Adding Address Information

EEA ePLACE Instructions





General Navigation

- Click Continue Application >> button to move to the next page.
- Any field with a red asterisk (*)is required before you continue to the page.
- □ Click Save and resume later button to save your work and resume later.
- Click on the tool tips (?) where applicable to get more details.
- Suggested preferred browsers are Chrome and Microsoft Edge

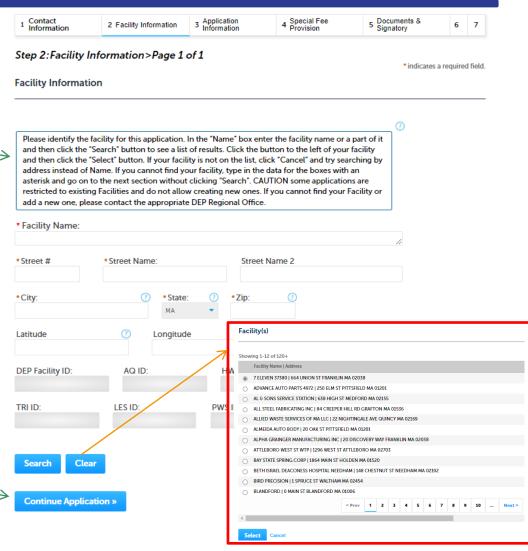


Adding address information

- ☐ Facility Information
- □ Location/Site Information
- □ Project Location Information
- Multiple locations Information

Adding Facility Information

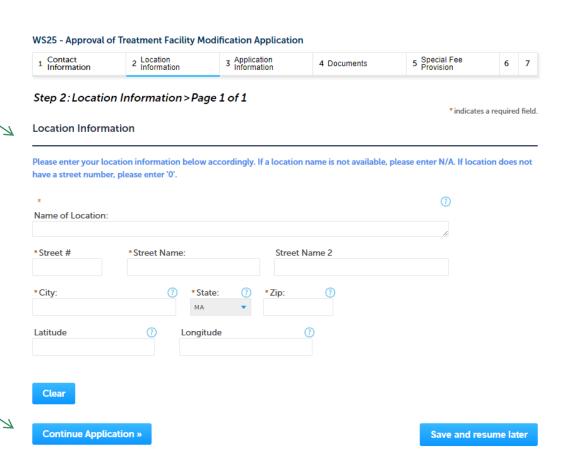
- To add your Facility information
 - Please read the instructions on how to search your facility or how to add new facility information
 - Note: Some applications are restricted to existing Facilities and system does not allow creating new ones
 - Note: If you cannot find your Facility or add a new one, please contact the appropriate DEP Regional Office
- Click "Continue Application" to proceed to the next page of the application



EEA ePlace Portal

Adding Location/Site Information

- To add your Location information, please read the instructions
- Click "Continue Application" to proceed to the next page of the application





Adding Project Location Information

- To add your Project Location information, please read the instructions
- Click "Continue Application" to proceed to the next page of the application

Primary Project Location

If the project site does not have a traditional physical address, please enter Street Number as "0" Street Name as "N/A", enter the latitude and longitude coordinates, and complete "Brief Description of Project Location" in the Project Information Section.

To find the latitude and longitude information, type in your address or locate the project site on Search Google Maps - Right click on your location pin. The format should be in decimal degrees (i.e., Latitude XX.XXXXXX Longitude -XX.XXXXXX).

"City" field must list the name of one of the 351 municipalities in the Commonwealth - please do not list a neighborhood or village name in this field or elsewhere in this application form.

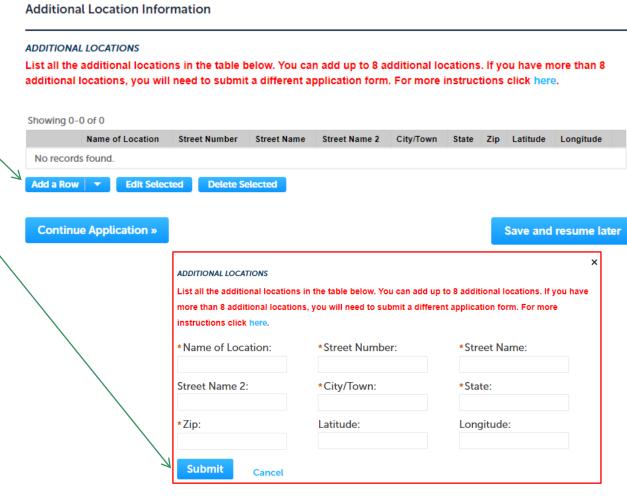
*Street #	*Street Name:		Street Name 2		
*City:	(? *State: (?	*Zip:	⑦	
Latitude*	?	Longitude*			
Clear					

Save and resume later



Adding Multiple Location(s) Information

- To add multiple locations
 - ☐ Click "Add a Row".
 - Enter information accordingly and click "Submit"
 - Repeat the steps above to add multiple rows
- Click "Continue Application" to proceed to the next page of the application





Questions?

For technical assistance:

- ▶ Contact the ePlace Help Desk Team at (844) 733-7522
- Or send an email to: <u>ePLACE_helpdesk@state.ma.us</u>

For other instruction documents, please visit the link below Energy and Environmental Affairs ePLACE Portal Documents



