E-Licensing

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

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

Click on New Users: Register for an Account
Check this box and then click “Continue Registration”
Create a Username. This can be anything you want.

Next your email address.

Next create a Password. This must contain:
- Letters
- At least one capital letter
- Numbers
- At least one character: ex. # $ % etc.

Retype your password to confirm.

Choose a security question.

Once you have entered all of the required information, scroll down to the bottom of the page.
Click on the “Add New” button and enter all of your contact information in the box that opens.
Now choose Individual from the drop down box and click “Continue”
E-Licensing

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:

Now click on “Add Contact Address”
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.

Now click on "Home"
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.

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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
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'.

### 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Identifying Number</th>
<th>Record Type</th>
<th>Expiration Date</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

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.

Check the box and click “Continue”
Now click on “Link Your Account”
and then click on the radio box

Click continue
Choose “DPL”, enter your “Record Identification Code”, “Authorization Code” and click “Continue”
At this screen click “Continue”
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.