

Boylston Moving Permit

Instructions for Online Filing



Boylston Moving Permit

- How to create an account on ePLACE
- How to file an online application
- How to pay the application fee
- How to check your permit status
- How to get help



Register for an Account

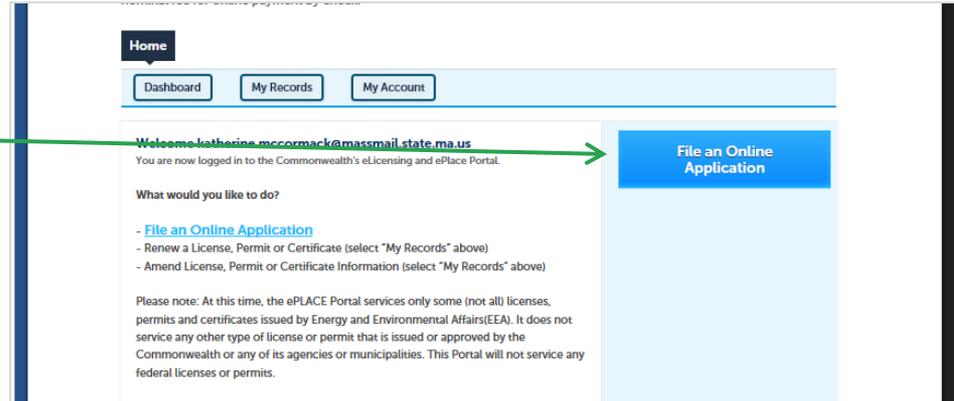
- Create or Log-in to your account in ePlace
- First time users click [here](#)
- Be sure to provide your full name, address, and contact information when setting up your account.

The screenshot displays the EEA ePLACE Portal on the Mass.gov website. The page header includes navigation links for State Offices & Courts, State A-Z Topics, State Forms, and Accessibility FAQs. The main content area features the EEA ePLACE Portal logo and a navigation menu with links for Announcements, Accessibility Support, Register for an Account, and Login. A green arrow points from the text 'here' in the list to the 'Register for an Account' link. Below the navigation menu, there is a 'Need Help?' section with contact information for the ePLACE Help Desk Team, including phone numbers and email addresses. A 'Contact:' section lists the Energy and Environmental Affairs departments. A 'Home' button is visible below the contact information. The main content area is divided into two columns. The left column contains a 'Welcome to the Commonwealth of Massachusetts ePLACE Portal' message, followed by 'Options for Licensees and Applicants' (Apply for, Renew, or Amend a License, Permit, Certificate or Notification; Make Payments Online) and 'ePLACE Portal Account Registration' information. The right column contains a 'Login' form with fields for 'User Name or E-mail:' and 'Password:', a 'Login »' button, and a checkbox for 'Remember me on this computer'. A note at the bottom of the right column states: 'Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued.'

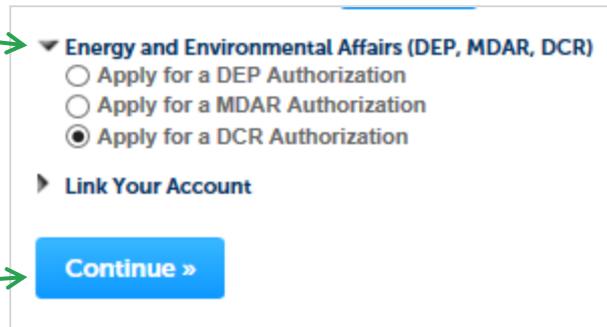


File an Online Application

- Click [here](#) to file an online application and follow the pages accordingly



- Expand the EEA list by clicking on the ▶ to the right



- Select 'Apply for a DCR Authorization' and click Continue



File an Online Application

- Click the “Construction and Vehicle Access Permits” to see available applications

Home

DCR Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

▼ Construction and Vehicle Access Permits

- Annual Commercial Vehicle Application
- Boylston Street September 1st Moving Application
- Construction Access Application
- Emergency Construction Notification
- Short-Term Vehicle or POD Application

► Special Use Permits

- Select Boylston Street September 1st Moving and Click “Continue Application”



1. Application Information – General Information

- Click on “Instructions” for more information about this permit

- Note: You must apply 10 days in advance of the requested start date.*

- Fill out the information requested

- Click “Continue Application”

Home

DCR Applications

Boylston Street September 1st Moving Application

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

Instructions

* indicates a required field.

General Information

This application only applies for 1163 - 1209 Boylston Street.

* What is your building number?:

* Onsite Contact Name :

* Onsite Contact Phone : ?

* Are you using a truck over 25ft? :
 Yes No

Continue Application »

Save and resume later



1. Application Information – Time Slot

- Select time slots based on your preference.
- Please remember these time slots are not guaranteed until approved by the agency
- Click “Continue Application”

Boylston Street September 1st Moving Application

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

Select time slots below based on your preference. First preference is not guaranteed.

Please revise your time slot selections. Each slot may only be selected once.

* indicates a required field.

Preferred Time Slot

1st Preference: *

2nd Preference: *

3rd Preference: *

4th Preference: *

Continue Application »

Preferred Time Slot

1st Preference: *

- 8am to 11am
- 11am to 2pm
- 2pm to 5pm
- 5pm to 8pm

3rd Preference: *

4th Preference: *

Continue Application »



3. 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 (if you don’t have one please enter NA)
- 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](#)



4. Review and Certification

- Review the application information to make sure it is correct
- Click “Edit Application” to change any information
- If all information is correct, click the checkbox and click “Continue Application”
- After you’ve continued, the screen indicates the application has been successfully completed.
- 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.

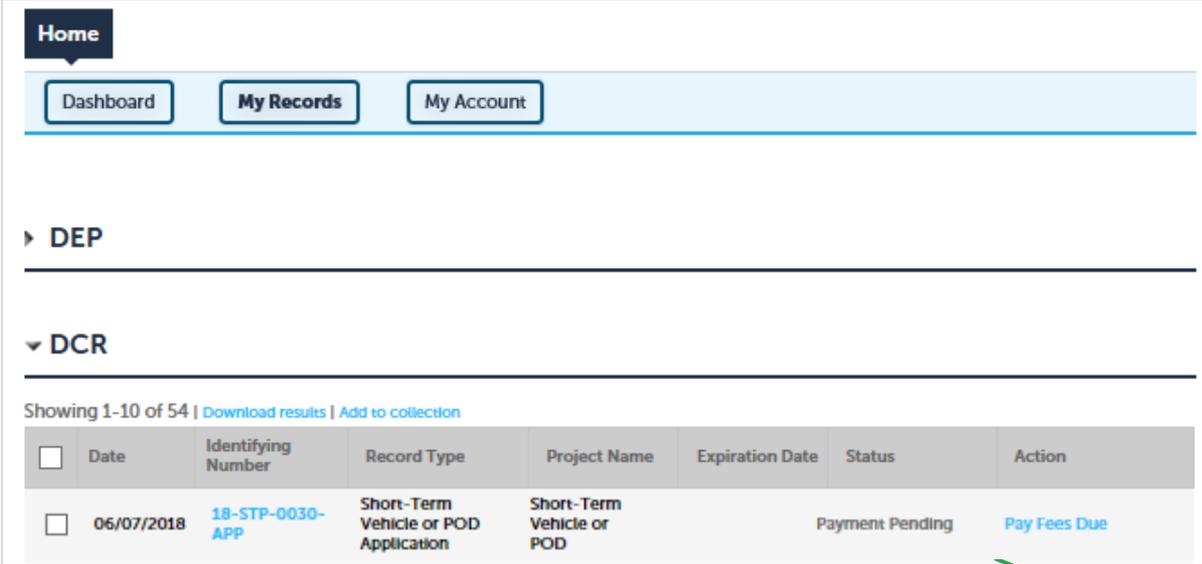
Date:

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



5. Pay Fees Due

- When the application has been reviewed and completed 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 Fees Due”
- Once the fee has been paid you will receive an email containing the approved permit



The screenshot shows the 'My Records' page of the ePLACE portal. At the top, there are navigation buttons for 'Home', 'Dashboard', 'My Records', and 'My Account'. Below these, there are sections for 'DEP' and 'DCR'. A table displays a list of records, with the following data:

<input type="checkbox"/>	Date	Identifying Number	Record Type	Project Name	Expiration Date	Status	Action
<input type="checkbox"/>	06/07/2018	18-STP-0030-APP	Short-Term Vehicle or POD Application	Short-Term Vehicle or POD		Payment Pending	Pay Fees Due

A green arrow points from the text 'Pay Fees Due' in the list to the 'Pay Fees Due' link in the table's Action column.



5. Pay Fees

- You have two options to pay the application fee, Pay Online or Pay by Mail
- If you select Pay by Mail, you will need to send a check to the Agency, instructions on where to send the check will be in the email
- *Note: Your time slot for your moving permit will be guaranteed once the fee has been paid. We encourage you make this payment online*

Construction Access Application

1	2 Application Information	3 Documents	4 Review	5 Pay Fees	6 Record Submitted
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Step 5: Pay Fees

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	Amount
Construction Access Application Fee	\$50.00

TOTAL FEES

-\$50.00

[Pay Online »](#)

[Pay by Mail»](#)



5. 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 Commonwealth of Massachusetts Terms of Agreement and nCourt Terms Agreement.
- At the bottom of the page is the button to “submit Payment” or, if you wish to change your mind and pay by mail, Click the “Back” button to return to the application

Payment

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

Description	Attendee	Amount
DCR/CAP/Annual Permit/Application	18TMP8001013	\$150.00
		\$150.00

Total Amount Due: \$153.53

Billing Information

Same As Previous Information

First Name
test

Last Name
tester

Street
1 winter st

City
boston

State/Territory
Massachusetts

Zip
02108

Phone Number
(817) 111-1111

Email
test@test.com

Confirm Email
test@test.com

Payment Information

Credit/Debit Card Electronic Check/ACH

Card Type
VISA

Card Number
1111111111111111

CVV Code
111

Expiration
01 2017

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

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



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)

