



Massachusetts Department of Public Health

Bureau of Climate and Environmental Health eLicensing System

External User Manual

May 2024

V1.3

Table of Contents

1.	Introduction.....	3
2.	Creating an Account.....	3
2.1	How Do I Create an Account?	3
2.2	How Do I Log in to My Account?.....	5
2.3	How Do I Log out of My Account?	5
2.4	How Do I Reset My Password?	6
2.5	How Do I Retrieve My Username?.....	7
3.	Managing an Account.....	8
3.1	How Do I Update My Account Information?.....	8
3.2	How Do I Change My Password?	9
3.3	How Do I Link My License to My Account?	10
3.4	How Do I View Notifications in My Account?.....	12
4.	Online Functions for Applicants and Licensees.....	13
4.1	How Do I Apply for a New License?	13
4.2	How Can I View My Application or License Status?	18
4.3	How Do I Withdraw My Application?	18
4.4	How Do I Renew My License?	20
4.5	How Do I Amend Information on My License?	23
4.6	How Do I Print My License Card or Wall Certificate?	26

1. Introduction

The Bureau of Climate and Environmental Health eLicensing System allows users to apply, renew, and amend their professional licenses online.

Users can review notifications related to their license applications and update their account information.

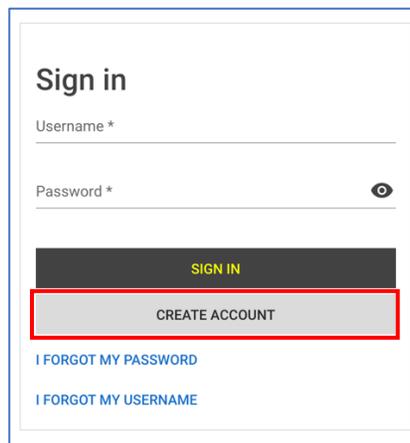
This document provides step-by-step instructions for the system's functions.

2. Creating an Account

2.1 How Do I Create an Account?

To use the system, all users will need to create an account. To create an account, follow the steps below:

Step 1: Open a browser and navigate to this website
<https://EnvironmentalHealthLicensing.mass.gov>

A screenshot of a web page titled "Sign in". It features two input fields: "Username *" and "Password *". Below the password field is a toggle icon for visibility. There are two buttons: a dark grey "SIGN IN" button and a light grey "CREATE ACCOUNT" button. The "CREATE ACCOUNT" button is highlighted with a red rectangular border. Below the buttons are two links: "I FORGOT MY PASSWORD" and "I FORGOT MY USERNAME".

Create Account Button

Step 2: Click the "Create Account" button.

Step 3: On the next screen, fill in the required fields.

Step 4: Please note, the password requirements are as follows:

- Must be at least 10 characters
- Must contain 1 lowercase
- Must contain 1 uppercase character
- Must contain 1 number

Create Account

First Name * _____

Last Name * _____

Email * _____

Confirm Email * _____

Phone (###-###-####) * _____

Username * _____

New Password * _____

Confirm Password * _____

Username Requirements

- Must be at least 2 characters
- May contain alphanumeric characters and/or . - _ @

Password Requirements

- Must be at least 10 characters
- Must contain 1 lowercase character
- Must contain 1 uppercase character
- Must contain 1 number

I agree to the [Terms and Conditions](#)

I'm not a robot  [Privacy](#) - [Terms](#)

CREATE ACCOUNT **CANCEL**

Create Account Screen

Step 5: Click the “Create Account” button after filling in all the required fields.

A pop-up will appear with the option to add an alternative email address. Add an alternative email address or click “Skip” to proceed.

Step 6: On the next screen, verify your email address. An email was sent to you containing a verification code.

Verify Email Address

Please enter the verification code that was emailed to you to verify your email

Verification Code _____

[Resend Verification Code](#) **Verify Email Address**

Email Verification Code Screen

Step 7: Copy the verification code from the email and paste it in the Verification Code field.

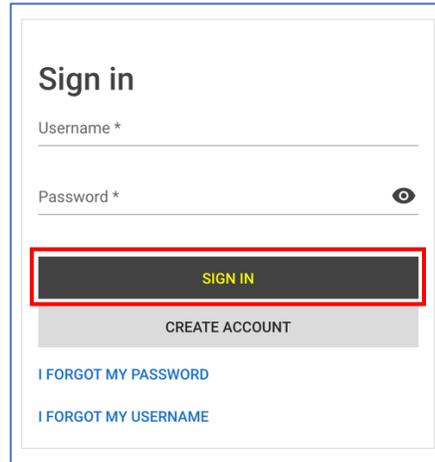
Step 8: Click the “Verify Email Address” button.

2.2 How Do I Log in to My Account?

After creating an account, follow these steps to sign in:

Step 1: Open a browser and navigate to this website
<https://EnvironmentalHealthLicensing.mass.gov>

Step 2: Enter your username and password.



Sign In Page

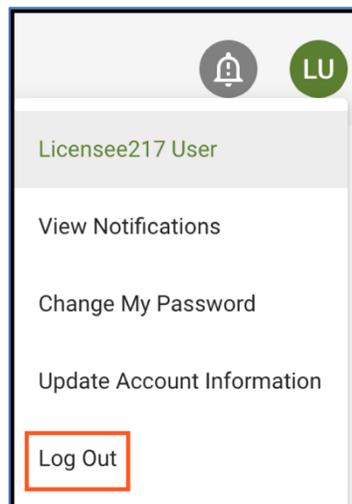
Step 3: Click the “Sign In” button.

2.3 How Do I Log out of My Account?

Follow these steps to log out of your account:

Step 1: Click on the icon in the upper right corner containing your initials.

Step 2: Click on the “Log Out” option from the drop-down menu.



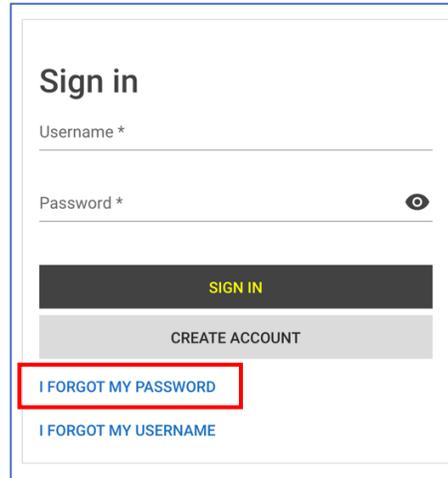
Log Out Page

2.4 How Do I Reset My Password?

To reset your password, follow the steps below:

Step 1: Open a browser and navigate to this website
<https://EnvironmentalHealthLicensing.mass.gov>

Step 2: Click on “I Forgot My Password”.

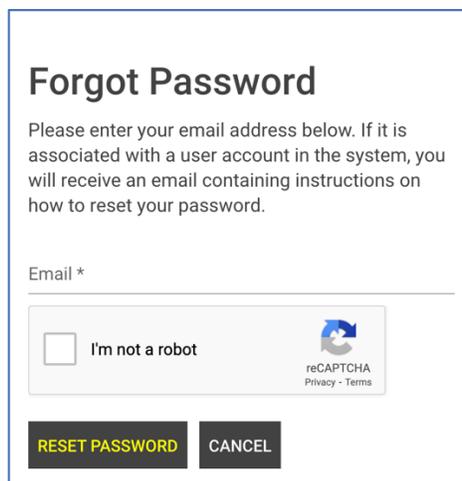


The screenshot shows a 'Sign in' form with the following elements:

- Username *
- Password * (with an eye icon for visibility toggle)
- SIGN IN button (black with yellow text)
- CREATE ACCOUNT button (grey)
- I FORGOT MY PASSWORD button (blue text, highlighted with a red box)
- I FORGOT MY USERNAME button (blue text)

I Forgot My Password button

Step 3: Enter the email related to your account and click the “Reset Password” button. Then the Reset Password screen will appear, and an email is sent to you containing a temporary password.



The screenshot shows the 'Forgot Password' screen with the following elements:

- Forgot Password title
- Instructions: Please enter your email address below. If it is associated with a user account in the system, you will receive an email containing instructions on how to reset your password.
- Email *
- I'm not a robot checkbox
- reCAPTCHA logo and Privacy - Terms link
- RESET PASSWORD button (black with yellow text)
- CANCEL button (black)

Forgot Password screen

Step 4: Please check your inbox, junk, and spam folders for the email containing a temporary password.

Step 5: On the “Reset Password” screen, please do the following:

- a) Copy the temporary password from the email you received and paste it in the Temporary Password field
- b) Enter your username in the Username field
- c) Enter the new password in the fields for New Password and Confirm Password. Please note that the password requirements are as follows:
 - Must be at least 10 characters
 - Must contain 1 lowercase character
 - Must contain 1 uppercase character
 - Must contain 1 number

Reset Password

Please copy and paste the temporary password that was emailed to you and enter your username and a new password. If the e-mail is not in your inbox, please check your junk mail or spam folders or press the cancel button and try again.

Temporary Password *

Username *

New Password *

Confirm Password *

RESET PASSWORD CANCEL

Reset Password button

Step 6: Click the “Reset Password” button.

2.5 How Do I Retrieve My Username?

Follow these steps to retrieve your username:

Step 1: Open a browser and navigate this website
<https://EnvironmentalHealthLicensing.mass.gov>

Step 2: Click on “I Forgot My Username”.

Step 3: On the next screen, in the “Email” field enter the email address associated with your account and mark the checkbox for the captcha.

Forgot Username

Please enter your email address below. If it is associated with a user account in the system, you will receive an email containing your username.

Email *

I'm not a robot

reCAPTCHA
Privacy - Terms

EMAIL USERNAME CANCEL

Forgot Username screen

Step 4: Click the “Email Username” button.

Step 5: An email is then sent to you containing your username. Please make sure to check your inbox, junk, and spam folders for the email containing your username.

3. Managing an Account

3.1 How Do I Update My Account Information?

You can update your primary email, alternative email, and phone number related to your account. To update your account information, follow these steps:

Step 1: Click on the icon containing your initials at the top right corner of the page.

Licensee217 User

View Notifications

Change My Password

Update Account Information

Log Out

Update Account Information option

Step 2: Click on the “Update Account Information” option from the dropdown menu.

Step 3: In the pop-up, update your primary email, alternative email, and/or phone number.



The image shows a pop-up form titled "Update Account Information". It contains three input fields: "Primary Email *:" with the value "licensee217@jdsoft.com", "Alternative Email:" which is empty, and "Phone Number (###-###-####) *:" which is empty. At the bottom right, there are two buttons: "CANCEL" and "UPDATE". The "UPDATE" button is highlighted with a red border.

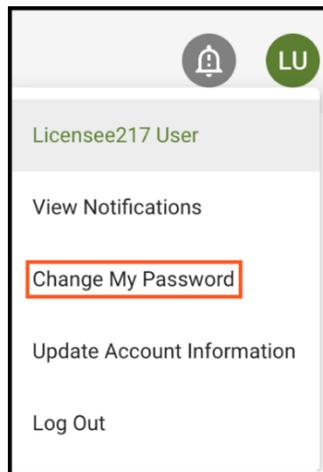
[Update Account Information pop-up](#)

Step 4: Click the “Update” button.

3.2 How Do I Change My Password?

To change your password, follow these steps:

Step 1: Click on the icon containing your initials at the top right corner of the page.



[Change My Password option](#)

Step 2: Click on “Change My Password” from the dropdown menu.

Step 3: Then you will be prompted to type in your current password, a new password, and to confirm the new password.

Please note the following password requirements:

- Must be at least 10 characters
- Must contain 1 lowercase character
- Must contain 1 uppercase character

- Must contain 1 number



The image shows a web form titled "Change My Password". It contains three input fields: "Current Password *:", "New Password *:", and "Confirm New Password *:". At the bottom right, there are two buttons: "CANCEL" and "CHANGE MY PASSWORD". The "CHANGE MY PASSWORD" button is highlighted with a red border.

Change My Password Form

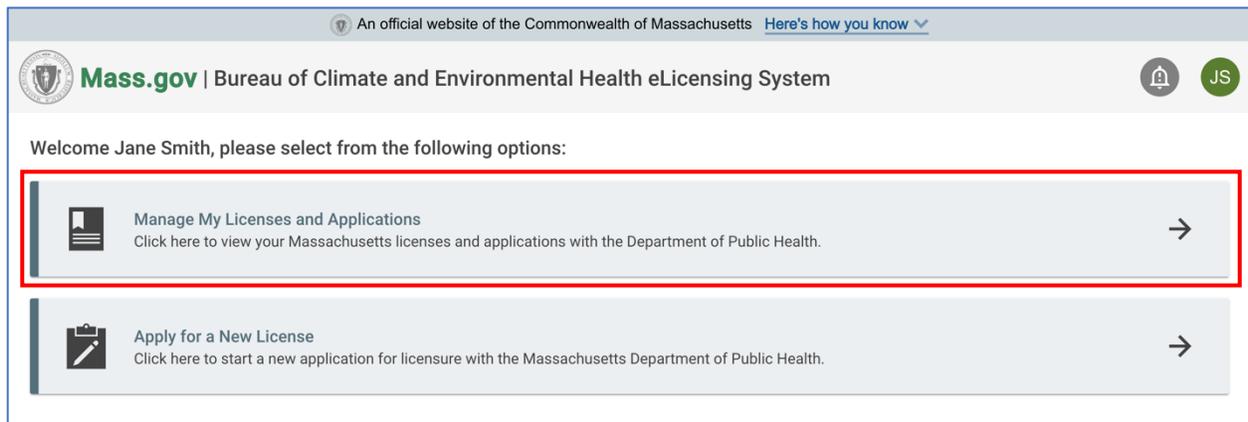
Step 4: Click on "Change My Password".

3.3 How Do I Link My License to My Account?

If you had a license prior to the implementation of this system, you will need to link your existing license(s) to your new account.

To link your license to your account, follow these steps:

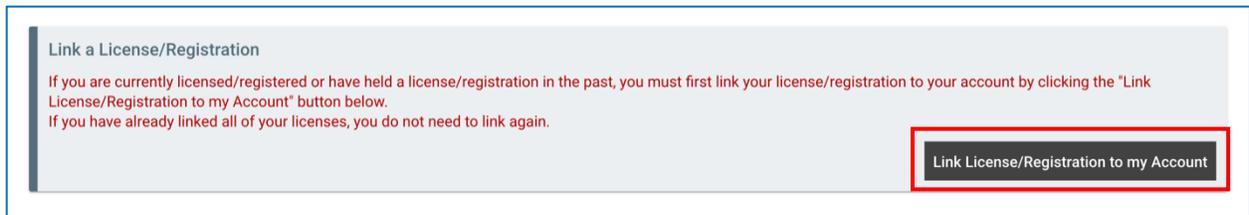
Step 1: Log in to the system and click the "Manage My Licenses and Applications" button.



The image shows a screenshot of the Mass.gov website. The header includes the Mass.gov logo, the text "Bureau of Climate and Environmental Health eLicensing System", and a user profile icon labeled "JS". Below the header, a message reads "Welcome Jane Smith, please select from the following options:". Two options are listed: "Manage My Licenses and Applications" (with a document icon and a right-pointing arrow) and "Apply for a New License" (with a clipboard icon and a right-pointing arrow). The "Manage My Licenses and Applications" option is highlighted with a red border.

Landing Page with the "Manage My Licenses and Applications" button highlighted

Step 2: On the Link a License/Registration card, click the "Link License/Registration to My Account" button.



[Link License to My Account button](#)

Step 3: On the next screen, do the following:

- a) select your license type from the “License Type” dropdown menu; and
- b) enter your license number in the “License Number” field.

[Link License to My Account page](#)

Step 4: Click the “Proceed” button.

Step 5: On the following screen, enter your PIN code which you received from your program.

[PIN code field](#)

Step 6: Click the “Proceed” button.

Step 7: On the next screen, review your license information.

Step 3: Review your license(s)/registration(s) information

The following license(s)/registration(s) will be linked to your account :

License/Registration Type	License/Registration Number	Licensee Name	Licensee Address
Food and/or Beverage Vending Machine License	FVM00000	Example LLC	
Water Vending Machine License	MA-WV00000	Water Vending Biz 1	

Are you sure you would like to proceed with linking the license(s)/registration(s) above to your account?

I'm not a robot 

Yes Link License button

Step 8: Click the “Yes, Link License” button to link your license to your account.

Step 9: On the next screen, a message displays stating that you have successfully linked your license. Click the “OK” button to continue or the “Link Another License” button to link another license to your account.

 Home > Link License/Registration

Link License or Registration to my Account

The following license(s)/registration(s) are linked to your account:

License/Registration Type	License/Registration Number	Licensee Name	Licensee Address
Water Vending Machine License	MA-WV10002	Water Vending Biz 1	
Food and/or Beverage Vending Machine License	FVM10025	Example LLC	

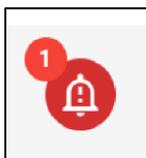
To link additional license(s)/registration(s) to your account, please click the "Link Another License/Registration" Button. If you have no additional licenses/registrations to link, click the "OK" button.

Successfully Linked License message

3.4 How Do I View Notifications in My Account?

If you have unread notifications, the bell icon at the top right corner of the page will be red and show the count of unread notifications. Follow these steps to view notifications:

Step 1: Click on the bell icon at the top right corner of the page.

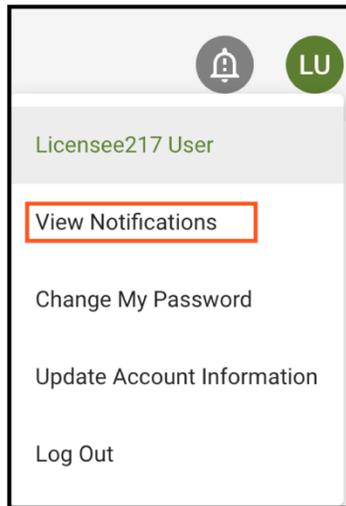


Notifications Icon

Step 2: On the notifications page, you have the option to view “Unread Only” and “All” notifications.

OR

Step 2A: Click on the icon containing your initials at the top right corner of the page.



[View Notifications link](#)

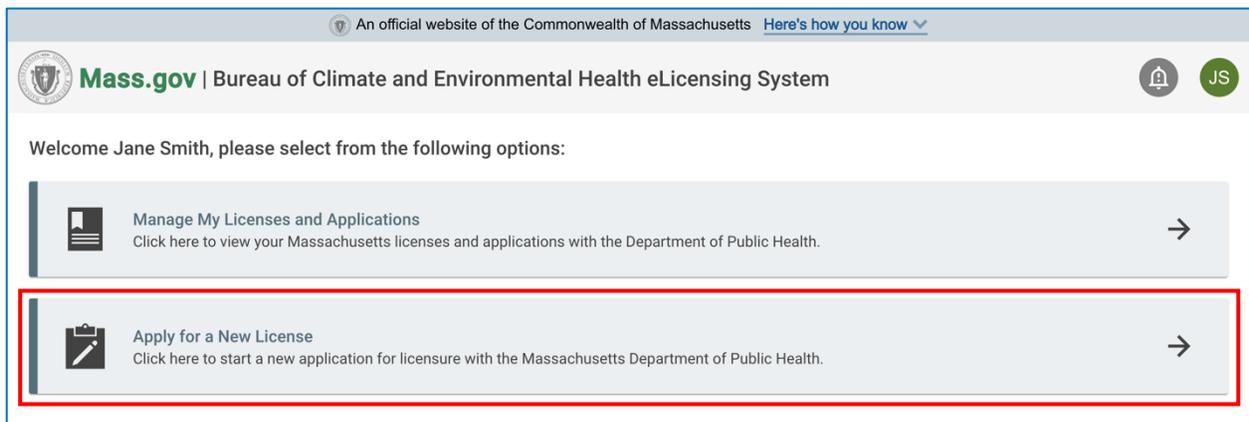
Step 2B: Click on “View Notifications” from the drop-down menu.

4. Online Functions for Applicants and Licensees

4.1 How Do I Apply for a New License?

To apply for a license, follow these steps:

Step 1: Click on the “Apply for a New License” button on the home page.



[Apply for a New License card](#)

Step 2: Click on the “View More” button under the applicable licensing board.

[Home](#) > [Apply for a New License/Registration](#)

Please select a Licensing Board or Program from the options below:

Food Protection Program

The Food Protection Program serves Massachusetts by:

- Developing regulations, policies, and interpretations
- Conducting routine inspections
- Conducting foodborne illness complaint investigations and responding to other food emergency incidents
- Participating in cooperative food safety inspection programs with other state, federal and local agencies
- Offering educational programs
- Undertaking regulatory enforcement actions such as embargoes, administrative sanctions, and civil or criminal penalties

For more information, please visit [the Program Website](#).

To apply for a license or permit covered by the Food Protection Program, click "View More".

[View More](#)

Radiation Control Program

We protect the health and safety of the Commonwealth from the harmful effects of ionizing and non-ionizing radiation. RCP staff address a range of issues associated with radioactive materials including the regulation of specific radioactive sources, x-ray technology, nuclear medicine, mammography, professional training and licensure for radiologic technologists, laser registration, and more.

For more information, please visit [the Program Website](#).

To apply for a license or permit covered by the Radiation Control Program, click "View More".

[View More](#)

[View More button](#)

Step 3: Click on the "Start Application" on the applicable license application card.

Animal Laboratories License

You must have a license from the Food Protection Program to use dogs or cats in research and education.

[Start Application](#)

Methyl or Wood Alcohol License

You must have a license from the Food Protection Program to manufacture, distribute, and/or sell methyl or wood alcohol in Massachusetts.

[Start Application](#)

Out-of-State Bakeries Transport License

You must have a license from the Food Protection Program to transport bakery products into the Massachusetts for the purpose of sale.

[Start Application](#)

[Start Application button](#)

Step 4: Continue through the application following the instructions on each page, completing the required fields, and uploading the required documents.

Home > My Licenses/Registrations > Animal Laboratories License > Animal Laboratories License - New Application

1 Organization Information 2 Ownership 3 eSignature 4 Payment 5 Submit

Application #: ANLNE10048

Organization Information

Please enter the institution information below:

Institution Name * Doing Business As (DBA) Institution Phone Number *

Is your facility located in the U.S.? *
 Yes No Institution Email Address *
 example@example.com

Please enter the institution mailing address information below:

Mailing Address Line 1 * Mailing Address Line 2

Mailing City * Mailing State * Mailing Zip Code * Mailing Country *

MA United States

Please enter the facility information below. If there is no facility name, please enter the name of the business or DBA.

Facility Name * Facility Phone Number *

Facility Address Line 1 * Facility Address Line 2

Facility City * Facility State * Facility Zip Code * Facility Country *

MA United States

Please enter the Responsible Contact Person information below:

Responsible Contact Person First Name * Responsible Contact Person Last Name *

Responsible Contact Person Phone Number * Responsible Contact Person Email *

example@example.com

Save & Stay On This Page Save & Go To Next Page >> Exit

Application page

Step 5: If applicable, you must pay the application fee before you can submit the application. On the Payment page, click the "Pay Fee" button to be directed to the third-party payment vendor's page.

Home > My Licenses/Registrations > Animal Laboratories License > Animal Laboratories License - New Application

1 Organization Information 2 Ownership 3 eSignature 4 Payment 5 Submit

Application #: ANLNE10048

Please note: The fee below is non-refundable.

IMPORTANT: After you make the payment online, be sure to return to the licensing system and complete this application by proceeding to the Submit page and clicking the "Submit" button. If payment is required, you must first complete the payment step before proceeding to the Submit page. To proceed to the Submit page, click the "Go to Next Page" button below. Your application will not be processed until you click the "Submit" button on the Submit page.

Please make a payment online with a credit or debit card or an ACH payment by clicking the "Pay Fee" button below.

There is a 2.35% non-refundable convenience fee for processing credit card payment(s).

Amount Due: \$50.00

<< Go To Previous Page Pay Fee

Pay Fee button

Step 6: Complete the payment information, mark the checkbox to agree to the terms and conditions, and click the “Submit Payment” button at the bottom of the page.

Step 7: After paying, you will automatically be returned to the licensing system.

Please note, you must submit the application, or it will not be processed.

Home > My Licenses/Registrations > Animal Laboratories License > Animal Laboratories License - New Application

1 Organization Information 2 Ownership 3 eSignature 4 Payment 5 Submit

Application #: ANLNE10048

Please note: The fee below is non-refundable.

IMPORTANT: After you make the payment online, be sure to return to the licensing system and complete this application by proceeding to the Submit page and clicking the "Submit" button. If payment is required, you must first complete the payment step before proceeding to the Submit page. To proceed to the Submit page, click the "Go to Next Page" button below. Your application will not be processed until you click the "Submit" button on the Submit page.

Please make a payment online with a credit or debit card or an ACH payment by clicking the "Pay Fee" button below.

There is a 2.35% non-refundable convenience fee for processing credit card payment(s).

Amount Due: \$50.00
Amount Paid: \$50.00
Remaining Amount: \$0.00

<< Go To Previous Page **Go To Next Page >>**

[Go To Next Page button](#)

Step 8: Click on the “Go to Next Page” button.

Home > My Licenses/Registrations > Food and/or Beverage Vending Machine License > Food and/or Beverage Vending Machine License - Reactivation Application

1 Organization Information 2 Vending Machine Information 3 Ownership 4 eSignature 5 Payment 6 Submit

Application #: FVMRA10001

Please note that your application has not been submitted yet. You must scroll to the bottom of this page and click the "Submit" button.

Please review your Food and/or Beverage Vending Machine License - Reactivation Application below. If all information is accurate, click the "submit" button at the bottom of the page. When you submit this application, the following will happen:

- You will be redirected to a confirmation page on this site – please print this page or save a screenshot for your records;
- You will receive a confirmation email with your application number affirming the submission – **please be sure to check your spam folder**;
- For applications that do not auto approve, your application will enter the review queue.

After you submit your application, you may log in and view it on this website, but you will not be able to make edits unless the Department gives permission for changes. This may occur in case the reviewer has questions or needs more information.

The review process may take several weeks. You will be notified via email when the Department has made a decision regarding your application.

*The following applications do not auto approve: The Food and/or Beverage Vending Machine license new application, the Food and/or Beverage Vending Machine license renewal application, the Water Vending Machine license new application if "Other" is selected for the question "Who approved the water source?", and all license reactivation applications.

Payment Information
Amount Due: \$40.00
Amount Paid: \$40.00
Remaining Amount: \$0.00

Organization Information
In the field below, please provide a brief explanation on why the license lapsed.: 123 456 798

Business Name: Food Vending Machine Business 1 Doing Business As (DBA):
Business Email Address: lmeadows15@jdssoft.com Business Phone Number: 999-999-8888

Is your facility located in the U.S.?: Yes Tax Identification Number or Social Security Number: 99-8888888

Mailing Address Line 1: 27 Congress St Mailing Address Line 2: Ste 505
Mailing City: Salem Mailing State: MA Mailing Zip Code: 01970 Mailing Country: United States

Vending Machine Information
Please list the types of foods and/or beverages vended: 1
Total Number of Locations: 2
Total Number of Machines: 4
Please list the locations where foods and/or beverages are prepared or obtained: 1
Please list the locations where foods and/or beverages are stored prior to filling machines: 1

Ownership
People with Ownership Interest
People with Ownership Interest Record #1
First Name: Jane Middle Name: Last Name: Doe
Phone Number: 555-888-9999 Email Address: lmeadows@jdssoft.com
Mailing Address Line 1: 27 Congress Ave Mailing Address Line 2:
Mailing City: Salem Mailing State: MA Mailing Zip Code: 01970 Mailing Country: United States

Organizations with Ownership Interest
No entries were provided for this section.

Corporation Officials
No entries were provided for this section.

eSignature
I agree:
 Yes

Owner or Corporate Officer: Jane Doe

<< Go To Previous Page **Submit**

Application Submission page and Submit button

Step 9: Review the information and click the "Submit" button at the bottom of the page. The final step for every application is to click the "Submit" button to send in the application.

4.2 How Can I View My Application or License Status?

Follow these steps to view your application or license status:

Step 1: Click the “Show Details” button under the respective license type card.



Animal Laboratories License

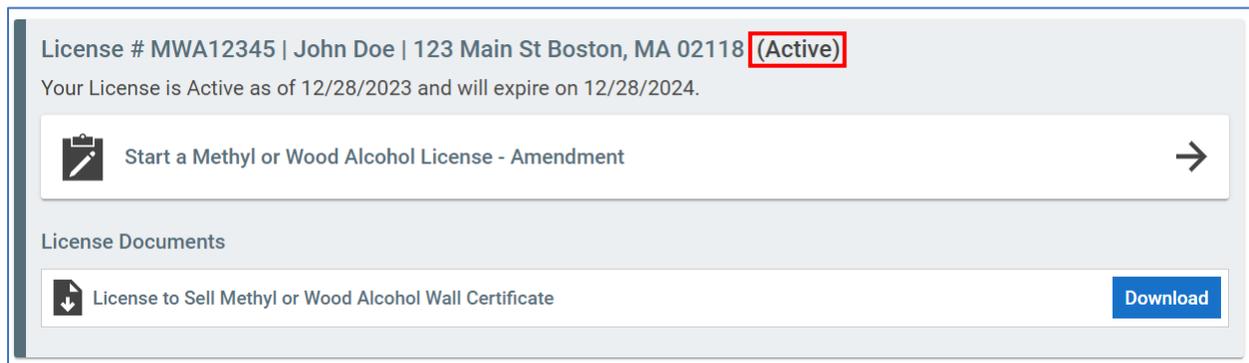
You currently have:

- You currently hold or have held 1 Animal Laboratories License(s).
- You have submitted 1 application(s) for review.
- You have started 4 application(s) that you still need to complete.
- You have 1 application(s) that you have started but have since been withdrawn.

Show Details

Show Details button

Step 2: If you have a license that is linked to your account, you will see your license status on the license information card. If you have an application that is pending, incomplete, or reopened you will see its status on a card inside the license card.



License # MWA12345 | John Doe | 123 Main St Boston, MA 02118 (Active)

Your License is Active as of 12/28/2023 and will expire on 12/28/2024.

Start a Methyl or Wood Alcohol License - Amendment →

License Documents

License to Sell Methyl or Wood Alcohol Wall Certificate Download

License Status

4.3 How Do I Withdraw My Application?

You can only withdraw an application that has not been submitted yet. Follow these steps to withdraw an application:

Step 1: Click on the “Show Details” button under the respective license.

Methyl or Wood Alcohol License

You currently have:

- You currently hold or have held 1 Methyl or Wood Alcohol License(s).
- You have started 1 application(s) that you still need to complete.
- You have 2 application(s) that you have started but have since been withdrawn.

[Show Details](#)

[Show Details button](#)

Step 2: Click the “Withdraw this Application” link.

License # MWA10002 | MWA Org 1 | 123 Main St Salem, MA 01970 (Active)
Your License is Active as of 07/20/2023 and will expire on 07/20/2024.

Methyl or Wood Alcohol License - Amendment | MWA Org 1 | (Incomplete) Application #: MWAAMD10003

Your application MWAAMD10003 was created on 08/15/2023 and it is incomplete.
You must click the "Complete This Application" button below and submit in order for this application to be processed.

[Withdraw this Application](#) [Complete This Application](#)

License Documents

 License to Sell Methyl or Wood Alcohol Wall Certificate [Download](#)

[Withdraw This Application link](#)

Step 3: In the pop-up, enter the application number (Ex. #ABC112546) in the text field.

Step 4: Then click the “Withdraw” button.

Withdraw Application for License Methyl Wood Alcohol License

Please enter the Application Number (#MWAAMD10003) below to complete the withdrawal of the application. Note that any application fees you may already have paid during the application process are not refundable after withdrawing the application.

#MWAAMD10003

CANCEL [WITHDRAW](#)

[Withdraw button](#)

Step 5: A pop-up confirms the application was successfully withdrawn. Click the “OK” button to close the pop-up.

Application Withdrawal Completed

Your Application #MWAAMD10003 has been successfully withdrawn.

OK

Application Withdrawal Confirmation

4.4 How Do I Renew My License?

To renew your license, follow these steps:

Step 1: Click on the “Show Details” button under the respective license.

Methyl or Wood Alcohol License

You currently have:

- You currently hold or have held 1 Methyl or Wood Alcohol License(s).
- You have started 1 application(s) that you still need to complete.
- You have 2 application(s) that you have started but have since been withdrawn.

Show Details

Show Details button

Step 2: Click on the link for the renewal application.

License # MWA10002 | MWA Org 1 | 123 Main St Salem, MA 01970 (Active)

Your License is Active as of 07/20/2023 and will expire on 07/20/2024.

- Start a Methyl or Wood Alcohol License - Amendment →
- Start a Methyl or Wood Alcohol License - Renewal Application →**

License Documents

- License to Sell Methyl or Wood Alcohol Wall Certificate [Download](#)

Renewal Application link

Please note that the renewal application link will only be available when your license is in the renewal period. For most license types the renewal period starts 90 days before the license expiration date.

Step 3: Click the “Start Application” button.

License # MWA10002 | MWA Org 1 | 123 Main St Salem, MA 01970 (Active)
 Your License is Active as of 07/20/2023 and will expire on 07/20/2024.

Methyl or Wood Alcohol License - Renewal Application

Cancel Start Application

License Documents

License to Sell Methyl or Wood Alcohol Wall Certificate Download

Start Application button

Step 4: Continue through the renewal application following the instructions on each page, completing the required fields, and uploading the required documents (if applicable).

Home > My Licenses/Registrations > Methyl Wood Alcohol License > Methyl or Wood Alcohol License - Renewal Application

1 Organization Information 2 Ownership 3 eSignature 4 Payment 5 Submit

Application #: MWARE10009

Organization Information

Please review the business information below and update if necessary. If you are a sole proprietor, enter your Social Security Number in the Tax ID field.

Business Name * MWA Org 1

Doing Business As (DBA) Enter DBA if different than business r

Business Phone Number * 444-555-6666

Is your facility located in the U.S.? * Yes No

Business Email Address * lmeadows9@jsoff.com

Please review the business mailing address information below and update if necessary:

Mailing Address Line 1 * 27 Congress St

Mailing Address Line 2 Ste 505

Mailing City * Salem

Mailing State * MA

Mailing Zip Code * 01970

Mailing Country * United States

Please review the facility information below and update if necessary. If there is no facility name, please enter the name of the business or DBA.

Facility Name *

Facility Phone Number *

Facility Email Address * example@example.com

Facility Address Line 1 * 123 Main St

Facility Address Line 2

Facility City * Salem

Facility State * MA

Facility Zip Code * 01970

Facility Country * United States

Please review the Responsible Contact Person information below and update if necessary:

Responsible Contact Person First Name *

Responsible Contact Person Last Name *

Responsible Contact Person Phone Number *

Responsible Contact Person Email Address * example@example.com

Save & Stay On This Page Save & Go To Next Page >> Exit

Renewal Application page

Step 5: If applicable, you must pay the renewal application fee before you can submit the renewal application. On the Payment page, click the “Pay Fee” button to be directed to the third-party payment vendor’s page.

[Pay Fee button](#)

Step 6: Complete the payment information, mark the checkbox to agree to the terms and conditions, and click the “Submit Payment” button at the bottom of the page.

Step 7: After paying, you will automatically be returned to the licensing system.

Please note, you must submit the renewal application, or it will not be processed.

Step 8: Click on the “Go to Next Page” button.

[Go to Next Page button](#)

Step 9: Review the information and click the “Submit” button at the bottom of the page. The final step for every application is to click the “Submit” button to send in the application.

Home > My Licenses/Registrations > Methyl Wood Alcohol License > Methyl or Wood Alcohol License - Renewal Application

1 Organization Information 2 Ownership 3 eSignature 4 Payment 5 Submit

Application #: MWARE10009

Please note that your application has not been submitted yet. You must scroll to the bottom of this page and click the "Submit" button.
Please review your Methyl or Wood Alcohol License - Renewal Application below. If all information is accurate, click the "submit" button at the bottom of the page. When you submit this application, the following will happen:

- You will be redirected to a confirmation page on this site - please print this page or save a screenshot for your records;
- You will receive a confirmation email with your application number affirming the submission - **please be sure to check your spam folder;**
- For applications that do not auto approve, your application will enter the review queue.

After you submit your application, you may log in and view it on this website, but you will not be able to make edits unless the Department gives permission for changes. This may occur in case the reviewer has questions or needs more information. The review process may take several weeks. You will be notified via email when the Department has made a decision regarding your application.
*The following applications do not auto approve: The Food and/or Beverage Vending Machine license new application, the Food and/or Beverage Vending Machine license renewal application, the Water Vending Machine license new application if 'Other' is selected for the question 'Who approved the water source?', and all license reactivation applications.

Payment Information
Amount Due: \$150.00
Amount Paid: \$150.00
Remaining Amount: \$0.00

Organization Information

Business Name: MWA Org 1	Doing Business As (DBA):	Business Phone Number: 444 555 6666
Is your facility located in the U.S.? Yes	Business Email Address: lmeadows@jdssoft.com	
Tax Identification Number or Social Security Number: 55-4408440		
Mailing Address Line 1: 27 Congress St	Mailing Address Line 2: Ste 505	Mailing City: Salem
Mailing State: MA	Mailing Zip Code: 01970	Mailing Country: United States
Facility Name: MWA Org 1	Facility Phone Number: 444-555-6666	Facility Email Address: lmeadows@jdssoft.com
Facility Address Line 1: 123 Main St	Facility Address Line 2:	Facility City: Salem
Facility State: MA	Facility Zip Code: 01970	Facility Country: United States
Responsible Contact Person First Name: Jane	Responsible Contact Person Last Name: Doe	
Responsible Contact Person Phone Number: 5558887777	Responsible Contact Person Email Address: lmeadows@jdssoft.com	

Ownership

People with Ownership Interest

People with Ownership Interest Record #1

First Name: Jennifer	Middle Name:	Last Name: Jones
Phone Number: 888-777-4444	Email Address: lmeadows@jdssoft.com	
Mailing Address Line 1: 27 Congress St	Mailing Address Line 2:	
Mailing City: Salem	Mailing State: MA	Mailing Zip Code: 01970 Mailing Country: United States

Organizations with Ownership Interest
No entries were provided for this section.

Corporation Officials
No entries were provided for this section.

eSignature
I agree: Yes

Owner or Corporate Officer: Jennifer Jones

[Go To Previous Page](#)

[Submit button](#)

4.5 How Do I Amend Information on My License?

To amend information on a license, follow these steps:

Step 1: Click the "Show Details" button under the respective license.

Methyl or Wood Alcohol License

You currently have:

- You currently hold or have held 1 Methyl or Wood Alcohol License(s).
- You have started 1 application(s) that you still need to complete.
- You have 2 application(s) that you have started but have since been withdrawn.

[Show Details](#)

[Show Details button](#)

Step 2: Select the link for the appropriate amendment application.

License # MWA10020 | Convenience Store ABC | 123 Main St Boston, MA 02118 (Active)
Your License is Active as of 12/28/2023 and will expire on 12/28/2024.

 Start a Methyl or Wood Alcohol License - Amendment [→](#)

License Documents

 License to Sell Methyl or Wood Alcohol Wall Certificate [Download](#)

[List of Amendment Applications](#)

Step 3: Click the “Start Application” button.

License # MWA10020 | Convenience Store ABC | 123 Main St Boston, MA 02118 (Active)
Your License is Active as of 12/28/2023 and will expire on 12/28/2024.

Methyl or Wood Alcohol License - Amendment

[Cancel](#) [Start Application](#)

License Documents

 License to Sell Methyl or Wood Alcohol Wall Certificate [Download](#)

[Start Application button](#)

Step 4: Continue through the amendment application following the instructions on each page, completing the required fields, and uploading the required documents (if applicable).

Home > My Licenses/Registrations > Methyl or Wood Alcohol License > Methyl or Wood Alcohol License - Amendment

1 Organization Information 2 Ownership 3 eSignature

Application #: MWAAMD10008

Organization Information

Please review the business information below and update if necessary. If you are a sole proprietor, enter your Social Security Number in the Tax ID field.

Business Name * Doing Business As (DBA) Business Phone Number *

Store #456 456 Store 8885558888

Is your facility located in the U.S.? *

Yes No Business Email Address *

Tax Identification Number or Social Security Number *

Please review the business mailing address information below and update if necessary:

Mailing Address Line 1 * Mailing Address Line 2 Mailing City *

27 Congress St Ste 505 SAlem

Mailing State * Mailing Zip Code * Mailing Country *

MA 01970 United States

Please review the facility information below and update if necessary. If there is no facility name, please enter the name of the business or DBA.

Facility Name * Facility Phone Number * Facility Email Address *

Store #456 8885558888 lmeadows3@jdssoft.com

Facility Address Line 1: 1 Facility Address Line 2: Facility City: 1

Facility State: AR Facility Zip Code: 44444 Facility Country: United States

Please review the Responsible Contact Person information below and update if necessary:

Responsible Contact Person First Name * Responsible Contact Person Last Name *

Jane Doe

Responsible Contact Person Phone Number * Responsible Contact Person Email Address *

8885558888 lmeadows3@jdssoft.com

Save & Stay On This Page **Save & Go To Next Page >>**

[Amendment Application page](#)

Step 5: If applicable, you must pay the amendment application fee before you can submit the renewal application. On the Payment page, click the “Pay Fee” button to be directed to the third-party payment vendor’s page.

Step 6: Complete the payment information, mark the checkbox to agree to the terms and conditions, and click the “Submit Payment” button at the bottom of the page.

Step 7: After paying, you will automatically be returned to the licensing system.

Please note, you must submit the amendment application, or it will not be processed.

Step 8: Click the “Go to Next Page” button.

Step 9: Review the information and click the “Submit” button at the bottom of the page. The final step for every application is to click the “Submit” button to send in the application.

Home > My Licenses/Registrations > Methyl or Wood Alcohol License > Methyl or Wood Alcohol License - Amendment

1 Organization Information 2 Ownership 3 eSignature 4 Submit

Application #: MWAAMD10008

Please note that your application has not been submitted yet. You must scroll to the bottom of this page and click the "Submit" button.

Please review your Methyl or Wood Alcohol License - Amendment below. If all information is accurate, click the "Submit" button at the bottom of the page. When you submit this application, the following will happen:

- You will be redirected to a confirmation page on this site – please print this page or save a screenshot for your records;
- You will receive a confirmation email with your application number affirming the submission – **please be sure to check your spam folder**;
- For applications that do not auto approve, your application will enter the review queue.

After you submit your application, you may log in and view it on this website, but you will not be able to make edits unless the Department gives permission for changes. This may occur in case the reviewer has questions or needs more information. The review process may take several weeks. You will be notified via email when the Department has made a decision regarding your application.

*The following applications do not auto approve: The Food and/or Beverage Vending Machine license new application, the Water Vending Machine license renewal application, the Water Vending Machine license new application if 'Other' is selected for the question 'Who approved the water source?', and all license reactivation applications.

Organization Information

Business Name: Store #456	Doing Business As (DBA): 456 Store	Business Phone Number: 888558888
Is your facility located in the U.S.? Yes	Business Email Address: lmeadows3@jdssoft.com	
Tax Identification Number or Social Security Number: 88-8888888		
Mailing Address Line 1: 27 Congress St	Mailing Address Line 2: Ste 505	Mailing City: Salem
Mailing State: MA	Mailing Zip Code: 01970	Mailing Country: United States
Facility Name: Store #456	Facility Phone Number: 888558888	Facility Email Address: lmeadows3@jdssoft.com
Facility Address Line 1: 1	Facility Address Line 2:	Facility City: 1
Facility State: AR	Facility Zip Code: 44444	Facility Country: United States
Responsible Contact Person First Name: Jane		Responsible Contact Person Last Name: Doe
Responsible Contact Person Phone Number: 888558888		Responsible Contact Person Email Address: lmeadows3@jdssoft.com

Ownership

People with Ownership Interest

People with Ownership Interest Record #1

First Name: 1	Middle Name:	Last Name: 1
Phone Number: 8888888999		Email Address: lmeadows3@jdssoft.com
Mailing Address Line 1: 123 Main St		Mailing Address Line 2:
Mailing City: Boston	Mailing State: MA	Mailing Zip Code: 02118 Mailing Country: United States

Organizations with Ownership Interest

No entries were provided for this section.

Corporation Officials

No entries were provided for this section.

eSignature

I agree: Yes

Owner or Corporate Officer: JaneR Jones

[Go To Previous Page](#) **Submit**

[Submit button](#)

4.6 How Do I Print My License Card or Wall Certificate?

Follow these steps to print your license card or wall certificate:

Step 1: Click the "Show Details" button under the respective license.

Out-of-State Frozen Desserts License

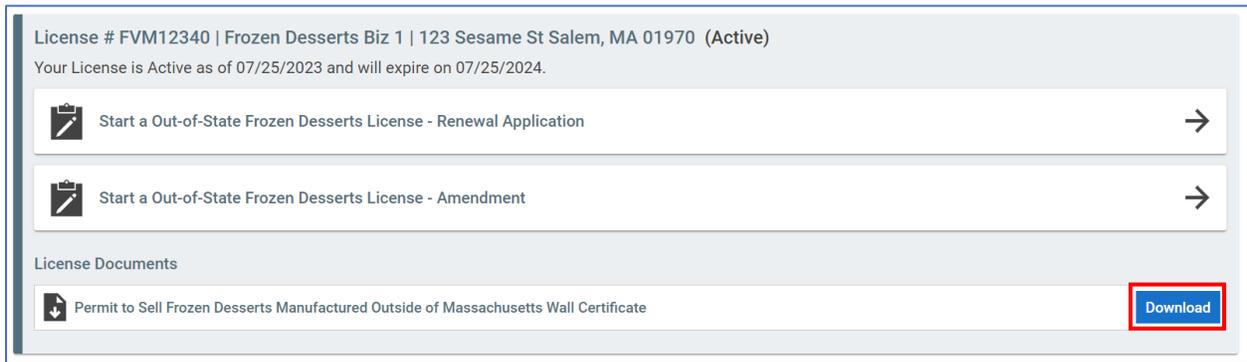
You currently have:

- You currently hold or have held 1 Out-of-State Frozen Desserts License(s).
- You have submitted 1 application(s) for review.
- You have started 4 application(s) that you still need to complete.
- You have 1 application(s) that you have submitted but have since been sent back to you and require further action.
- You have 3 application(s) that you have started but have since been withdrawn.

Show Details

[Show Details button](#)

Step 2: In the License Documents section, click the Download button.



License # FVM12340 | Frozen Desserts Biz 1 | 123 Sesame St Salem, MA 01970 (Active)
Your License is Active as of 07/25/2023 and will expire on 07/25/2024.

- Start a Out-of-State Frozen Desserts License - Renewal Application →
- Start a Out-of-State Frozen Desserts License - Amendment →

License Documents

- Permit to Sell Frozen Desserts Manufactured Outside of Massachusetts Wall Certificate [Download](#)

License Documents section & Download button