Adding Application 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 application information

- Adding Application Information Table
- Adding Application Information Yes/No
- Adding Application Information Text box
- □ Adding Application Information Description box
- ■Adding Application Information Checkboxes
- Adding Application Information Dropdowns

Adding Application information - Table

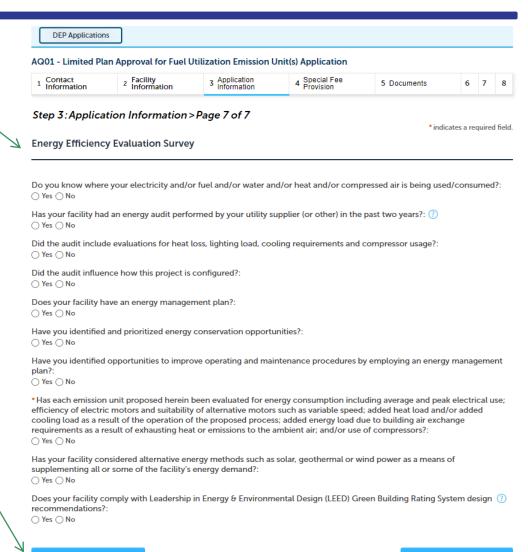
Please read the List of Abutters instructions under the section, if available LIST OF ABUTTERS List the name and mailing address of each abutter. Common example: facing the water, there are two abutting properties, left and right of the project, but not behind. Pursuant to the Waterways Regulations, abutter means the owner of land which shares, along the water's edge, a common boundary or corner with a project site, as well as the owner of land which lies within 50 feet across a To add information into the water body from such site. Ownership shall be determined according to the records of the local tax assessor's office. table, Showing 0-0 of 0 Full Legal Name Abutting Property Address ☐ Click "Add a Row" No records found. Add a Row **Edit Selected Delete Selected** Enter information accordingly and click * Full Legal Name: * Abutting Property Address: "Submit" Repeat the steps above to add multiple rows Submit Cancel Click "Continue Application" to proceed to Continue Application » Save and resume later the next page of the

EEA ePlace Portal

application

Adding Application information – Yes/No

- Please read the instructions under the section, if available
- To answer the questions, select either "Yes" or "No" as applicable
- Click "Continue Application" to proceed to the next page of the application



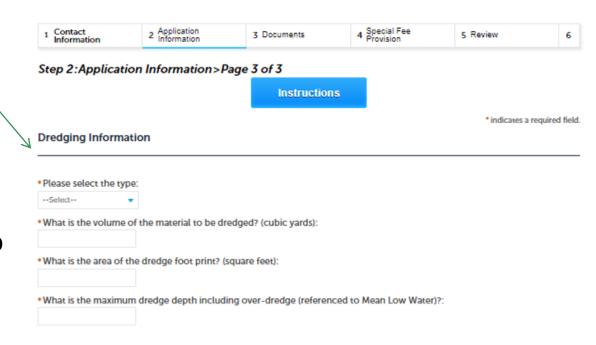


Continue Application »

Save and resume later

Adding Application information – Text box

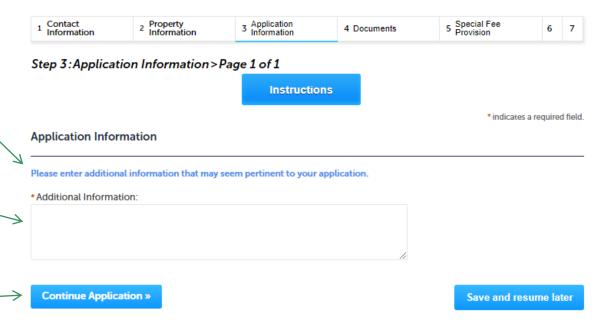
- Please read the instructions under the section, if available
- Enter the information accordingly in the Text boxes
- Click "Continue Application" to proceed to the next page of the application accordingly





Adding Application information – Description box

- Please read the instructions under the section, if available.
- Enter the information accordingly in the Description box.
 - Note You can enter up to 4000 characters in the description box.





Adding Application information – Checkboxes

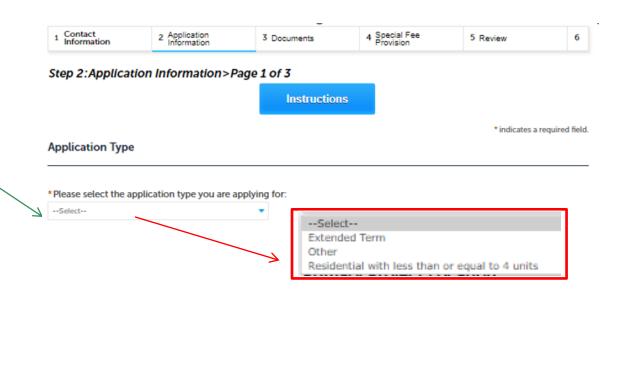
- Please read the instructions under the section, if available
- Select the checkbox(es) accordingly.
- Note You can select multiple or only one check box depending on the business rule.
- Click "Continue Application" to proceed to the next page of the application accordingly.

1 Contact Information	2 Application Information	3 Documents	4 Special Fee Provision	5 Published Information	6	1
Step 2:Applica	tion Information>	Page 2 of 5		*indicate	s a required	1 fi
Related Work Ex	perience			marcare	o a requirec	
Select all related wo 50.52(1).	rk experience(s) that ap	ply and describe how the	work relates to the skills	s or knowledge required	per 310 (M
Engineering and Pro	ocess Control:					
Manufacturing and	Production quality con	trol:				
Environmental com	pliance or worker heal	th and safety:				
Accounting, busine	ss, administration or pr	oduct marketing:				
Planning Industrial	design or research and	development:				
Managerial or legal	:					
Other Experience:						



Adding Application information – Dropdowns

- Please read the instructions under the section, if available
- Select a value from the dropdown list which is applicable to the application section.
- Click "Continue Application" to proceed to the next page of the application accordingly





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



