Massachusetts Department of Conservation and Recreation
Construction and Vehicle Access

Annual
Commercial Vehicle Permit Renewal

Instructions for Online Renewal
# Annual Commercial Vehicle Permit Renewal

<table>
<thead>
<tr>
<th>CONTENTS OF THIS GUIDE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to submit a renewal online</td>
<td>3 – 9</td>
</tr>
<tr>
<td>How to pay the renewal fee</td>
<td>10 – 12</td>
</tr>
<tr>
<td>How to check your application status</td>
<td>13</td>
</tr>
<tr>
<td>How to get help</td>
<td>14</td>
</tr>
</tbody>
</table>
1. Login to Account

- Log-in to your eLicensing account
2. Go to the ‘My Records’ tab

- Click on the ‘My Records’ tab to view a list of records that are eligible for renewal
- A renewal link will show next to the authorization record
- Click on the link to process the renewal
3. Application Information – Company Information

- Click on ‘Instructions’ for more information about this permit
- Review the Company Information and update as necessary
3. Application Information – Roadway Information

- Please note that Roadway Information is not editable. If this information needs to be edited, please contact the agency.
3. Application Information – Vehicle Details

- Review all the vehicles that were included in the initial application
- Edit previously added information by clicking on ‘Actions’ and selecting ‘Edit’
- If needed, add a new row to list new vehicles by clicking ‘Add a row’. You can add multiple rows by clicking the downward facing triangle on the ‘Add a Row’ button
4. Applicant Information

• A company or organization name is required in the applicant information

• Click ‘Edit’

• A pop-up box will appear

• Enter the name of business/company/organization

• Click ‘Continue’

• Click ‘Continue Application’
5. Review and Certification

- Review the application information.

- Click ‘Edit Application’ to change any information

- If all information is correct, click the checkbox and click ‘Continue Application’

- Once the application has been submitted, a message indicating that the application has been successfully completed will be displayed

- You will receive a record number
6. Pay Fees Due

- When the application has been reviewed and approved by the agency, you will receive an email notification that the fee is ready to be paid.

- Log-in to the ePLACE portal

- Find your application record on the ‘My Records’ page and click ‘Pay Fee Due for Renewal’
6. Pay Fees Due

- You have the option to pay online or by mail
- To pay by mail you can send a check
- You are encouraged to pay online

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is $0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will receive a payment confirmation.

Payment may also be made by mail. Instructions on how to make a payment will be included in your email notification.

NOTE - If your permit requires additional costs, they will be assessed at a later date.

<table>
<thead>
<tr>
<th>Application Fees/Costs</th>
<th>Qty.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Commercial Vehicle Application Fee</td>
<td>1</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

**TOTAL FEES**

$150.00

[Pay Online] [Pay by Mail]
6. Pay Online

- If you select ‘Pay Online’ you will be redirected to a third-party payment page.

- Provide the information required on this page and click on “I accept” to indicate your acceptance of the Terms of Agreement and nCourt Terms Agreement.

- At the bottom of the page is the button to “Submit Payment”. However, if you wish to pay by mail, click the “Back” button to return to the application.
Go to the ‘My Records’ tab to check the status of your notification/application.

A list of all your applications will be displayed here.

Note: If you have any questions about your application status please call the DCR agency.
Questions about your ePLACE Account (account set up, password, find a form, make payment, My Records)

ePLACE_helpdesk@state.ma.us or call (844) 733-7522 (7:30 am –5pm, M-F)