Linking Licenses/Permits to Your Account

Existing Permits and Licenses will not automatically link to the user's profile. In order to view, edit (e.g. change mailing address), or renew an existing permit or license, users must link their ePLACE account to their specific permits or licenses in the system.

1. Account Link Notification Email:

To link an existing license or permit to your account you will need the **Record Identification Code** (license/ permit number) of the license/permit you want to link as well as the **Authorization Code** found in the Account Link Notification email you received.

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF THE STATE TREASURER
ALCOHOLIC BEVERAGES CONTROL COMMISSION
239 Causeway Street, 1st Floor•Boston, Massachusetts 02114

DEBORAH B. GOLDBERG
TREASURER AND RECEIVER GENERAL

KIM S. GAINSBORO, ESQ.
CHAIRMAN

Account Link Notification

★ **Record Identification Code: CC-LIC-123456**
★ **Authorization Code: 9876543210**
License Type(s): Certificate of Compliance
Address Type(s):
Mailing: 123 Busy Street, San Diego CA 12345
Shipping Address (Under 5000 Cases): 123 Busy Street, San Diego CA 12345
Business:

Licensee Name: **Fake Certificiate of Compliance, Inc.**
License Status: Ready for Renewal
License Number: CC-LIC-123456

IMPORTANT NOTES:

- This is your personal authorization code. It should be kept confidential.
- Each license has only one, unique authorization code.
- If you hold multiple licenses or permits, you will receive multiple authorization codes. You can and should use those authorization codes to link all of your licenses / permits to a single account by following the steps laid out in this guide.

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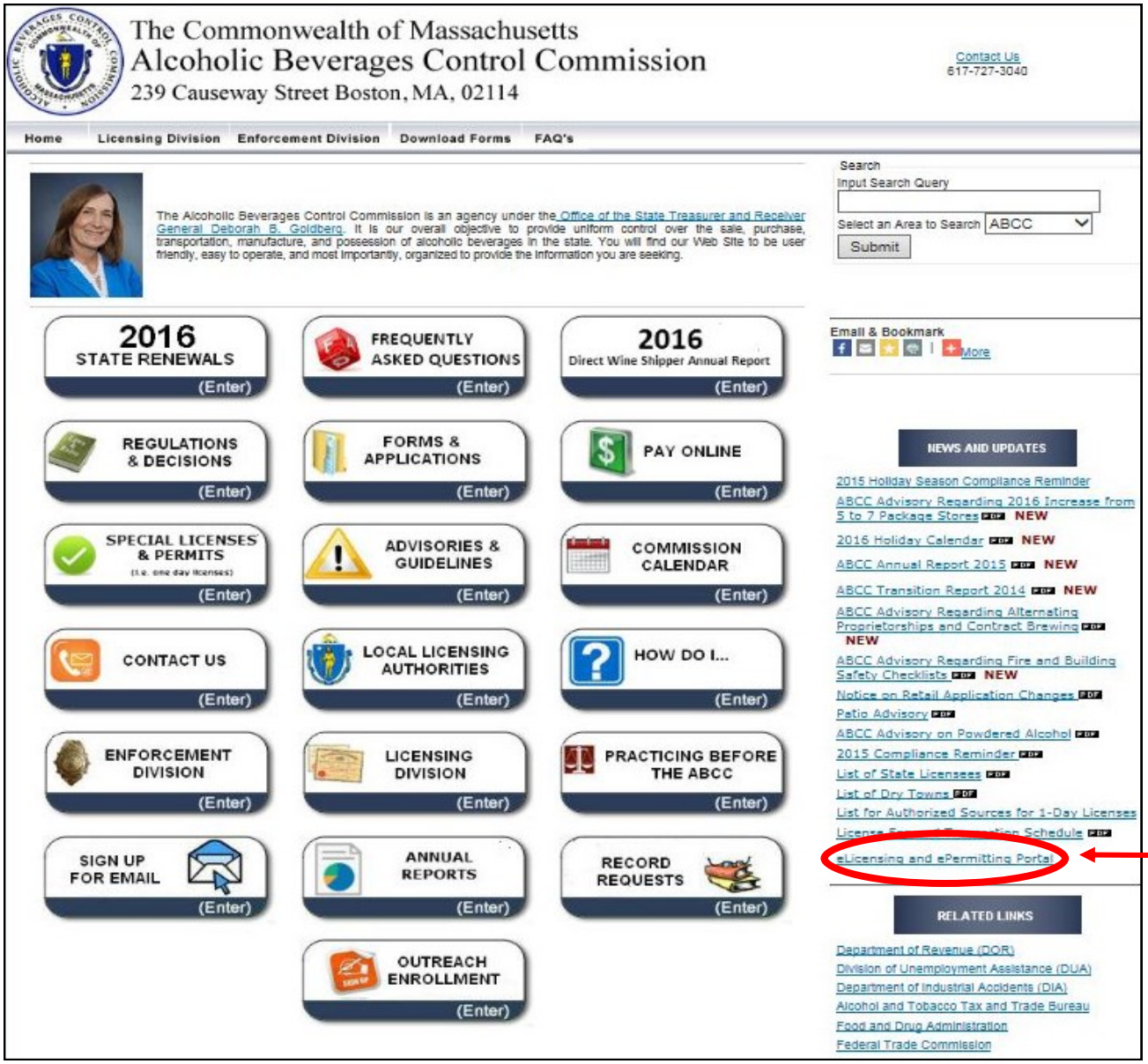
2. Accessing the Portal:

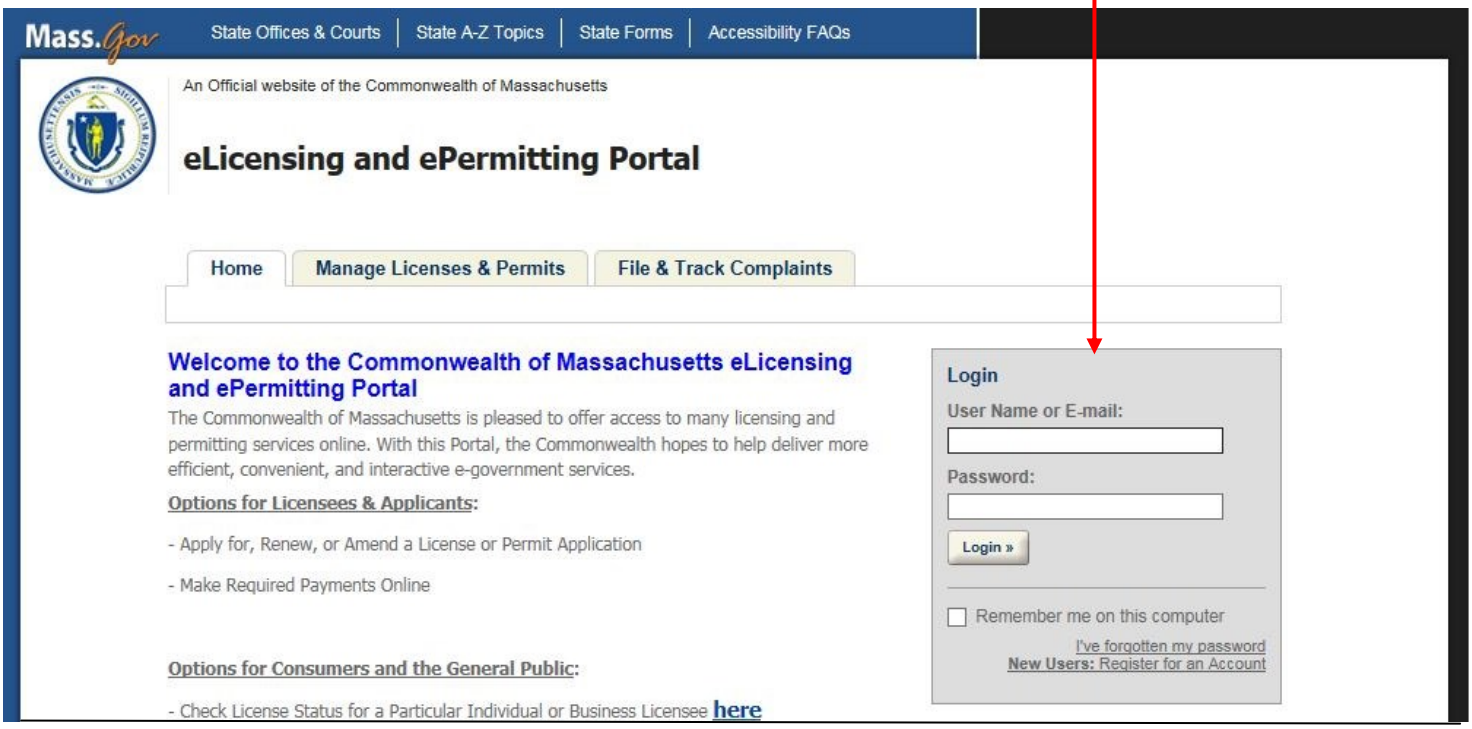
There are several ways to navigate to the ePLACE portal. To go there directly, please click here. Alternatively, you can navigate to the portal through our website: www.mass.gov/abcc. From there, you can click on the link in the lower right side of your screen.



Linking Licenses/Permits to Your Account

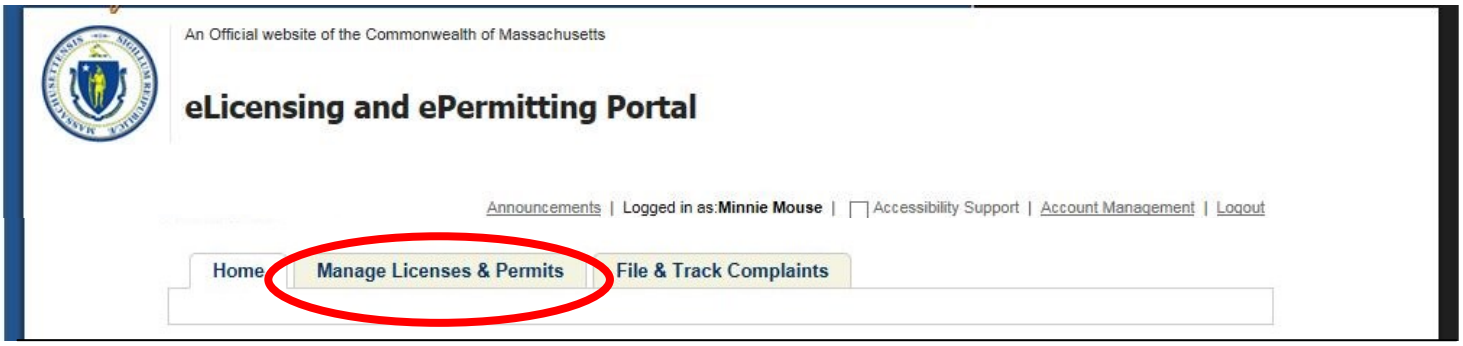
3. Log In:

Log into the system with your user name and password.



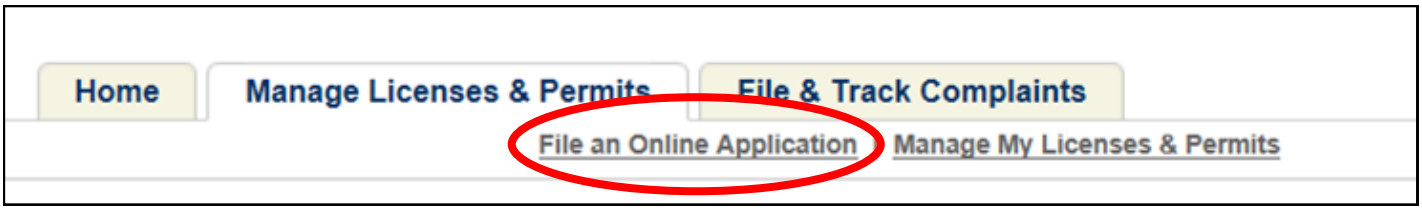
4. Manage Licenses & Permits:

Once you have logged in to ePLACE, click the **Manage Licenses & Permits** tab.



5. File an Online Application:

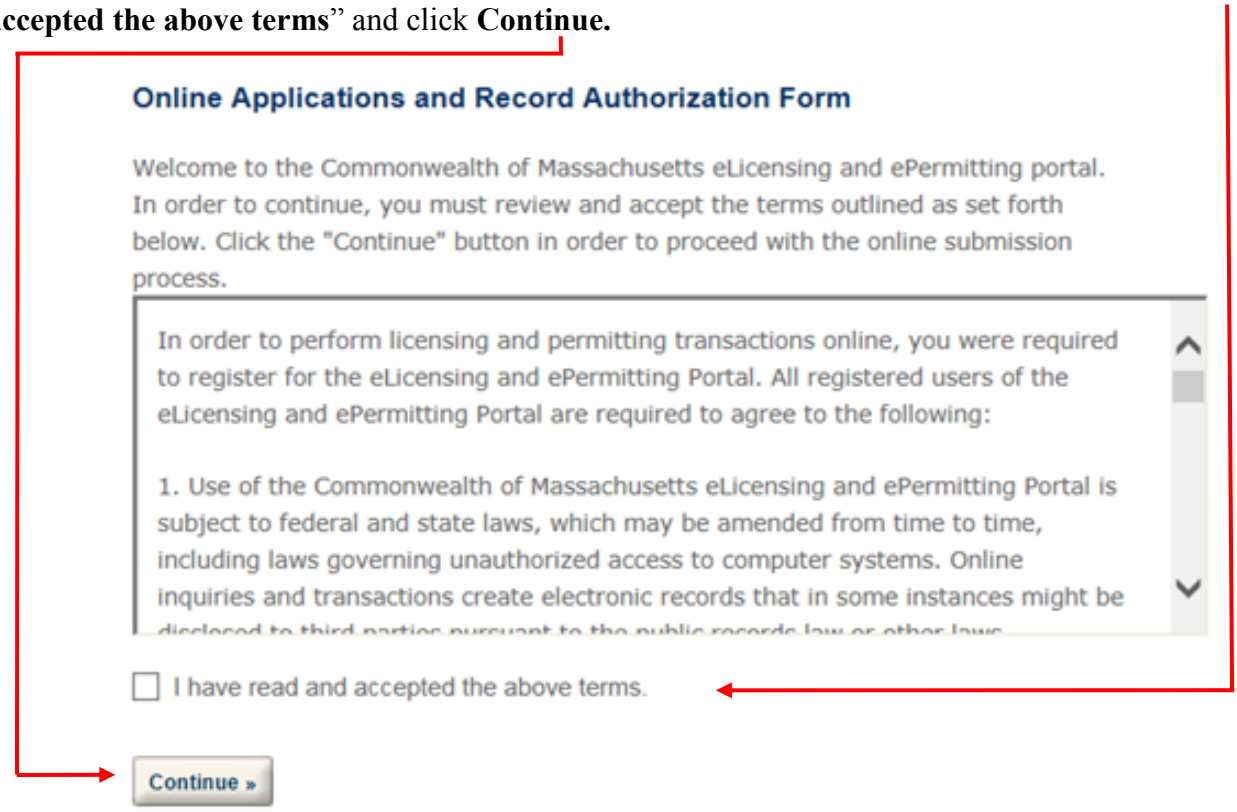
The **Manage Licenses & Permits** page will open. Click **File an Online Application**, from the Manage Licenses & Permits bar.



Linking Licenses/Permits to Your Account

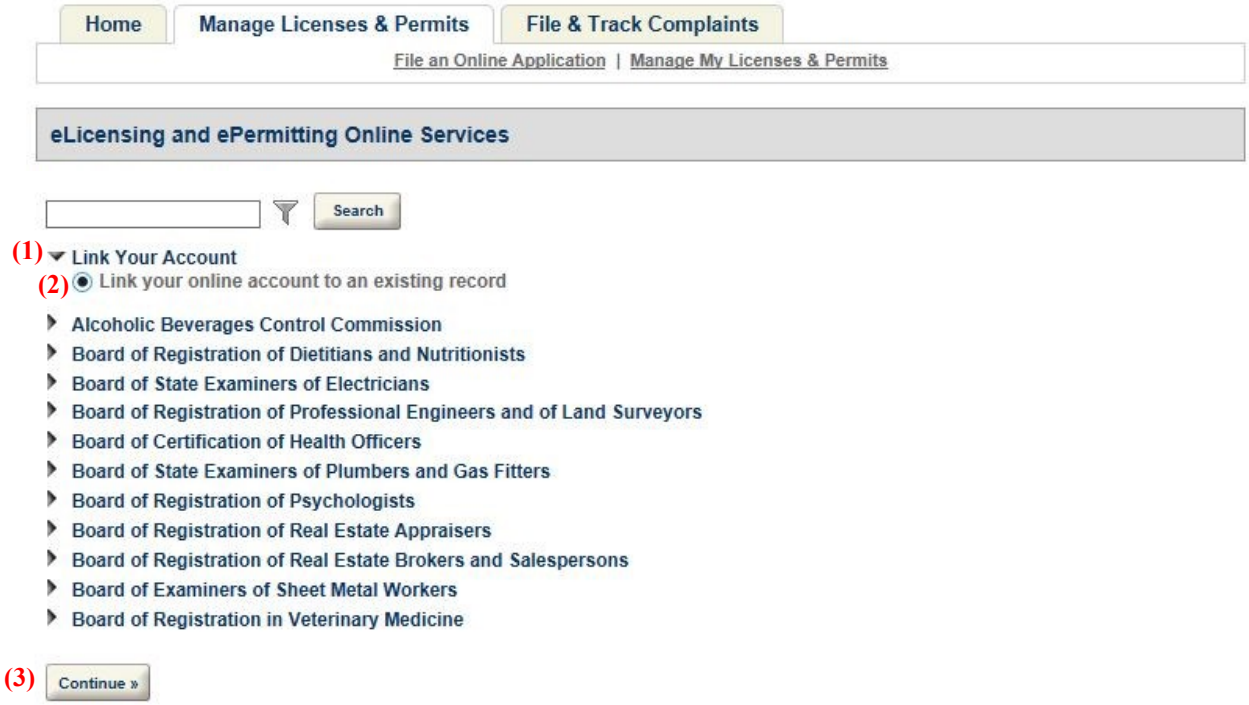
6. Authorization Form:

Please review the Online Applications and Record Authorization Form, click the checkbox: "**I have read and accepted the above terms**" and click **Continue.**



7. Link Your Account:

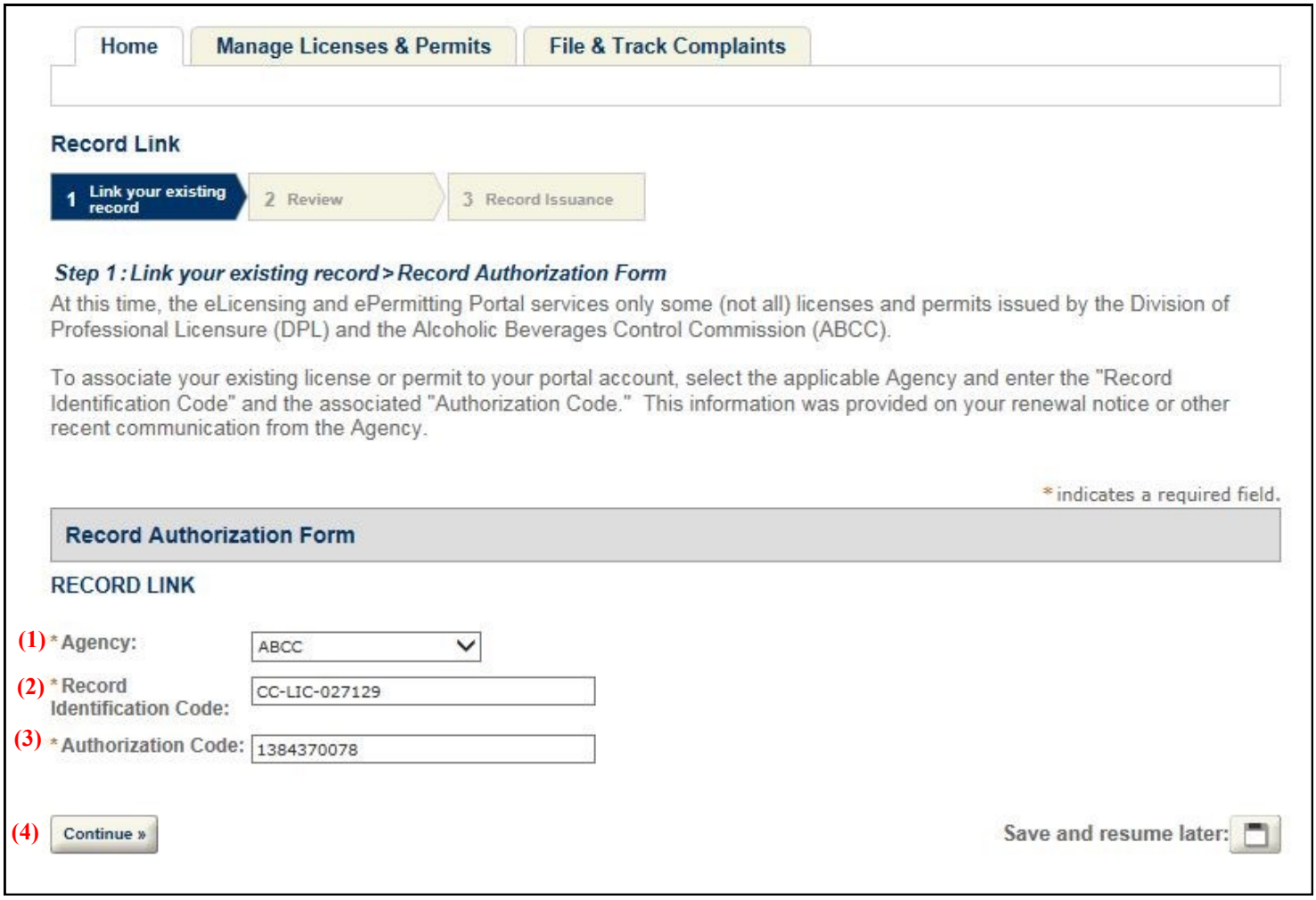
The ePLACE **Online Services** page will open. Expand the menu by clicking the arrow next to Link Your Account (1) then select the Link your online account to an existing record radio button (2). Click Continue (3).



Linking Licenses/Permits to Your Account

8. Record Authorization Form:

The **Record Authorization Form** of the Record Link page will appear. To associate your existing license or permit to your portal account, use the drop down arrow to select ABCC under **Agency (1)**, enter the **Record Identification Code (2)** (this is your license number), and the **Authorization Code (3)** in the spaces provided.* Click **Continue (4)**.

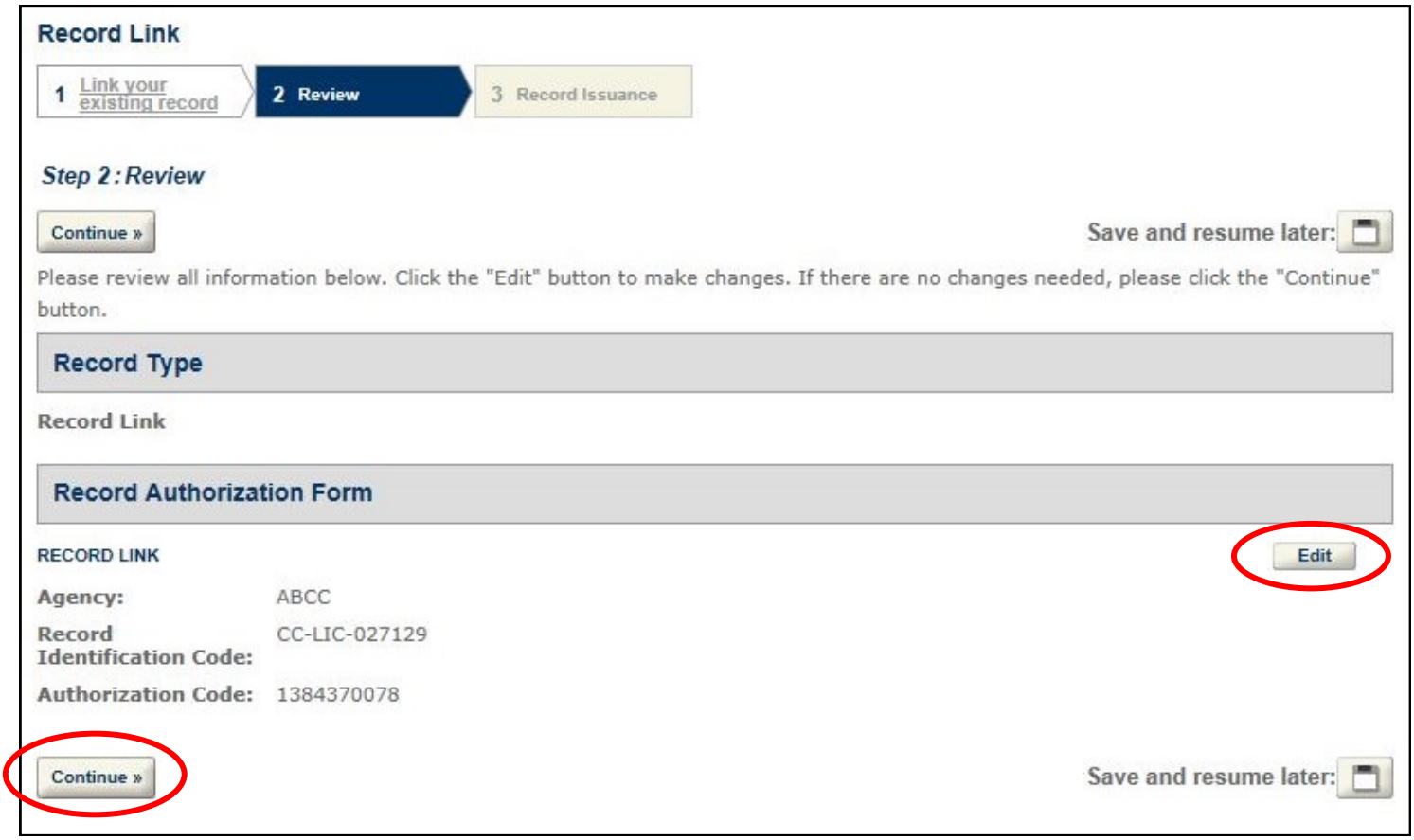


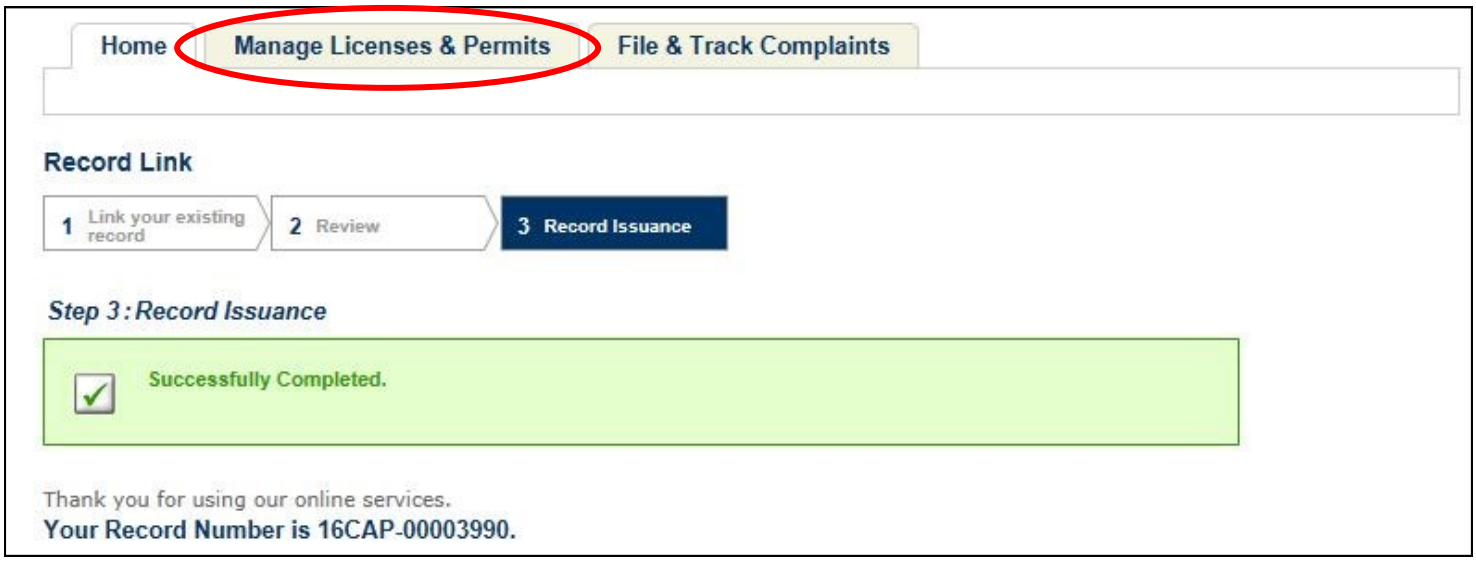
* Your **Record Identification Code** (License Number) and your **Authorization Code** can be found on your Account Link Notification email, Renewal Notice, or other recent communication from the ABCC.

Linking Licenses/Permits to Your Account

9. Review:

The Review page of the Record Link form will appear, review displayed information for accuracy. If it is incorrect, click on the edit button to the right of the information. If it is correct, click continue.



10. Congratulations:

You have successfully linked a license or permit to your account. Navigate to **Manage Licenses & Permits** to view your linked licenses and/or permits.