



Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs

Department of Environmental Protection

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310 CMR 7.71: Heating Fuel Storage Facility Reporting

Adding a Designee in the Fuel Shipment Tracking System (FSTS)

Designated Representatives may delegate their authority to sign, certify, and submit fuel shipment reports to a Designee.

YOU WILL NEED

- ✓ Your login credentials (your email, password, and authenticator app)
- ✓ The email address of the person you would like to delegate to

STEPS

1. Navigate to the FSTS at www.massdepfsts.com and log in.

2. In the left side menu, click **"Facilities"**.

3. In your list of facilities, locate the facility you would like to assign a Designee. In the **"Actions"** column, click the **"View"** button to view the facility's profile page.

4. Beneath the facility name are three tabs (*Figure 2*). Click on the **"Manage Designees"** tab.

5. At the bottom of the page, click on **"Invite Designee"** to open the invitation form.

6. In the form (*Figure 3*), enter the email of the person you would like to delegate to and choose which level of access to grant to the Designee. When the form is complete, click **"Invite Designee."**

7. The invited Designee will receive an email invitation to access your facility.

Figure 2

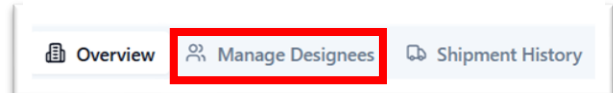


Figure 3

Invite Designee ×

Invite a user to become a designee for this facility. Works for both registered and non-registered users.

Email Address

designee@example.com

If the user is not registered, they will receive an email with registration instructions.

Permission Level

Full Access
Can upload reports and view all shipment data for this facility

Upload Only
Can upload reports but can only see shipment history they created

Cancel Invite Designee

If you have any questions or concerns, please email dep.fsts@mass.gov.