

ENTERING CONTACT INFORMATION INTO THE ONLINE APPLICATION

Primary Contact

Page 1 of the "Contact & Business Details" step, requires the **Primary** contact information, shown in figure 1.0.

The screenshot shows a multi-step navigation bar at the top with six steps: 1 Application Disclaimer, 2 Contact & Business Details (highlighted), 3 Application Details, 4 Review, 5 Pay Fees, and 6. Below the navigation bar, the page title is "Step 2: Contact & Business Details > Page 1 of 2". A note indicates that an asterisk (*) denotes a required field. The main heading is "Primary Contact". The text explains that the Primary Contact is responsible for communication and provides instructions on how to copy information from an ePLACE account or add new information. It also includes an "Edit" link and a link to the DCAMM Certification Website. At the bottom, there are two buttons: "Copy from your ePLACE Account" and "Add New".

Figure 1.0

1. To add the **Primary** contact you can either:
 - a. Click the '**Copy from ePLACE Account**' button, which will auto-fill contact information from your ePLACE user account (*Individual*) or
 - b. Click '**Add New**' to enter in new information. A pop-up window will open, enter in required (*) information, shown in figure 1.1.

3. Select in **Business Address** from the Address Type dropdown menu. Enter required information (*), then click the 'Save and Close' button to close the pop-up window, shown in figure 2.2.

Contact Address Information [X]

* Address Type:
Business Address

* Address Line 1:
1234 Main Street

Address Line 2:

* City:
Boston

* State:
MA

* ZIP Code:
00001-

Save and Close Save and Add Another Discard Changes

Figure 2.2

4. A **Mailing Address** is optional. To add a mailing address, click the 'Save and Add Another' button. Select in **Mailing Address** from the Address Type dropdown menu. Enter required information (*), then click the 'Save and Close' button.

If additional technical assistance is needed, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federal observed holidays. If you prefer, you can also e-mail the ePLACE Help Desk at ePLACE_helpdesk@state.ma.us.