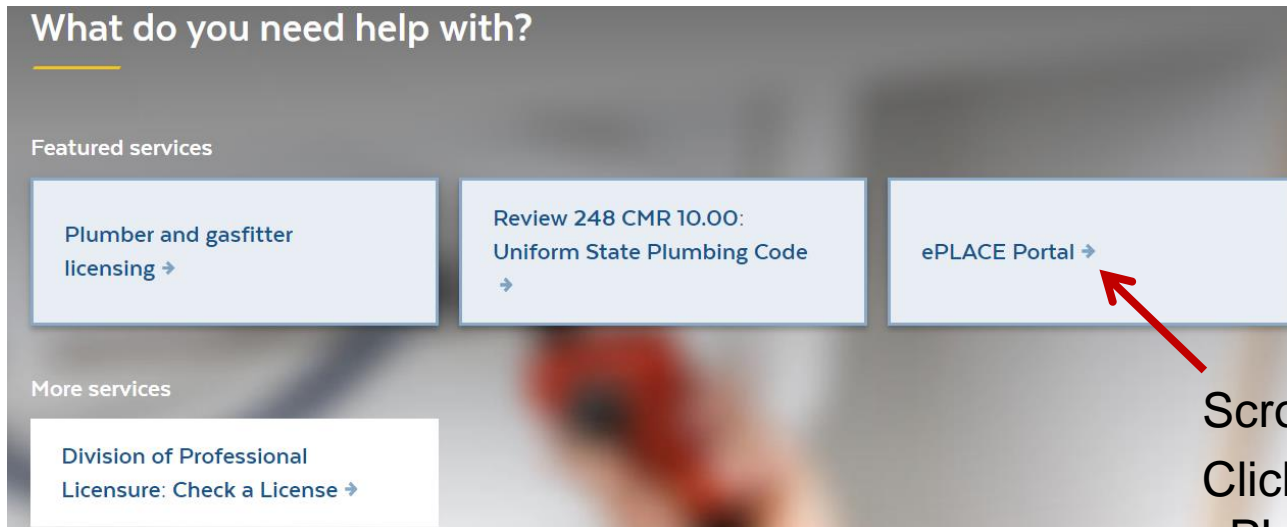


# E-Licensing

Procedure for creating an account and linking your license to that account

 Mass Plumbing Board and click on the first item that comes up



Scroll down and Click on the ePLACE Portal



# E-Licensing

## Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

### Options for Licensees and Applicants:

- Apply for, Renew, or Amend a License, Permit or Certificate Application
- Make Payments Online

### Options for Consumers and the General Public:

### Login

User Name or E-mail:

Password:

---

Remember me on this computer

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



Click on New Users: Register for an Account



# E-Licensing

[Home](#)[Manage Licenses, Permits & Certificates](#)[File & Track Complaints](#)

## Account Registration

You must provide the following information to open an account:

User Name and Password

Contact Information

E-mail

In order to perform licensing and permitting transactions online, you were required to register for the ePLACE Portal. All registered users of the ePLACE Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts ePLACE Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer Portals. Online inquiries and transactions create electronic records that in some instances might be disclosed to third parties pursuant to the public records law or other laws.

I have read and accepted the above terms.

[Continue Registration »](#)



Check this box and then click “Continue Registration”

## Login Information

E-mail addresses must be current in order to receive important legal and other notices relating to your use of this site. An e-mail will be sent to the e-mail address provided during the registration process.

\* User Name:

Create a Username. This can be anything you want

\* E-mail Address:

Next your email address

\* Password:

Next create a Password. This must contain:

Letters

At least one capital letter

Numbers

At least one character: ex. # \$ % etc.

*Password Strength*

[Requirements](#)

\* Type Password Again:

Retype your password to confirm

\* Select a Security Question:

Choose a security question

\* Answer:

Once you have entered all of the required information, scroll down to the bottom of the page.



# E-Licensing

## Contact Information

Please select "Add New" to provide contact information. E-mail addresses must be current in order to receive important legal and other notices relating to your use of this Portal. An e-mail will be sent to the e-mail address provided during the registration process.

This contact information pertains to the account registration for this Portal. All other changes to contact information should be made through the application or amendment process with the applicable Agency.

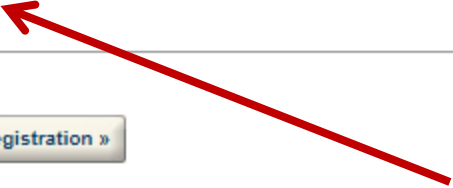
You can associate two types of contacts with your registration an "Individual" and/or and "Organization".

**Individual** - Individual is a person. If you are a Sole Proprietor add yourself as an "Individual" contact.

**Organization** - Company, business, club, etc., that is formed for a particular purpose. Entity being licensed permitted and/or certified to do business in the Commonwealth of Massachusetts. When adding an Organization contact type, you will be required to provide a FEIN number.

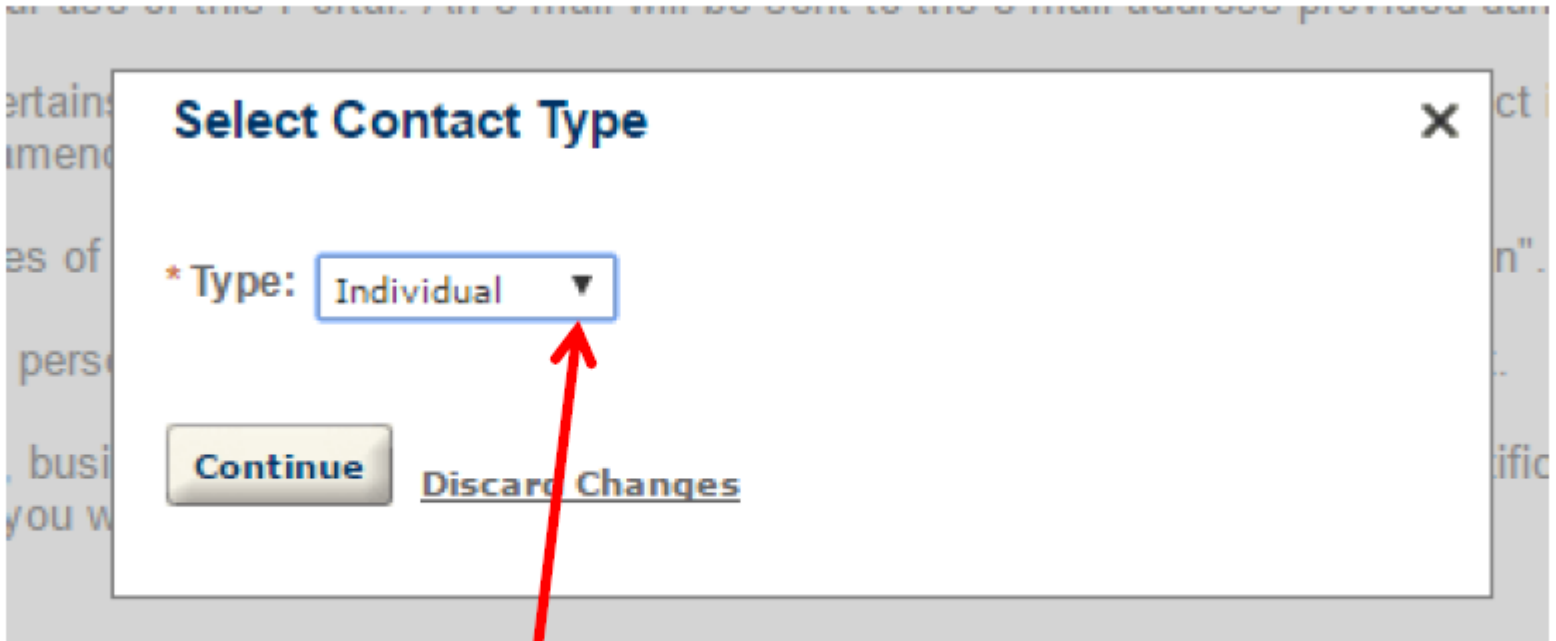
Add New

Continue Registration »



Click on the "Add New" button and enter all of your contact information in the box that opens

# E-Licensing



The image shows a screenshot of a software dialog box titled "Select Contact Type". The dialog box has a close button (X) in the top right corner. Below the title, there is a label "\* Type:" followed by a dropdown menu that currently displays "Individual". A red arrow points from the bottom of the screen up to the dropdown menu. Below the dropdown menu, there are two buttons: "Continue" and "Discard Changes".

Now choose Individual from the drop down box and click "Continue"

# E-Licensing

## Contact Information

Salutation:  \* First Name:  Middle Name:  \* Last Name:  Suffix:

Title:

\* Primary Phone:  Secondary Phone:

\* E-mail:

Fax Number:

### ▼ Contact Addresses

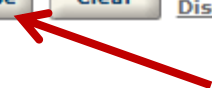
**Add Contact Address**

To edit a contact address, click the address link.

Showing 0-0 of 0


Address Type	Address	Status	Action
No records found.			

[Discard Changes](#)



In the next box that appears, fill in all of the required fields and then click "Save and Close".

If you have done everything correctly to this point you should see a green check mark and Contact added successfully



✔ **Contact added successfully.**

Mr. Marc Brown

marc@brownplumbing.com

**Primary Phone:** (617)999-4444

**Mobile Phone:**

**Alternate Phone:**

**Fax Number:**

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

▼ Contact Addresses

**Add Contact Address**

To edit a contact address, click the address link.

Showing 0-0 of 0

<u>Address Type</u>	<u>Address</u>
---------------------	----------------

No records found.



Now click on "Add Contact Address"



## Contact Information



Salutation:  \* First Name:  Middle Name:  \* Last Name:  Suffix:

Title:

\* Primary Phone:  Secondary Phone:

\* E-mail:

Fax Number:

### ▼ Contact Addresses

[Add Contact Address](#)

To edit a contact address, click the address link.

✔ **Contact address added successfully.**

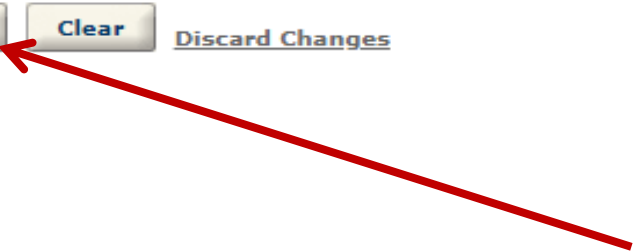
Showing 1-1 of 1

<u>Address Type</u>	<u>Address</u>	<u>Status</u>	<u>Action</u>
Mailing Address	<a href="#">Barker In</a>	Active	<a href="#">Actions</a> ▼

[Save and Close](#)

[Clear](#)

[Discard Changes](#)



Now click on "Save and Close"



**Congratulations. You have successfully created an account with the Commonwealth of Massachusetts ePLACE Portal. You will receive a confirmation by e-mail.**

**Reminder: If you are a current license, permit or certificate holder, you must link this Portal account to your record before you can complete transactions such as a renewal or amendment.**

**Click on the "Home" tab to login and continue.**

**Your account has been successfully created.**

**Account Information**

User Name: Barker

E-mail: jeff@puddle.com

Password: \*\*\*\*\*

Security Question: What is your favorite sports team?

**Contact Information**

Jeff Barker Primary Phone: (777)222-6666

jeff@puddle.com Alternate Phone:

Fax Number:

**Contact Address List**

**▼ Contact Addresses**

Showing 1-1 of 1

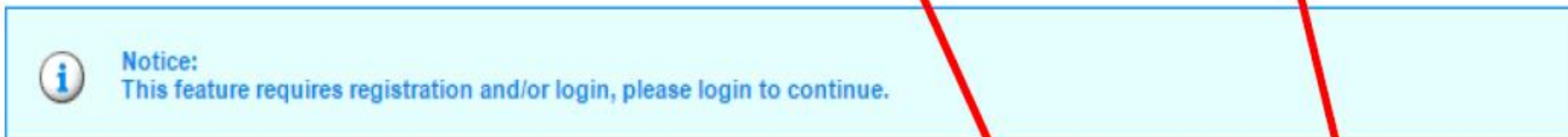
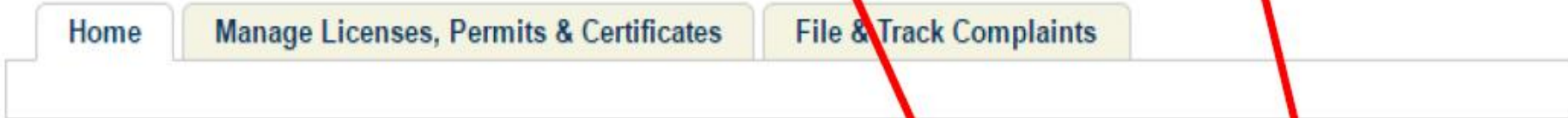
Address Type	Address	Status	Action
Mailing Address	Barker In	Active	

Now click on "Home"

This will now bring you back to the original screen.

You will now need to login by entering either your Username or email in the first field

and your password in the second field



## Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer access to many licensing, permitting and certificate services online. With this Portal, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

### Options for Licensees & Applicants:

- Apply for, Renew, or Amend a License, Permit or Certificate Application
- Make Required Payments Online

### Options for Consumers and the General Public:

- Check License Status for a Individuals or Business Licensee [here](#)

**Login**

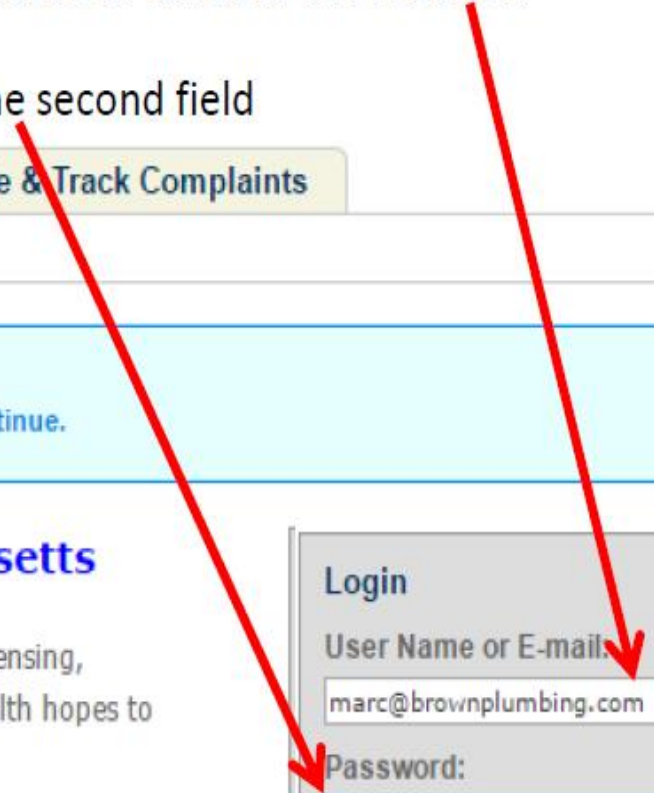
User Name or E-mail:

Password:

---

Remember me on this computer

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



At the next screen you will see there are no records found under Licenses, Permits, etc

You will now need to link your account to your license(s). Begin doing this by clicking on **File an Online Application**

Home   **Manage Licenses, Permits & Certificates**   File & Track Complaints

[File an Online Application](#) | [Manage My Licenses, Permits & Certificates](#)

### Licenses, Permits, Certificates & Other Records

Records that have been associated with your ePLACE Portal account are listed in the following table. For each license, permit, certificate, or other record, you may click on the identifying number to obtain additional details.

The links associated with a particular record allow you to perform actions such as resuming an application, starting a renewal, filing an amendment, etc.

Showing 0-0 of 0

<u>Date</u>	<u>Identifying Number</u>	<u>Record Type</u>	<u>Expiration Date</u>	<u>Status</u>	Action
-------------	---------------------------	--------------------	------------------------	---------------	--------

No records found.

**Search for Records**

## Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts ePLACE Portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the ePLACE Portal. All registered users of the ePLACE Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts ePLACE Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer Portals. Online inquiries and transactions create electronic records that in some instances might be disclosed to third parties pursuant to the public records law or other laws.

I have read and accepted the above terms.

[Continue »](#)


Check the box and click "Continue"



If your license or permit is not listed under the "Manage Licenses, Permits

Now click on "Link Your Account"

and then click on the radio box

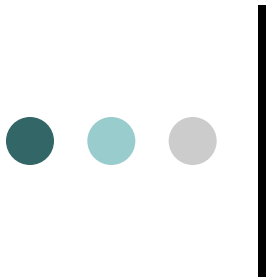


▼ **Link Your Account**

Link your online account to an existing record

- ▶ Alcoholic Beverages Control Commission
- ▶ Board of Registration of Dietitians and Nutritionists
- ▶ Board of State Examiners of Electricians
- ▶ Board of Registration of Professional Engineers and of Land Surveyors
- ▶ Board of Certification of Health Officers
- ▶ Board of State Examiners of Plumbers and Gas Fitters
- ▶ Board of Registration of Psychologists
- ▶ Board of Registration of Real Estate Appraisers
- ▶ Board of Registration of Real Estate Brokers and Salespersons
- ▶ Board of Examiners of Sheet Metal Workers
- ▶ Board of Registration in Veterinary Medicine
- ▶ Division of Capital Asset Management and Maintenance

Click continue



## Record Authorization Form

### RECORD LINK

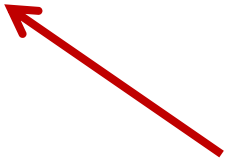
\* Agency:

\* Record Identification Code:

\* Authorization Code:

[Continue »](#)

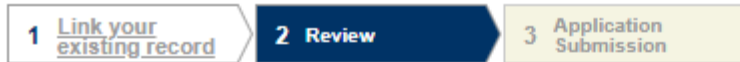
Sa



Choose "DPL", enter your "Record Identification Code", "Authorization Code" and click "Continue"



## Record Link



### Step 2 : Review

[Continue »](#)

Please review all information below. Click the "Edit" button to make changes. If there are no changes need button.

#### Record Type

#### Record Link

#### Record Authorization Form

#### RECORD LINK

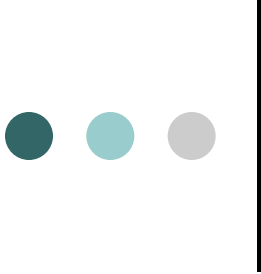
Agency: DPL  
Record Identification Code: 9006-pl-m  
Authorization Code: 711750502

[Continue »](#)



At this screen click "Continue"





Home   **Manage Licenses, Permits & Certificates**   File & Track Complaints

**Record Link**

1 Link your existing record   2 Review   **3 Application Submission**

*Step 3 : Application Submission*

**Successfully Completed.**

Go to **"Manage my Licenses, Permits, & Certificates to renew or amend the license you just linked to your account."**

Thank you for using our online services.  
**Your Record Number is 18CAP-00011867.**

---

Choose "Manage Licenses & Permits" to view your linked licenses and/or permits.

**DONE!**

If you have additional licenses you would like to link to your new account, go back to "Manage Licenses, Permits & certificates and start this 5 step process again