

# Submit Additional or Corrected Information for MDAR Review and Approval of Your Application

Pesticide Program

Division of Crop & Pest Services

Mass. Department of Agricultural  
Resources

## Compatible Equipment and Web Browsers

- Please also be sure that you are using a regular computer (Windows 7+ / MacOS 10.11+ computer or laptop) with MS Edge or Chrome web browser.
- All instructions were written, and screenshots based on Windows 10 and MS Edge browser—other browsers may be different or incompatible.
- Chromebooks are not 100% compatible with the EEA ePLACE Portal and users may find it difficult to upload training credits, proof of insurance, etc..
- Mobile devices; such as, iPhone, iPad, Android phone or tablets, etc. are NOT compatible with the EEA ePLACE Portal.

**No Chromebooks, smartphones or tablets!**



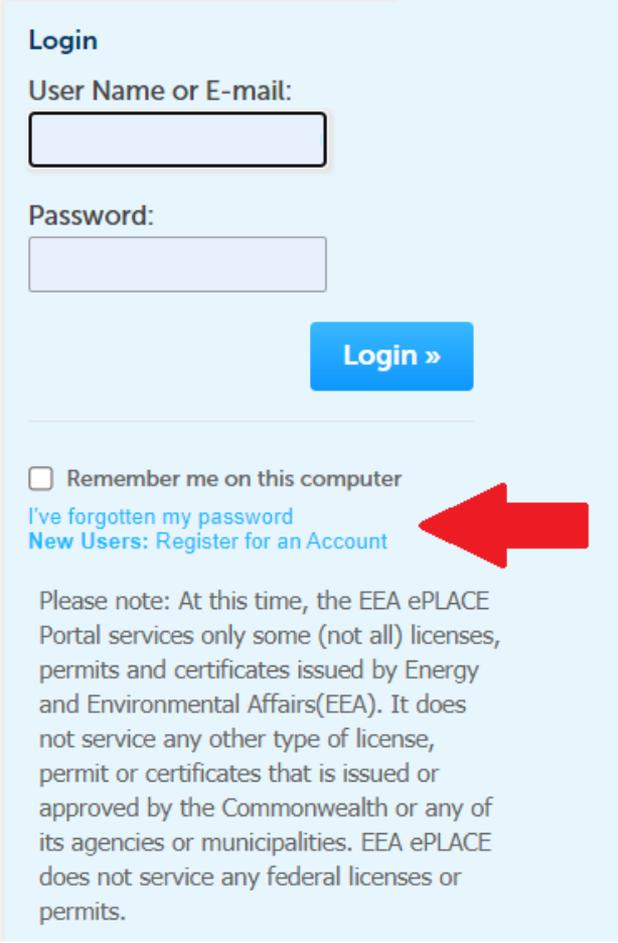
# Log Into Your EEA ePLACE Portal Account

Go to the EEA ePLACE Portal webpage and log into your account.

<https://eplace.eea.mass.gov/citizenaccess/>

**Forgot your Password? Use the Password reset tool**

**Need Help?** For login assistance, please call the ePLACE Help Desk Team at 844-73-ePLAC (844-733-7522), 7:30 AM-5:00 PM, Monday-Friday (except on holidays)



Login

User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

Please note: At this time, the EEA ePLACE Portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs(EEA). It does not service any other type of license, permit or certificates that is issued or approved by the Commonwealth or any of its agencies or municipalities. EEA ePLACE does not service any federal licenses or permits.

# Under “My Records” find the Application and Click “Edit” Hyperlink

▼ MDAR

Showing 1-10 of 13 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Category	Expiration Date	Status	Action
<input type="checkbox"/>	10/15/2021	21-PLIC-0737-REN	MDAR - Massachusetts Pesticide License Renewal	Commercial Certification - Rights of way (40)		Waiting on Applicant	<a href="#">Edit</a> 
<input type="checkbox"/>	09/10/2021	<a href="#">21-EXAM-0956</a>	MDAR - Massachusetts Pesticide Exam Application	Dealer License		Payment Pending	<a href="#">Pay Fees Due</a>
<input type="checkbox"/>	09/02/2021	<a href="#">CC-0052439</a>	MDAR - Massachusetts Pesticide License Authorization	Commercial Certification	12/31/2021	Renewal Submitted	

**The above renewal application was submitted for review, but additional or corrected information is needed by the MDAR for approval of the application. The MDAR is now "Waiting on Applicant" to "Edit" the application and "Submit the Updated Information" -- usually in the form of documentation, such as proof of insurance, proof of training credits, etc.**

# Click on the Blue “Edit Application” Button

## MDAR - Massachusetts Pesticide License Renewal

1 Renewal Information	2 Documents	3 Review	4 Pay Fees	5 Record Submitted
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### Step 3: Review

Submit Updated Information

Please review all information below. Click the "Edit" buttons to r

Click Edit Application and then when the application opens up, click Continue Application Button until you reach the "Documents" section and then upload the requested additional or corrected information.

## Review and Certification

Edit Application

### Insurance Information

Massachusetts Pesticide License Number: CC-0052439  
Are you making pesticide applications in your capacity as a government employee?: No  
Current Insurance Carrier: EEA MDAR  
Insurance Expiration Date: 07/07/2022

### Licensing and / or Category Information and Earned Credit Updates

#### CATEGORY INFORMATION

License Type	License Category	Re-Certification Date	Your Total Approved Credits	New Continuing Education Credits Claimed
Commercial Certification	Rights of way (40)	12/31/2024	6	4

# Click "Continue Application" and Navigate to Documents – Step 2

## MDAR - Massachusetts Pesticide License Renewal

1 Renewal Information	2 Documents	3 Review	4 Record Submitted
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Step 1: Renewal Information > Page 3 of 3



\* indicates a required field.

### Employer / Supervisor Information

Please select "Edit" to modify your Employer Information or select "Delete" to create a completely new Employer Information.

✓ Required Contact Type Minimum  
Employer Information 1

Add New

Showing 1-1 of 1

Contact Type	Full Name	Company/Employer Name	Phone	E-mail	Action
Employer Information		Department of Agricultural Resources	999-999-9999	DirectorLascolaMiner@mass.gov	Edit Delete

Continue Application »



Click the "Continue Application" button until you reach the "Documents" section of the application and then upload the requested corrected or additional documents--as indicated by the MDAR staff reviewing your application.

Save and resume later

# Upload the Corrected or Requested Additional Information

## MDAR - Massachusetts Pesticide License Renewal

1 Renewal Information	2 Documents	3 Review	4 Record Submitted
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Step 2: Documents > Page 1 of 1



Please find below a list of documents that are required to process your application.

Click the "Add" button to begin uploading your documents. Select the documents from your computer and then click continue. Select the specific document type from the drop-down list. Add a brief description and click the "Save" button to save your updates. Repeat these steps for all required documents.

After all documents are uploaded and saved, click "Continue Application."

\* indicates a required field.

### List of Documents

Please upload your proof of insurance or your insurance exemption letter, if you are making pesticide applications in your capacity as a government employee. If you also make pesticide applications outside of your role as a government employee, then you must also upload your proof of insurance.

Documents:

**Please upload Required Document(s) which are mandatory to submit this Application:**

1. Proof of Credits
2. Proof of Insurance

**Once you have navigated to the "Documents" section, upload the corrected or additional documentation that is being requested by the MDAR Staff person reviewing your application.**

# Complete the Updates and Click “Submit Updated Information”

## Applicant Information

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Individual  
STEVEN KENYON  
251 Causeway ST  
Boston, MA, 02114

Telephone #:617-626-1784  
E-mail:steve.kenyon2@mass.gov

I hereby certify under the penalties of perjury that I have personally examined the information provided and that it is true, accurate, and complete. I further acknowledge that the submission of any false information may result in the denial, suspension, and/or revocation of any license, certification, and/or permit issued by the Massachusetts Department of Agricultural Resources and may also result in legal action in accordance with M.G.L. c. 132B and the laws of the Commonwealth of Massachusetts.

By checking the box below, I understand and agree that I am electronically signing and filing this application.

I have read and agree with the above attestation.

Date: 10/15/2021

[Submit Updated Information](#)



**After uploading the needed additional information, click "Continue Application" to complete your review and then click "Submit Updated Information" to send the updated application back to MDAR for review and approval.**

# Note that the Additional Information was Successfully Submitted

Home

MDAR Applications

 Updated information for the record (21-PLIC-0737-REN) has been successfully submitted.

Records 

Showing 1-10 of 13 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Category	Expiration Date	Status	Action
<input type="checkbox"/>	10/15/2021	<a href="#">21-PLIC-0737-REN</a>	MDAR - Massachusetts Pesticide License Renewal	Commercial Certification - Rights of way (40)		In Review 	
<input type="checkbox"/>	09/10/2021	<a href="#">21-EXAM-0956</a>	MDAR - Massachusetts Pesticide Exam Application	Dealer License		Payment Pending	<a href="#">Pay Fees Due</a>
<input type="checkbox"/>	09/02/2021	<a href="#">CC-0052439</a>	MDAR - Massachusetts Pesticide License Authorization	Commercial Certification	12/31/2021	Renewal Submitted 	

Once you have submitted the updated information, you will see the above message highlighted in green indicating that your information has been successfully submitted. The renewal application will be back in the status of "In Review" and MDAR will review and approve the updated application as appropriate.

# Wait for MDAR Review and Approval of Your Updated Application

## ▼ MDAR

Showing 1-10 of 12 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Category	Expiration Date	Status	Action
<input type="checkbox"/>	09/10/2021	<a href="#">21-EXAM-0956</a>	MDAR - Massachusetts Pesticide Exam Application	Dealer License		Payment Pending	<a href="#">Pay Fees Due</a>
<input type="checkbox"/>	09/02/2021	<a href="#">21-EXAM-0953</a>	MDAR - Massachusetts Pesticide Exam Application	Commercial Certification - Rights of way (40)		License Application Submitted	
<input type="checkbox"/>	09/02/2021	<a href="#">CC-0052439</a>	MDAR - Massachusetts Pesticide License Authorization	Commercial Certification	12/31/2022	Active	<a href="#">Amendment</a>

**The Additional Information was submitted reviewed and approved. The Commercial Certification was renewed and is back in the "Active" status. Once returned to the "Active" status, the licensee may submit an "Amendment" application any time by clicking the "Amendment" hyperlink.**

# ePLACE Technical Support

- **Need Help?** For technical assistance with the ePLACE website, please call the ePLACE Help Desk Team at 844-73-ePLAC (844-733-7522), 7:30 AM-5:00 PM, Monday-Friday (except on holidays)
- You can also email [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us)
- For assistance with non-technical questions, please contact the issuing Agency directly using the links below

# Thank You

- Additional Questions?
  - Contact the Pesticide Program Exam and Licensing Team:
    - Voice Mail: (508) 281-6787
    - Email: [pestexamlicense@mass.gov](mailto:pestexamlicense@mass.gov)