Adding Contact Information

EEA ePLACE Instructions

EEA ePlace Portal

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 ⑦ where applicable to get more details.

❑ Suggested preferred browsers are Chrome and Microsoft Edge

EEA ePlace Portal

Contact Types

Note: Please read the instructions under each contact section to add the information accordingly.

❑Permittee

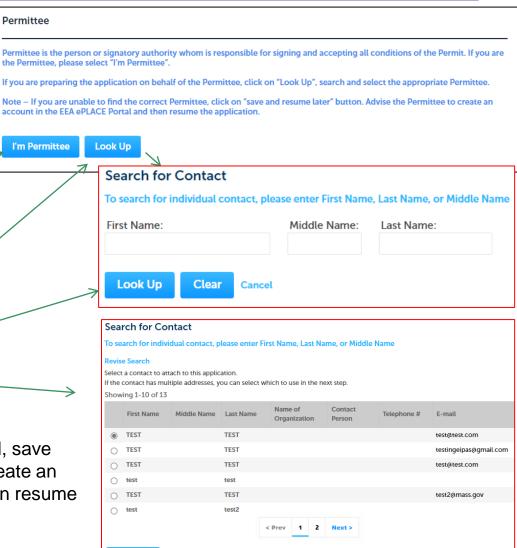❑Permittee Company

❑Application Contributors

❑Professional Engineer

❑Application Contacts

❑Laboratory Information

EEA ePlace Portal

Contact Type - Permittee

- ❑ Permittee is the person or signatory authority responsible for signing and accepting all conditions of the Application.

- ❑ Depending on your application, the system will provide you option

  - ❑ If you are the Permittee, then select "I'm Permittee" button

  - ❑ If you need to select another individual as a Permittee, then select "Look Up" button

    - ❑ Search portlet will open. Enter the individual name information and click "Look Up".

    - ❑ Select the contact and click "Continue"

  - ❑ Note: If you are unable to find the individual, save your application. Advise the individual to create an account in the EEA ePLACE Portal and then resume the application
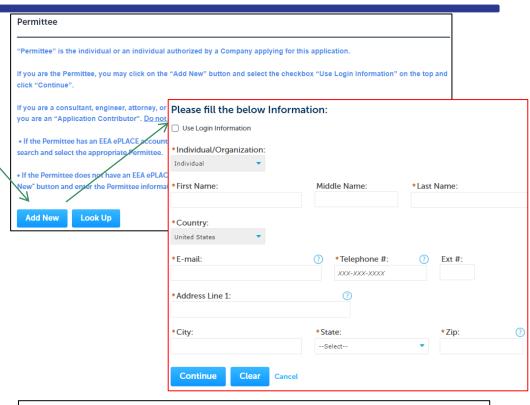
EEA ePlace Portal

Permittee

Permittee is the person or signatory authority whom is responsible for signing and accepting all conditions of the Permit. If you are the Permittee, please select "I'm Permittee".

If you are preparing the application on behalf of the Permittee, click on "Look Up", search and select the appropriate Permittee.

Note – If you are unable to find the correct Permittee, click on "save and resume later" button. Advise the Permittee to create an account in the EEA ePLACE Portal and then resume the application.

[I'm Permittee] [Look Up]

Search for Contact

To search for individual contact, please enter First Name, Last Name, or Middle Name

First Name:	Middle Name:	Last Name:

[Look Up] [Clear] Cancel

Search for Contact

To search for individual contact, please enter First Name, Last Name, or Middle Name

Revise Search

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.
Showing 1-10 of 13

	First Name	Middle Name	Last Name	Name of Organization	Contact Person	Telephone #	E-mail
⦿	TEST		TEST				test@test.com
○	TEST		TEST				testingeipas@gmail.com
○	TEST		TEST				test@test.com
○	test		test				
○	TEST		TEST				test2@mass.gov
○	test		test2				

[< Prev] [1] [2] [Next >]

[Continue] Discard Changes

Contact Type - Permittee

❑ If you need to add another individual as a Permittee, then select "Add New" button
   ❑ Enter the information and click "Continue"

❑ If you need to select another individual as a Permittee, then select "Look Up" button and follow the prompts

❑ For some applications, if you should be the Permittee, system will populate your information

❑ Upon adding the contact, please click "Continue Application" to proceed to the next page of the application
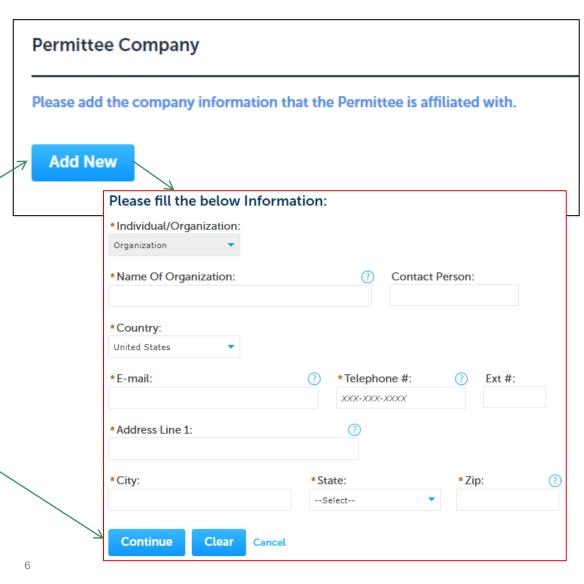
Permittee

"Permittee" is the individual or an individual authorized by a Company applying for this application.

If you are the Permittee, you may click on the "Add New" button and select the checkbox "Use Login Information" on the top and click "Continue".

If you are a consultant, engineer, attorney, or you are an "Application Contributor". Do not

• If the Permittee has an EEA ePLACE account search and select the appropriate Permittee.

• If the Permittee does not have an EEA ePLACE New" button and enter the Permittee informa

[Add New] [Look Up]

Please fill the below Information:

☐ Use Login Information

* Individual/Organization:
Individual

* First Name: Middle Name: * Last Name:

* Country:
United States

* E-mail: ⓘ   * Telephone #: ⓘ   Ext #:
                        XXX-XXX-XXXX

* Address Line 1: ⓘ

* City: * State: * Zip: ⓘ
                  --Select--

[Continue] [Clear] Cancel

Permittee

"Permittee" is the individual/applicant for this application.

Permittee:
JANE L DOE
1 winter street
Melrose, MA, 01928
Telephone #: 123-123-2323 Email: jane.doe@gmail.com

Edit or View

[Continue Application »]   [Save and resume later]

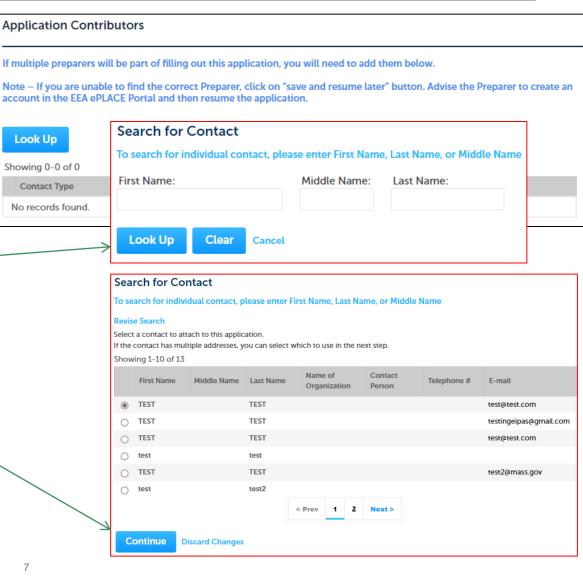**EEA ePlace Portal**

Contact Type – Permittee Company

❑ Permittee Company will be the company information the Permittee is affiliated with

❑ Depending on your application, this information will either be required or optional. To add this information

  ❑ Click "Add New"

  ❑ Enter the information and click "Continue"

Permittee Company

Please add the company information that the Permittee is affiliated with.

Add New

Please fill the below Information:

* Individual/Organization:

Organization ▼

* Name Of Organization: ⑦   Contact Person:

* Country:

United States ▼

* E-mail: ⑦   * Telephone #: ⑦   Ext #:

XXX-XXX-XXXX

* Address Line 1: ⑦

* City: * State: * Zip: ⑦

--Select-- ▼

Continue   **Clear**   Cancel

EEA ePlace Portal

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Contact Type – Application Contributors

❑ Application Contributors are the individuals who will be coordinating in the preparation of this application

❑ To add this information

    ❑ Click "Look Up"

    ❑ Search portlet will open. Enter the individual name information and click "Look Up"

    ❑ Select the contact and click "Continue"

    ❑ Note: If you are unable to find the individual, save your application. Advise the individual to create an account in the EEA ePLACE Portal and then resume the application

EEA ePlace Portal

Application Contributors

If multiple preparers will be part of filling out this application, you will need to add them below.

Note – If you are unable to find the correct Preparer, click on "save and resume later" button. Advise the Preparer to create an account in the EEA ePLACE Portal and then resume the application.

Look Up

Showing 0-0 of 0

Contact Type
No records found.

Search for Contact

To search for individual contact, please enter First Name, Last Name, or Middle Name

First Name:	Middle Name:	Last Name:

Look Up   **Clear**   Cancel

Search for Contact

To search for individual contact, please enter First Name, Last Name, or Middle Name

Revise Search

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-10 of 13

	First Name	Middle Name	Last Name	Name of Organization	Contact Person	Telephone #	E-mail
⦿	TEST		TEST				test@test.com
◯	TEST		TEST				testingeipas@gmail.com
◯	TEST		TEST				test@test.com
◯	test		test				
◯	TEST		TEST				test2@mass.gov
◯	test		test2				

< Prev   1   2   Next >

Continue   Discard Changes

Contact Type – Professional Engineer

- Professional Engineer is the individual who will need to accept and certify the application

- To add this information

  - Click "Look Up"

  - Search portlet will open. Enter the individual name information and click "Look Up"

  - Select the contact and click "Continue"

  - Note: If you are unable to find the individual, save your application. Advise the contributor to create an account in the EEA ePLACE Portal and then resume the application

EEA ePlace Portal

Professional Engineer

The Massachusetts Licensed Professional Engineer whom is responsible for certifying the application prior to its approval by the Permittee.

Note – If you are unable to find the correct Professional Engineer, click on "save and resume later" button. Advise the Professional Engineer to create an account in the EEA ePLACE Portal and then resume the application.

Look Up

Search for Contact

To search for individual contact, please enter First Name, Last Name, or Middle Name

First Name:	Middle Name:	Last Name:

Look Up   **Clear**   Cancel

Search for Contact

To search for individual contact, please enter First Name, Last Name, or Middle Name

Revise Search

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.
Showing 1-10 of 13

	First Name	Middle Name	Last Name	Name of Organization	Contact Person	Telephone #	E-mail
●	TEST		TEST				test@test.com
○	TEST		TEST				testingeipas@gmail.com
○	TEST		TEST				test@test.com
○	test		test				
○	TEST		TEST				test2@mass.gov
○	test		test2				

< Prev **1** 2 Next >

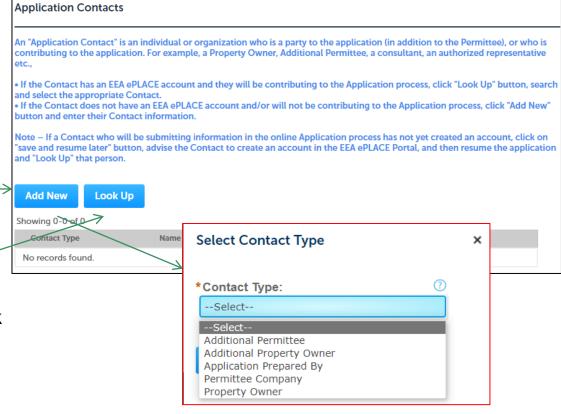**Continue**   Discard Changes

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Contact Type – Application Contacts

❑ An additional "Application Contact" is an individual or organization who is a party to the application (in addition to the Permittee), or who is contributing to the application. For example, a Property Owner, Additional Permittee, etc.

❑ To add new information, then click "Add New" button and select the contact type you would like to add and follow the prompts

❑ To add existing information, then click "Look Up" button and follow the prompts

   ❑ Note: If you are unable to find the individual, save your application. Advise the contributor to create an account in the EEA ePLACE Portal and then resume the application.

Application Contacts

An "Application Contact" is an individual or organization who is a party to the application (in addition to the Permittee), or who is contributing to the application. For example, a Property Owner, Additional Permittee, a consultant, an authorized representative etc.,

• If the Contact has an EEA ePLACE account and they will be contributing to the Application process, click "Look Up" button, search and select the appropriate Contact.
• If the Contact does not have an EEA ePLACE account and/or will not be contributing to the Application process, click "Add New" button and enter their Contact information.

Note – If a Contact who will be submitting information in the online Application process has not yet created an account, click on "save and resume later" button, advise the Contact to create an account in the EEA ePLACE Portal, and then resume the application and "Look Up" that person.

[Add New]   [Look Up]

Showing 0-0 of 0

Contact Type	Name
No records found.	

Select Contact Type   ✕

*Contact Type: ⑦

--Select--

--Select--
Additional Permittee
Additional Property Owner
Application Prepared By
Permittee Company
Property Owner

EEA ePlace Portal

Contact Type – Laboratory Information

❑ Laboratory Information is an entity for the application.

❑ To add the information

   ❑ Click the "Add New" button to add the Laboratory Information

   ❑ A pop-up will open, where the Laboratory Information can be added. Click the "Continue" button

   ❑ The system will add the Laboratory Information contact type

❑ Click "Continue Application" to proceed

EEA ePlace Portal

| 1 General Information | 2 Laboratory Information | 3 Analyte Information | 4 Documents | 5 Special Fee Provision | 6 | 7 |

Step 2: Laboratory Information > Page 1 of 3

*indicates a required field.

Laboratory Information

Click the "Add New" button to add the laboratory information.

Add New

Please fill the below Information:

* Individual/Organization: Organization

* Name Of Organization:

* Country: United States

* Address Line 1:

Address Line 2:

* City:

* State: --Select--

* Zip:

* E-mail:

* Telephone #: XXX-XXX-XXXX

* Tax ID:

* Is mailing address same as the physical address specified above?:
○ Yes ○ No

Continue **Clear** Cancel

| 1 General Information | 2 Laboratory Information | 3 Analyte Information | 4 Documents | 5 Special Fee Provision | 6 | 7 |

Step 2: Laboratory Information > Page 1 of 3

*indicates a required field.

Laboratory Information

Click the "Add New" button to add the laboratory information.

✔ Contact added successfully.

Laboratory Information:

Boston test Laboratory

1 State St
Boston, MA, 12345

Telephone #: 111-111-1111 Email: test@test.com

Edit or View   Remove

Continue Application »

Save and resume later

Questions?

For technical assistance:

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

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

EEA ePlace Portal