

Annual Commercial Vehicle Permit Renewal

Instructions for Online Renewal



Annual Commercial Vehicle Permit Renewal

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1. Login to Account

- Log-in to your eLicensing account

Home

Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

Options for Licensees and Applicants:

- Apply for, Renew, or Amend a License, Permit, Certificate or Notification
- Make Payments Online

ePLACE Portal Account Registration:

In order to utilize most of the services available through the ePLACE, you must first register for an account. Registration is required to do any of the following:

- Apply for a License, Permit, Certificate or Notification
- Renew a License, Permit or Certificate
- Track the Status of Applications
- Review and Update Applications, Permitting and/or Certificate Information

Login

User Name or E-mail:

Password:

[Login »](#)

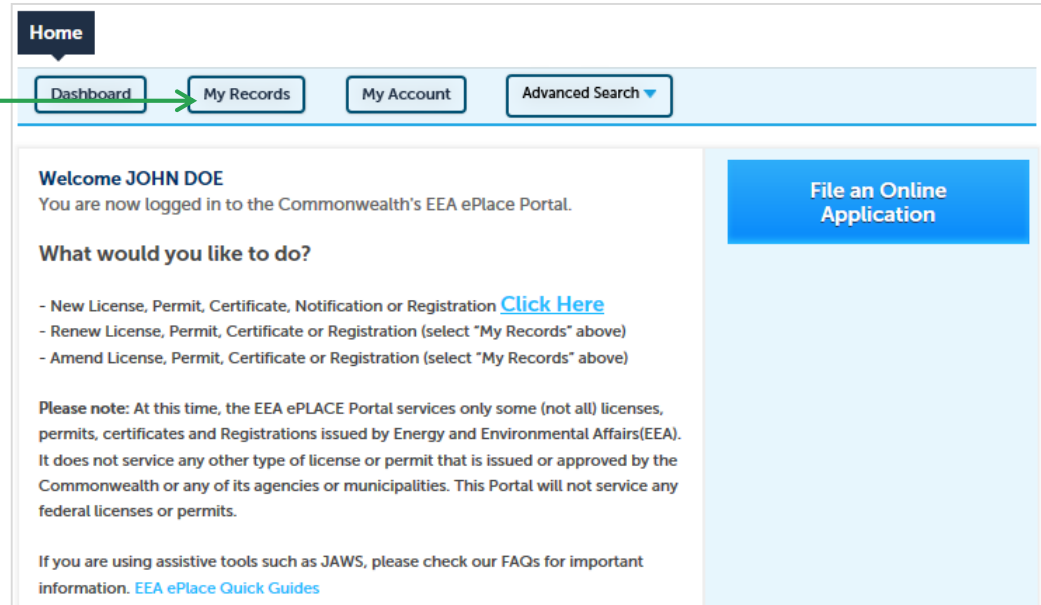
Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an 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



The screenshot shows the EEA ePLACE Portal dashboard. At the top, there is a navigation bar with tabs for 'Home', 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. The 'My Records' tab is highlighted with a green arrow. Below the navigation bar, the user is logged in as 'JOHN DOE'. The main content area is titled 'Welcome JOHN DOE' and 'You are now logged in to the Commonwealth's EEA ePlace Portal.' It lists options for what the user would like to do: 'New License, Permit, Certificate, Notification or Registration', 'Renew License, Permit, Certificate or Registration (select "My Records" above)', and 'Amend License, Permit, Certificate or Registration (select "My Records" above)'. A blue button labeled 'File an Online Application' is visible on the right. A 'Please note' section states that the portal only services some licenses, permits, certificates, and registrations issued by EEA. At the bottom, there is a link for 'EEA ePlace Quick Guides'.

<input type="checkbox"/>	10/07/2019	AP-00030	Annual Commercial Vehicle Authorization	Annual Commercial Vehicle	10/07/2021	About to Expire	Renew Authorization
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3. Application Information – Company Information

- Click on 'Instructions' for more information about this permit
- Review the Company Information and update as necessary

Annual Commercial Vehicle Renewal

1 Application Information	2 Documents	3 Applicant Information	4 Review	5 Record Submitted
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Step 1: Application Information > Page 1 of 1

[Instructions](#)

If you are using a vehicle that is greater than 40 tons or 80,000 pounds, please apply for a Construction Access Permit instead.

* indicates a required field.

Company Information

* Company or School Department :

* Contact Name :

* Contact Phone: ?

* Email :

* Street Address Line 1 :

Street Address Line 2 :

* City/Town :

* State :



3. Application Information – Roadway Information

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



Roadway Information

* DCR Roads Used:

TEST

* List All Cities and Towns :

TEST

* Purpose of Vehicle Use:

TEST

* Frequency of Use:

TEST



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

Vehicle Details

VEHICLE DETAILS

Showing 1-1 of 1

<input type="checkbox"/>	Make	Model	Registration Plate Number	Length (ft.)	Height (ft.)	Weight (lbs.)	
<input type="checkbox"/>	make	model	ABC123	20	8	4000	Actions ▾

Add a Row ▾ Edit Selected Delete Selected

- Add 2 Rows
- Add 3 Rows
- Add 4 Rows
- Add 5 Rows
- Add 6 Rows
- Add 7 Rows
- Add 8 Rows

Save and resume later

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'


Applicant Information

Please click the **EDIT** button to verify your information and to add your Business/Company/Organization Name.

If you are **NOT** a Business/Company/Organization, please enter NA.

Note - You will NOT be able to continue the application until this step is completed.

Press on the "Continue Application" button to review or certify this application. Press "Save and Resume Later" button only if exiting the application at this time.

 **An error has occurred.**
Some of the required fields have not been completed.
Please edit the contact and complete the required information.

Applicant Information:

Test Tester
1 Winter Street
Boston, MA, 02108
Telephone #: 617-111-1111 Email: tes

[Edit](#)

[Continue Application »](#)

Contact Information ✕

* Name of Business/Company/Organization

* First: Middle: * Last:

Country:

* Address Line / P.O.Box:

* City: * State: * Zip:

Home Phone: Work Phone: Mobile Phone:

Fax: E-mail:

[Continue](#) [Discard Changes](#)



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

Review and Certification

If you arrive at this Review page after selecting "Resume Application" from your dashboard, (and then select "Pick up where I left off"), you will need to click on the "Applicant Information" tab at the top of this page, and then click "Continue" to finish submitting this application.

[Edit Application](#)

Company Information

Company or School Department :	A
Contact Name :	A
Contact Phone:	2222222222
Email :	A@b.c
Street Address Line 1 :	1
Street Address Line 2 :	
City/Town :	1
State :	AR
Zip:	11111

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date:

[Continue Application »](#) [Save and resume later](#)



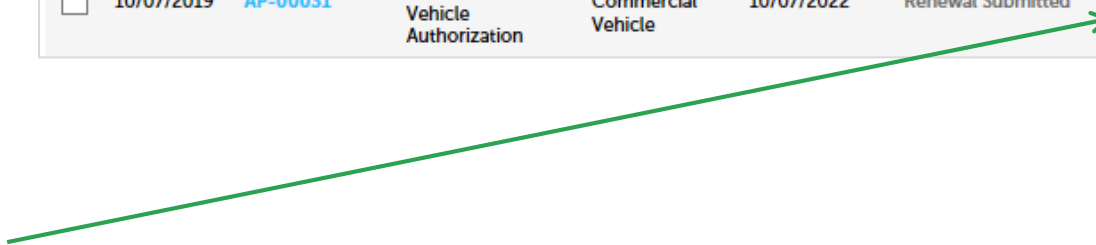
6. Pay Fees Due

- 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'

▼ DCR

Showing 1-5 of 5 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Identifying Number	Record Type	Category	Expiration Date	Status	Action
<input type="checkbox"/>	10/08/2019	19-AP-0005-REN	Annual Commercial Vehicle Renewal	Annual Commercial Vehicle		Approved	
<input type="checkbox"/>	10/08/2019	19-AP-0006-REN	Annual Commercial Vehicle Renewal	Annual Commercial Vehicle		Payment Pending	Pay Fees Due
<input type="checkbox"/>	10/07/2019	19-AP-0021-APP	Annual Commercial Vehicle Application	Annual Commercial Vehicle		Approved	
<input type="checkbox"/>	10/07/2019	19-AP-0004-REN	Annual Commercial Vehicle Renewal	Annual Commercial Vehicle		Approved	
<input type="checkbox"/>	10/07/2019	AP-00031	Annual Commercial Vehicle Authorization	Annual Commercial Vehicle	10/07/2022	Renewal Submitted	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 accessed at a later date.

Application Fees/Costs

Fees	Qty.	Amount
Annual Commercial Vehicle Application Fee	1	\$150.00

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

Payment

You have elected to pay for the following item(s).

Description	ID	Amount
DCR/CAP/Annual Permit/Renewal	19-AP-0006-REN	\$150.00
		\$150.00

Total Amount Due: **\$153.53**

Billing Information

Same As Previous Information

First Name
John

Last Name
Doe

Street
1 Winter St

City
Boston

State/Territory
Massachusetts

Zip
02108

Phone Number
(111) 111-1111

Email
JOHNDOE@TEST.COM

Confirm Email
JOHNDOE@TEST.COM

Payment Information

Credit/Debit Card Electronic Check/ACH

Card Type
Select Card Type

Card Number
TEST MODE

CVV Code
123

Expiration
01 2018

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.
 I Accept

Back

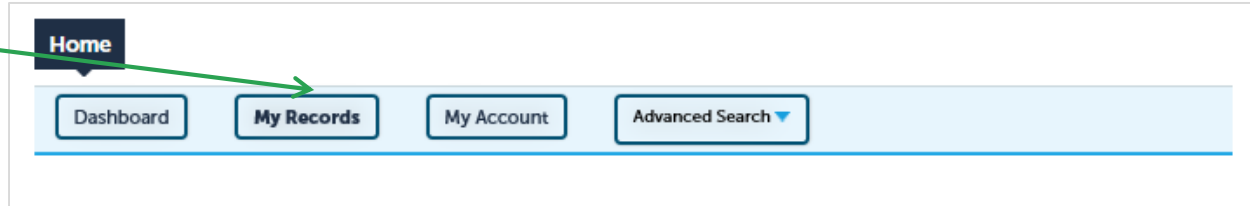
Please Verify above information before the Submit Payment Button is pressed. Do not click Submit Payment button more than one time.

Submit Payment



Status

- 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*

A screenshot of the 'My Records' page. At the top, there is a 'DCR' dropdown menu. Below it, the text 'Showing 1-10 of 17' is followed by links for 'Download results' and 'Add to collection'. A table lists several records. A green arrow points from the text 'A list of all your applications will be displayed here' to the table. The table has columns for Date, Identifying Number, Record Type, Category, Expiration Date, Status, and Action.

<input type="checkbox"/>	Date	Identifying Number	Record Type	Category	Expiration Date	Status	Action
<input type="checkbox"/>	10/11/2019	19-CP-0020-AMD	Construction Access Scope Change Amendment	CP Scope Change Amendment		Accepted	
<input type="checkbox"/>	10/11/2019	19-CP-0019-AMD	Construction Access New Date Request Amendment	CP Date Change Amendment		Approved	
<input type="checkbox"/>	10/10/2019	19TMP-014763	Acceptance Form	Permit Approval for 19-CP-0110-APP			Resume Application
<input type="checkbox"/>	10/10/2019	CP-00060	Construction Access Authorization	Construction Access Application	10/11/2019	Amendment In Progress	
<input type="checkbox"/>	10/09/2019	19-CP-0110-APP	Construction Access Application	Construction Access Application		Approved	



To Get Help

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)

