MDAR – Commercial Feed and Pet Food EEA ePLACE Portal Instructions

Instructions for how to add product(s) to a Commercial Feed and Pet Food Registration

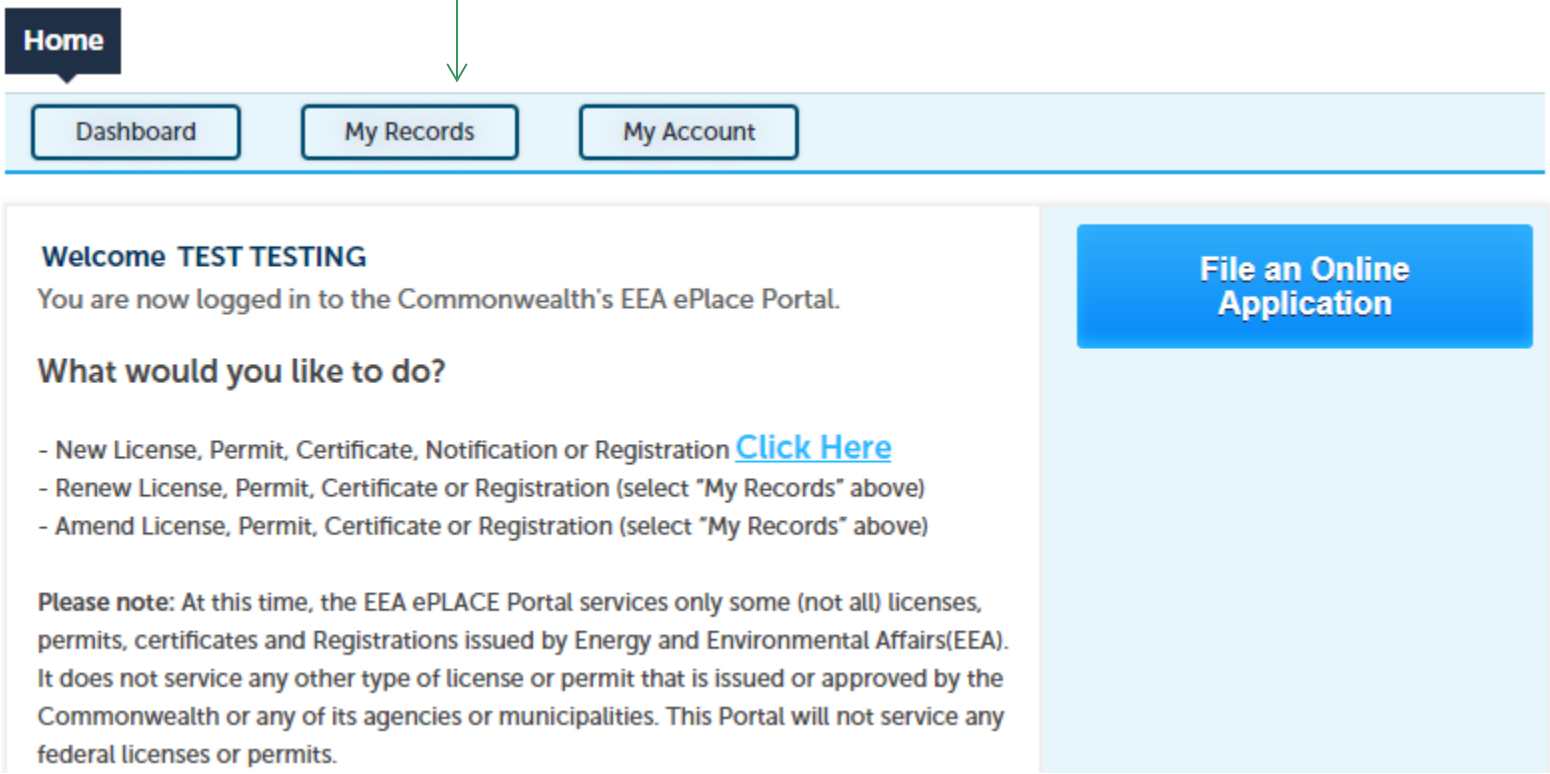
EEA ePLACE Portal

General Navigation

- Click Continue Application » button to move to the next page.
- Any field with a red asterisk (*) is required before you continue to the next page.
- Click Save and resume later button to save your work and resume later.
- Click on the tool tips ? where applicable to get more details.
- Suggested preferred browsers are Chrome and Microsoft Edge

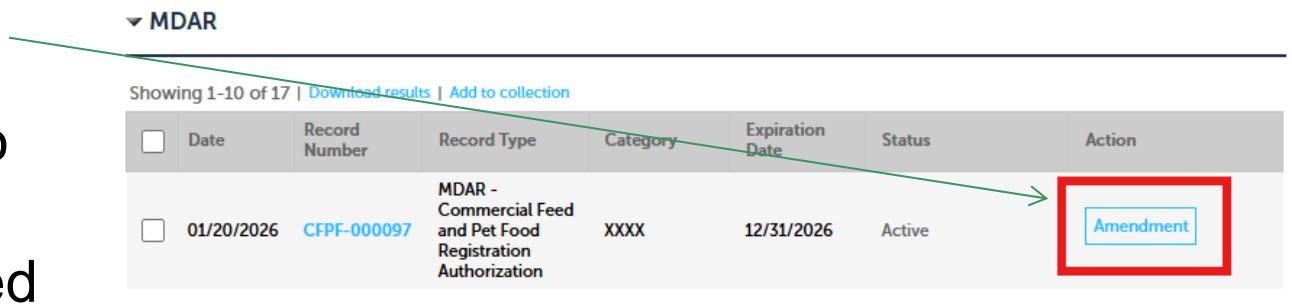
File an Add Product(s) Application

- After logging in to the EEA ePLACE Portal, click My Records to start



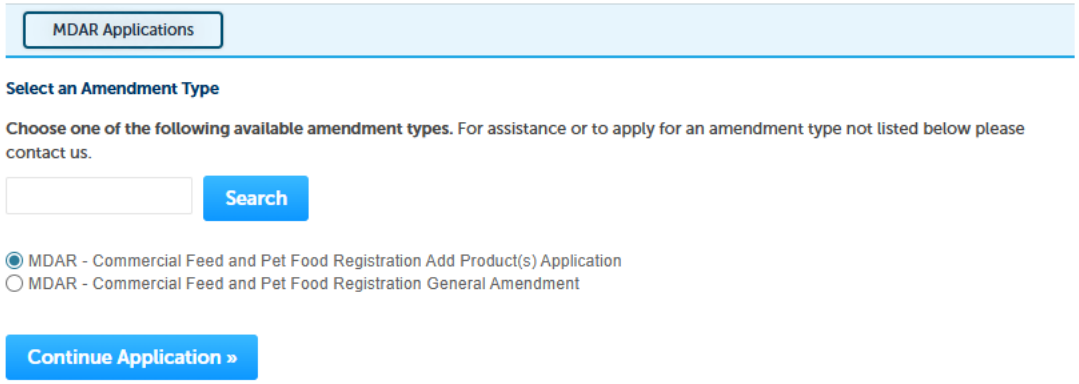
File an Add Product(s) Application

- Click on the "Amendment" button under the Action column to the right of the Commercial Feed and Pet Food Registration Authorization that you want to add products to.



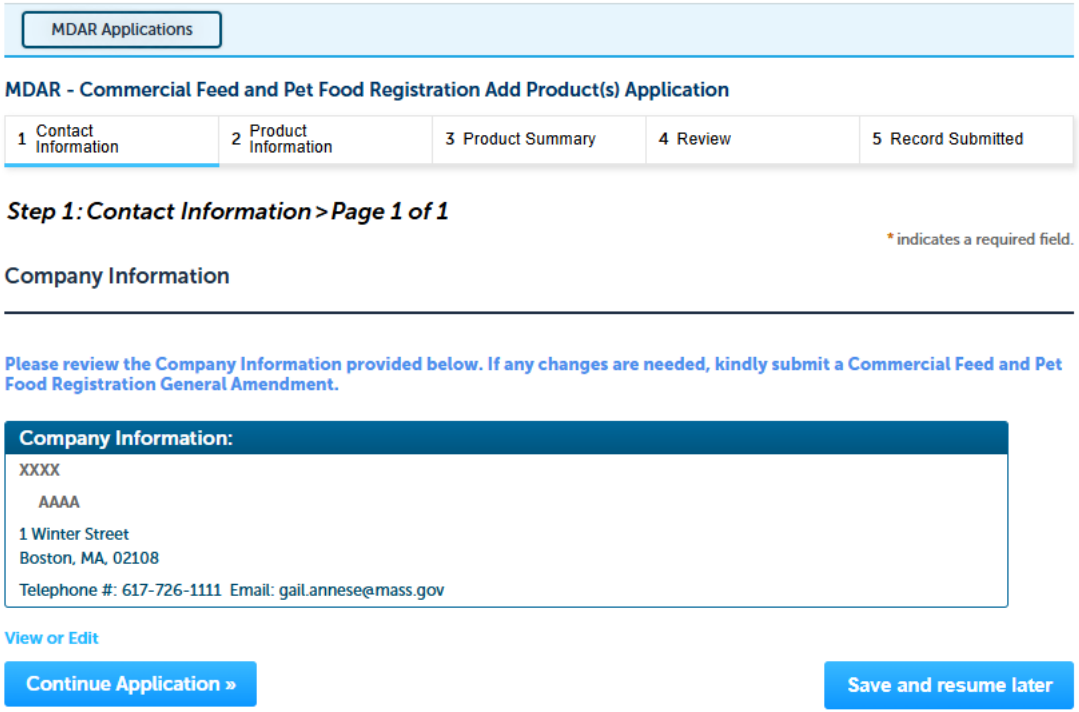
Select a Type

- Select the MDAR - Commercial Feed and Pet Food Registration Add Product(s) Application.
- Click "Continue Application" to proceed to the next page.



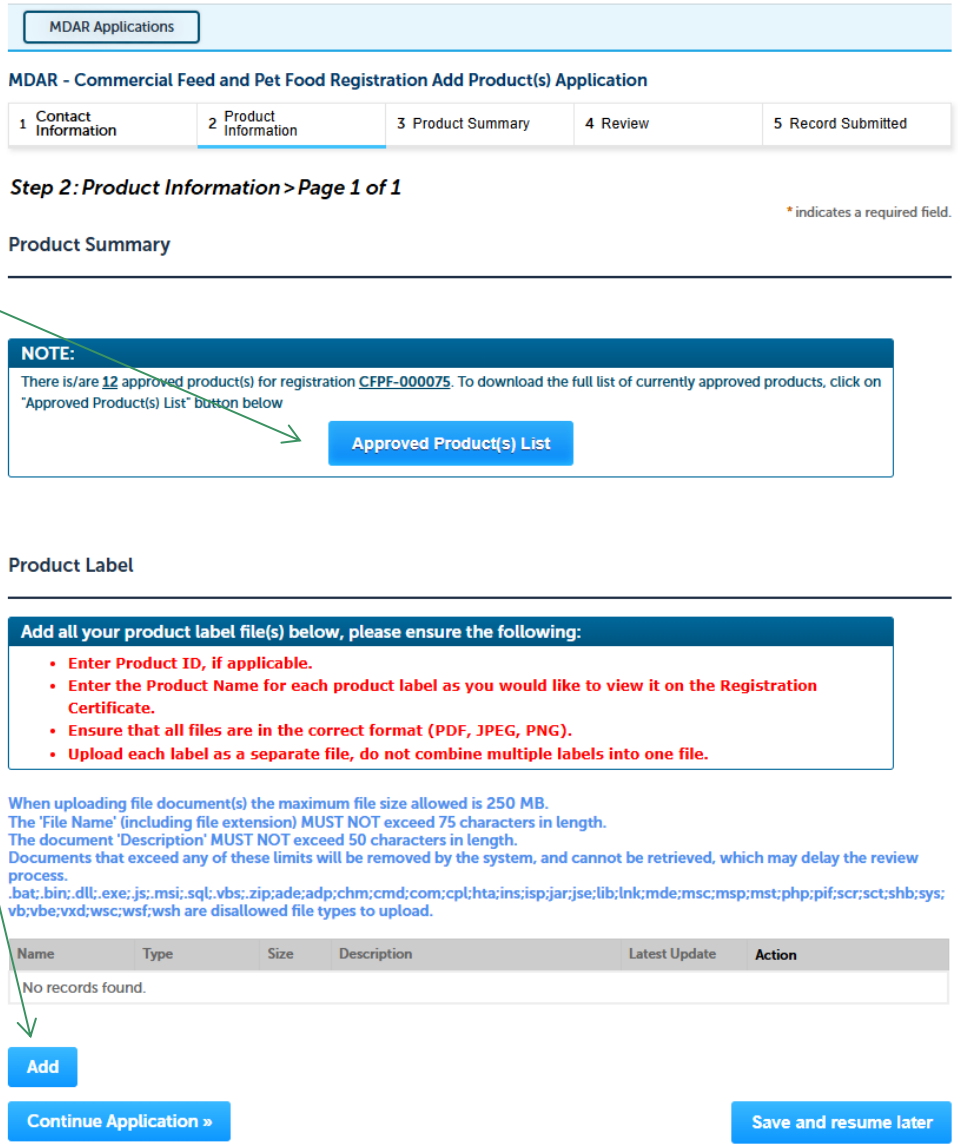
Contact Information

- Please review the Company Information provided. If any changes are needed, kindly submit a Commercial Feed and Pet Food Registration **General Amendment.**
- Click "Continue Application" to proceed to the next page.



Product Information

- To review the **current approved product(s)**, click on “Approved Product(s) List” button.
  - The system will download an Excel file with list of product(s).
- To upload the labels, click “Add” button.
  - Ensure that one file is uploaded per product, and that the one file includes all sides of the product label. Do not combine multiple labels into one file.
  - Ensure that all files are in the correct format (PDF, JPEG, PNG).



EEA ePlace Portal

Uploading Product Labels

- A “File Upload” window opens
- Click “Add”

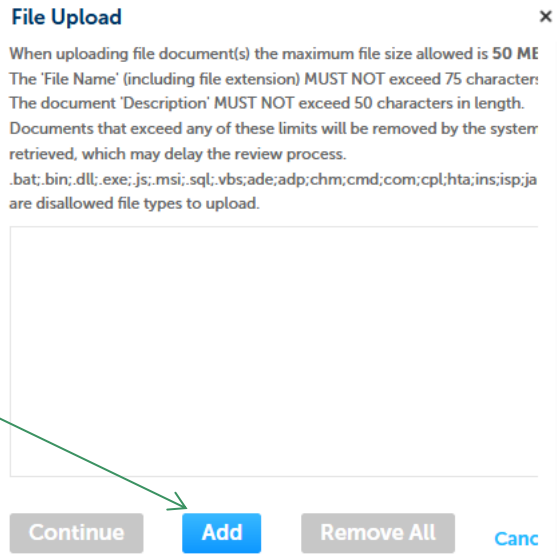
Note: If you do not see the “Add” button, “Tab” twice on your keyboard to see the button.

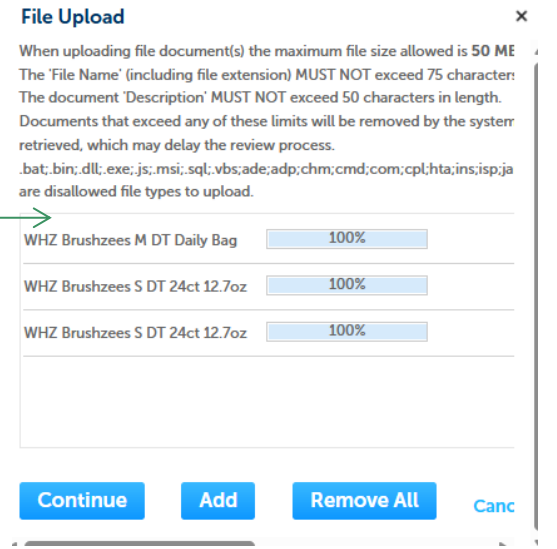
- A pop-up will open. Choose the file(s) you want to attach.

Note : Ensure the name of the file

- Has less than 75 characters.
- Does not contain any special characters such as commas, dashes etc.

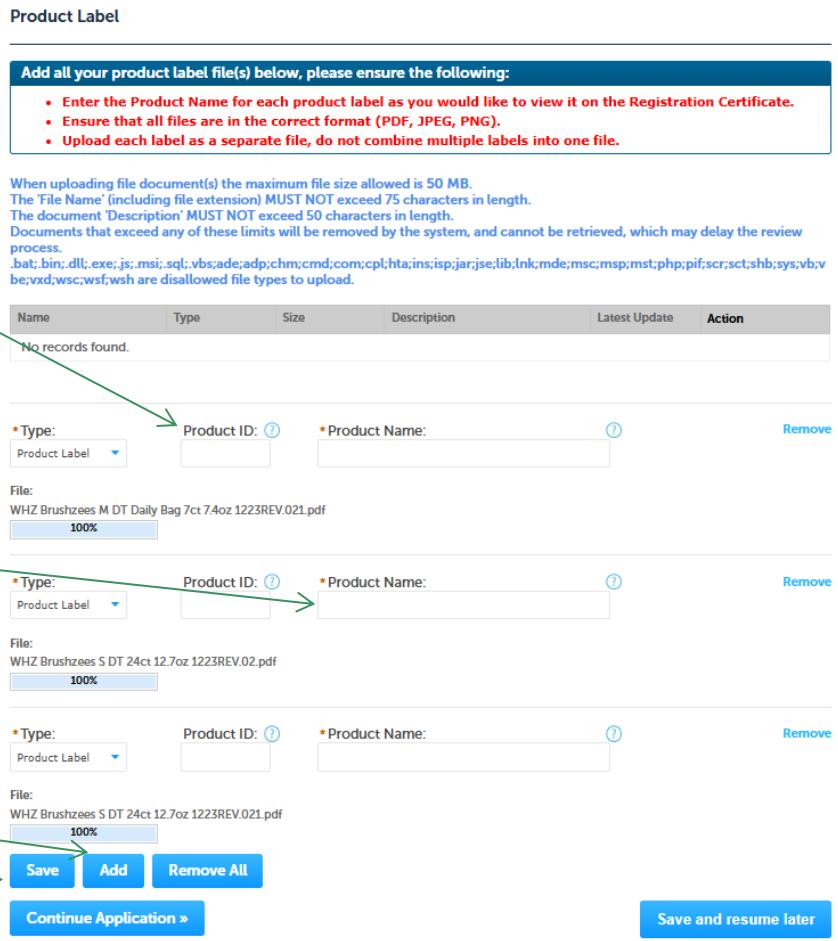
- When all files reach 100%, click “Continue”





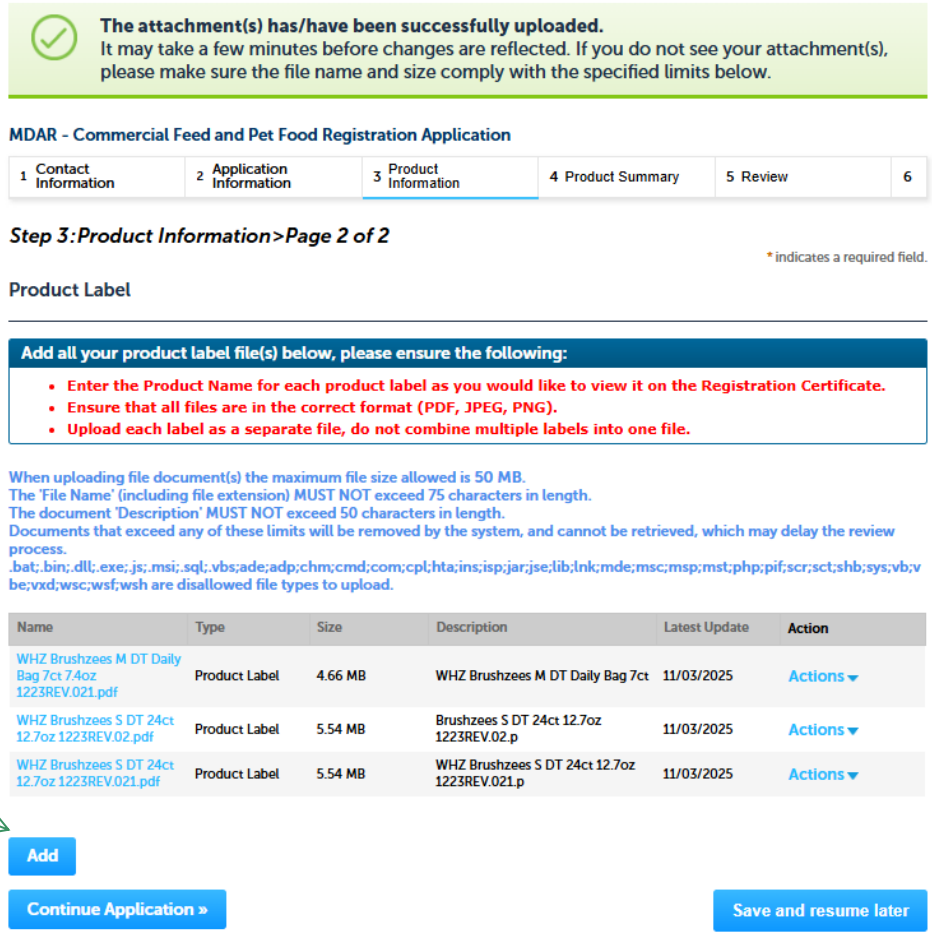
Uploading Product Labels

- For each product label uploaded, add a Product ID (if applicable) and a Product Name
  - **Product ID is optional**. If the company has their own Product ID, please enter it. Otherwise, the Agency will assign one automatically. This ID will be linked to the product and used for future renewals and amendments.
  - **Product Name is required.** Please enter the Product Name exactly as you would like it to appear on the Registration Certificate.
- Click “Add” to add more product labels
- When all documents are 100% uploaded, click “Save”.



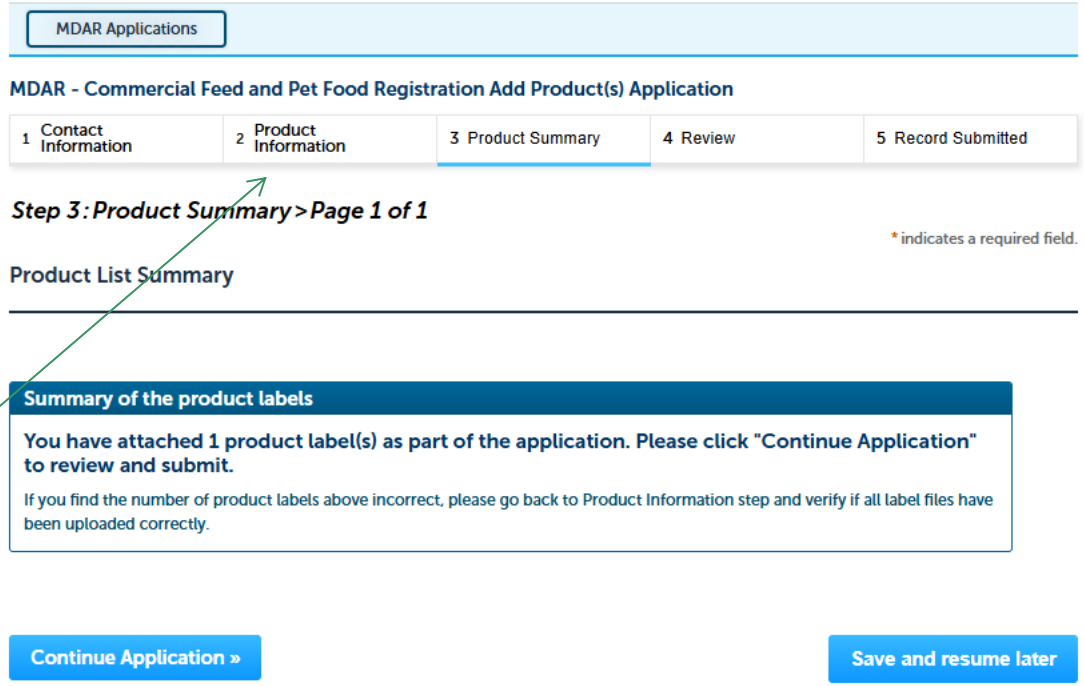
Uploading Product Labels

- You should see a message that you have successfully attached documents
- Review the list of attached documents
- If you need to attach more product label file(s), click “Add”.
- When ready, click on “Continue Application” to proceed to the next page of the application.



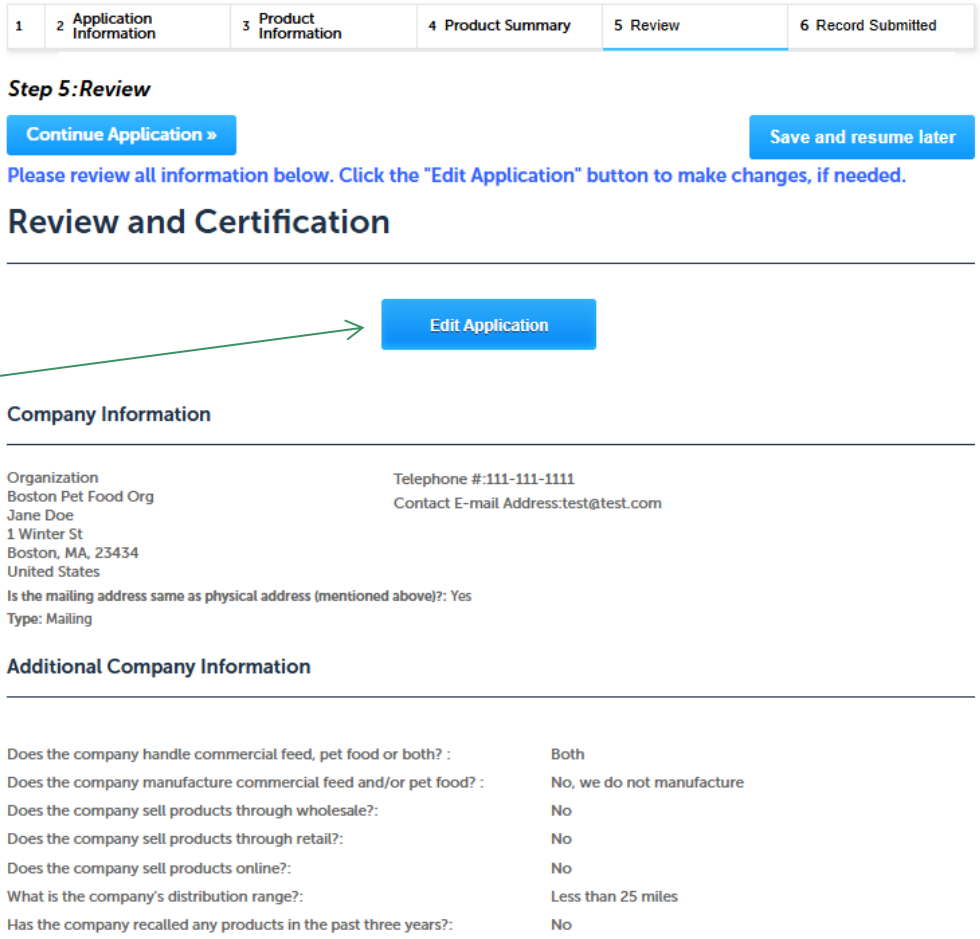
Product Summary Information

- System will display a message of how many product label file(s) have been uploaded.
- If you find the information incorrect and need to review the files or add more files, please click on the “Product Information” tab to go back to the product label section.
- Click "Continue Application" to proceed to the next page.



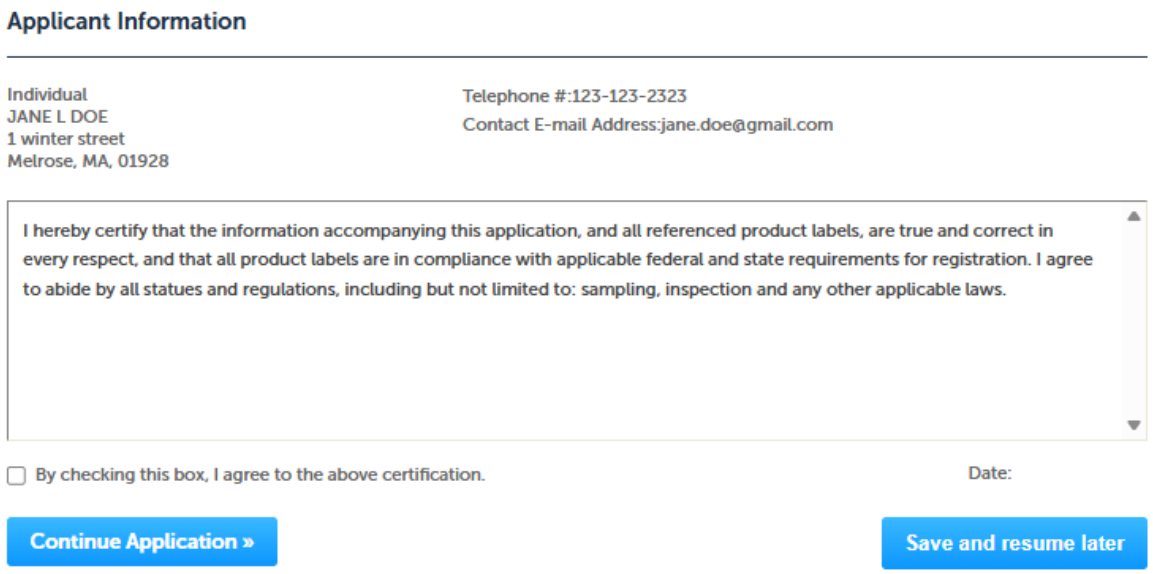
Review of your Add Product(s) Application

- A summary of the entire application is shown for your review
- If you need to make any changes to the products you have added, select “Edit Application” button. This will take you to the first page of your application
- Continue to the bottom of the page



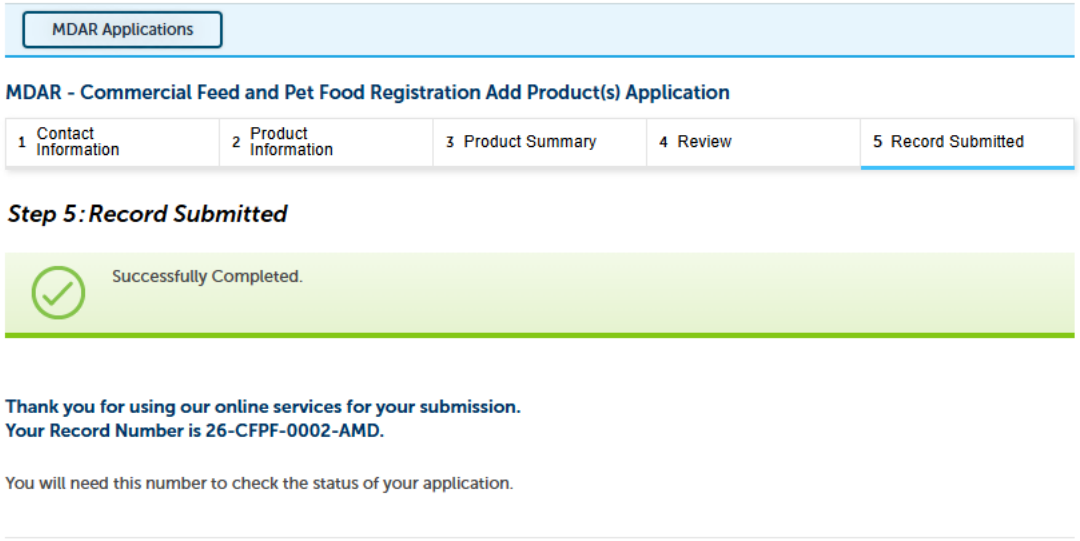
Certifying the application

- Read the Certification Statement
- Select the check box to complete your certification
- Click “Continue Application” to proceed with the submittal of the application



Add Product(s) Application Submission Successful!

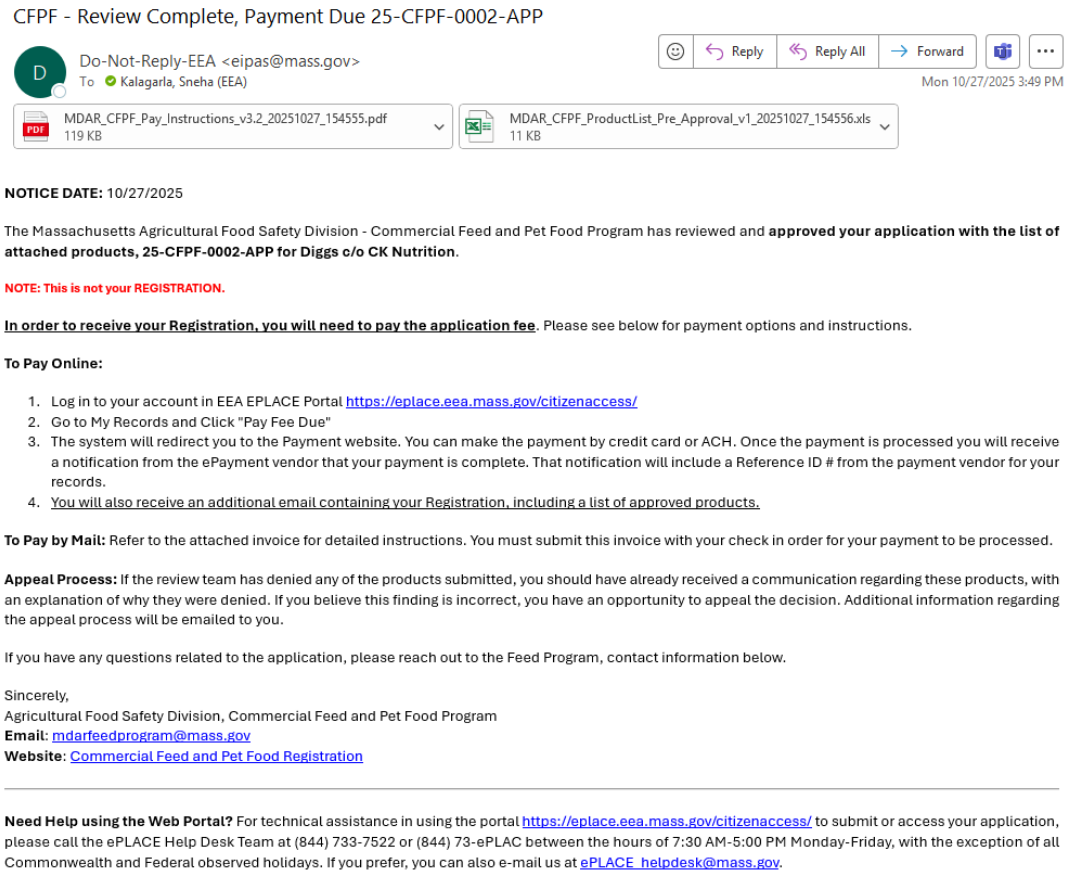
- When you submit your application, you will receive a Record ID so you can track the status of your application online
- Upon submission of your application please make sure to check your email for system notifications.



Payment Instructions Notification

- Once the application review is complete, you will receive an email with:
  - List of reviewed products
  - Payment Instructions
- Click below for payment instructions
  - Pay Online
  - Pay by Mail

Please note, payments made by mail may cause delays.



CFPF - Review Complete, Payment Due 25-CFPF-0002-APP

Do-Not-Reply-EEA <eipas@mass.gov>
To Kalagarla, Sneha (EEA)

Reply | Reply All | Forward

Mon 10/27/2025 3:49 PM

MDAR_CFPF_Pay_Instructions_v3.2_20251027_154555.pdf 119 KB

MDAR_CFPF_ProductList_Pre_Approval_v1_20251027_154556.xls 11 KB

NOTICE DATE: 10/27/2025

The Massachusetts Agricultural Food Safety Division - Commercial Feed and Pet Food Program has reviewed and **approved your application with the list of attached products, 25-CFPF-0002-APP for Diggs c/o CK Nutrition**.

NOTE: This is not your REGISTRATION.

In order to receive your Registration, you will need to pay the application fee. Please see below for payment options and instructions.

To Pay Online:

1. Log in to your account in EEA EPLACE Portal https://eplace.eea.mass.gov/citizenaccess/
2. Go to My Records and Click "Pay Fee Due"
3. The system will redirect you to the Payment website. You can make the payment by credit card or ACH. Once the payment is processed you will receive a notification from the ePayment vendor that your payment is complete. That notification will include a Reference ID # from the payment vendor for your records.
4. You will also receive an additional email containing your Registration, including a list of approved products.

To Pay by Mail: Refer to the attached invoice for detailed instructions. You must submit this invoice with your check in order for your payment to be processed.

Appeal Process: If the review team has denied any of the products submitted, you should have already received a communication regarding these products, with an explanation of why they were denied. If you believe this finding is incorrect, you have an opportunity to appeal the decision. Additional information regarding the appeal process will be emailed to you.

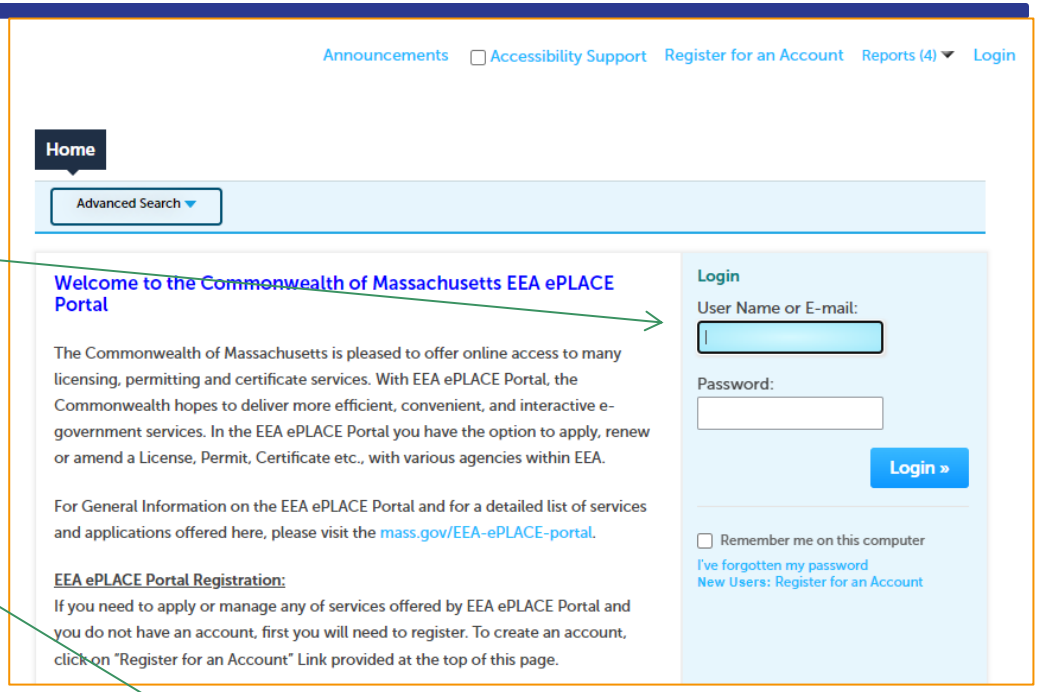
If you have any questions related to the application, please reach out to the Feed Program, contact information below.

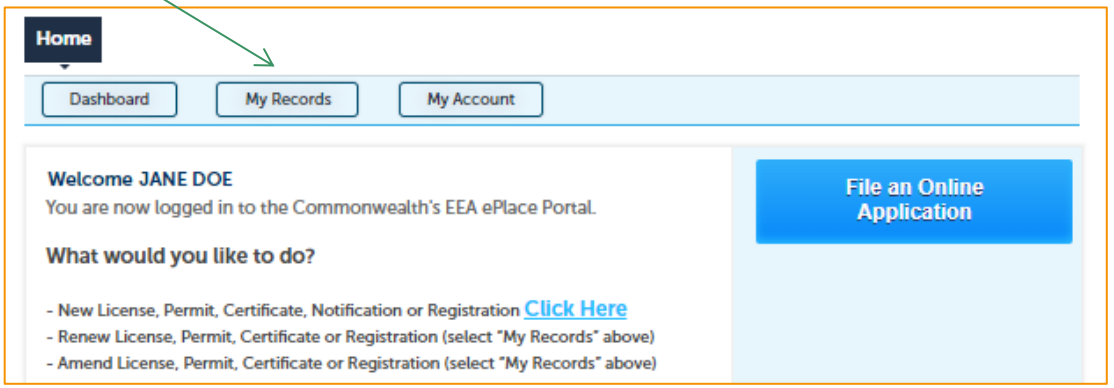
Sincerely,
Agricultural Food Safety Division, Commercial Feed and Pet Food Program
Email: mdarfeedprogram@mass.gov
Website: Commercial Feed and Pet Food Registration

Need Help using the Web Portal? For technical assistance in using the portal https://eplace.eea.mass.gov/citizenaccess/ to submit or access your application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federal observed holidays. If you prefer, you can also e-mail us at ePLACE_helpdesk@mass.gov.

Pay Online – Log into your EEA ePLACE Account

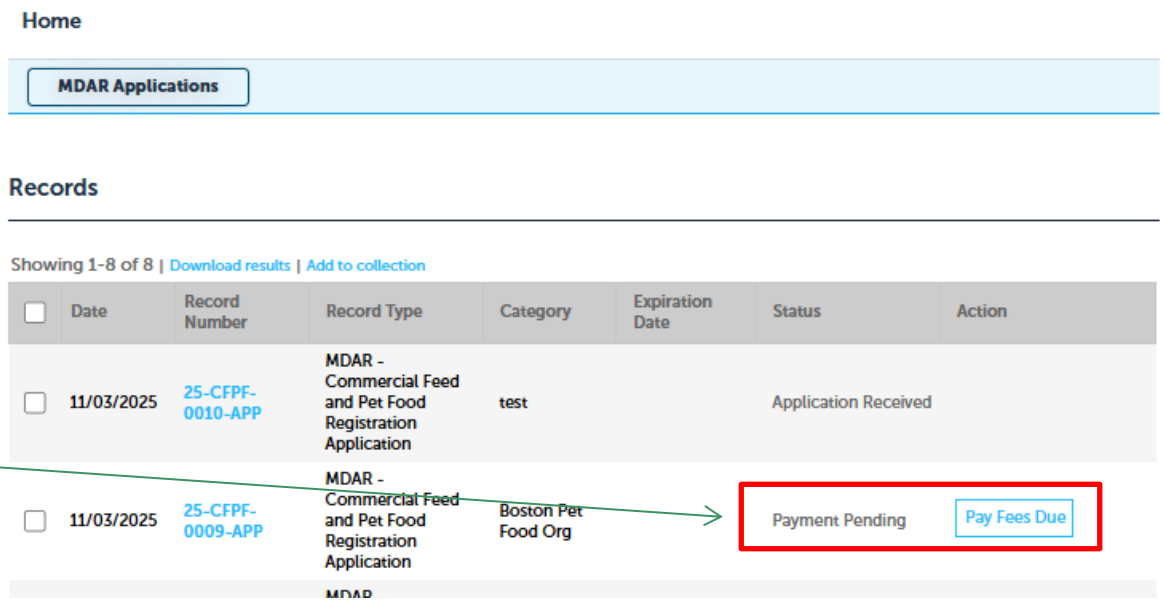
- To pay online, log into your account in the EEA ePLACE Portal using your username / password - Mass.gov Licensing and Permitting Portal
- Click on the “My Records” tab





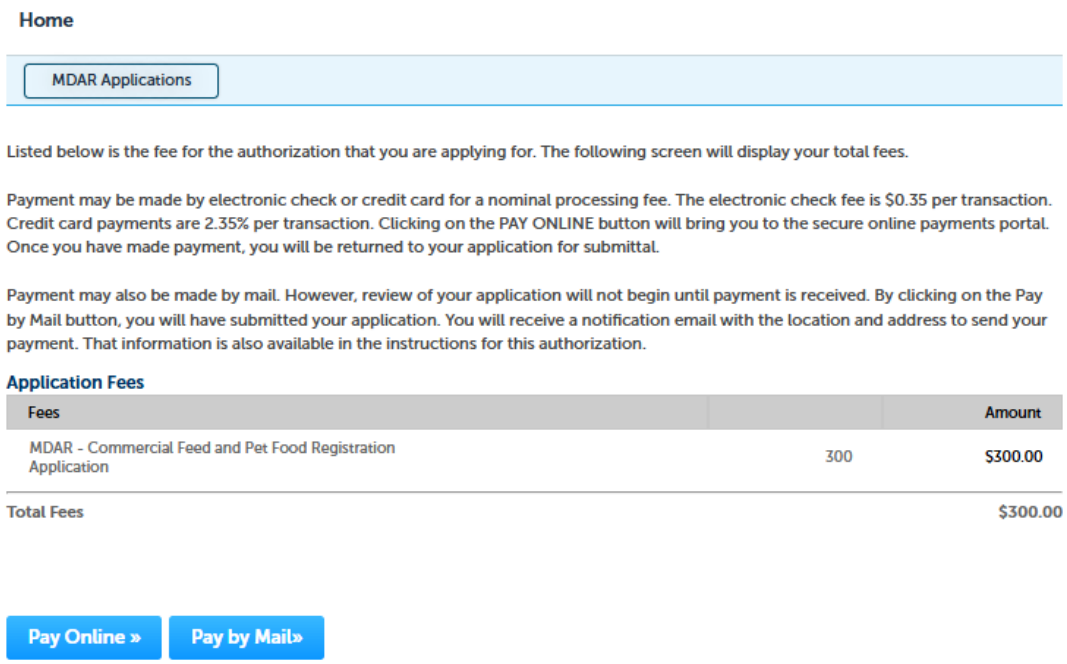
Pay Online - Accessing the Payment Link

- Confirm that the Record Number corresponds to the application that you want to make a payment for.
- Select the “Pay Fees Due” link
- The system will take you to the Fee Page, where you can make a payment



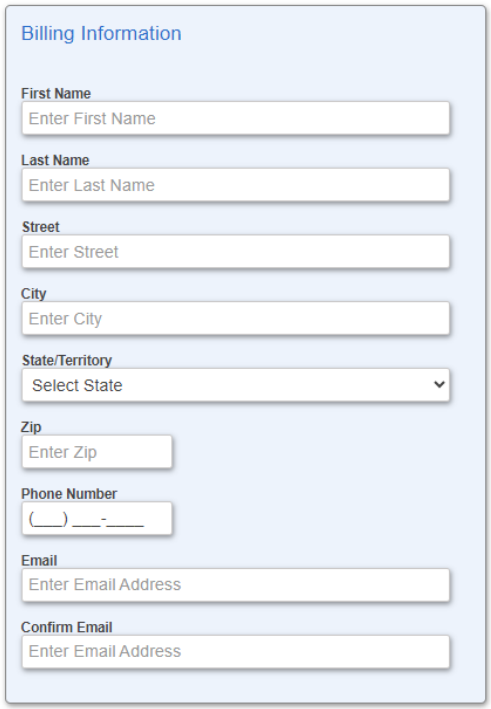
Pay Online - Selecting the Payment Option

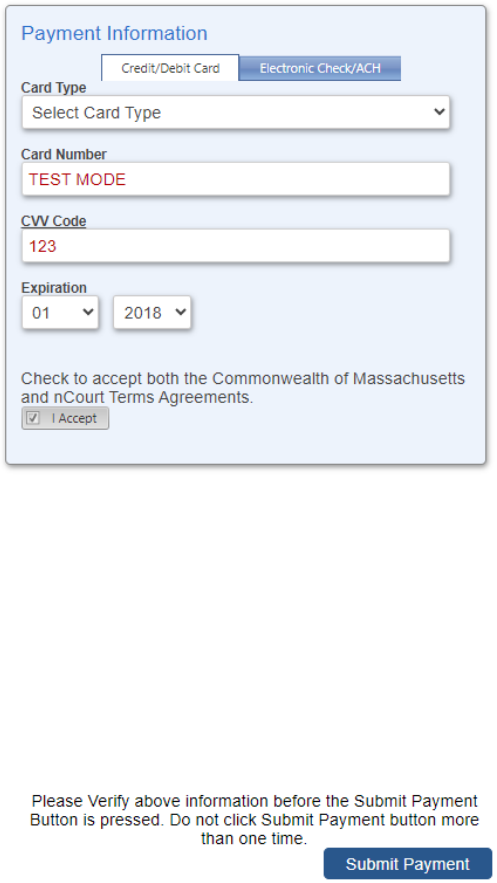
- Both online payment and pay by mail options are available
- Online payment options include payment by credit card or by ACH (electronic check)
- Select Pay Online



Pay Online

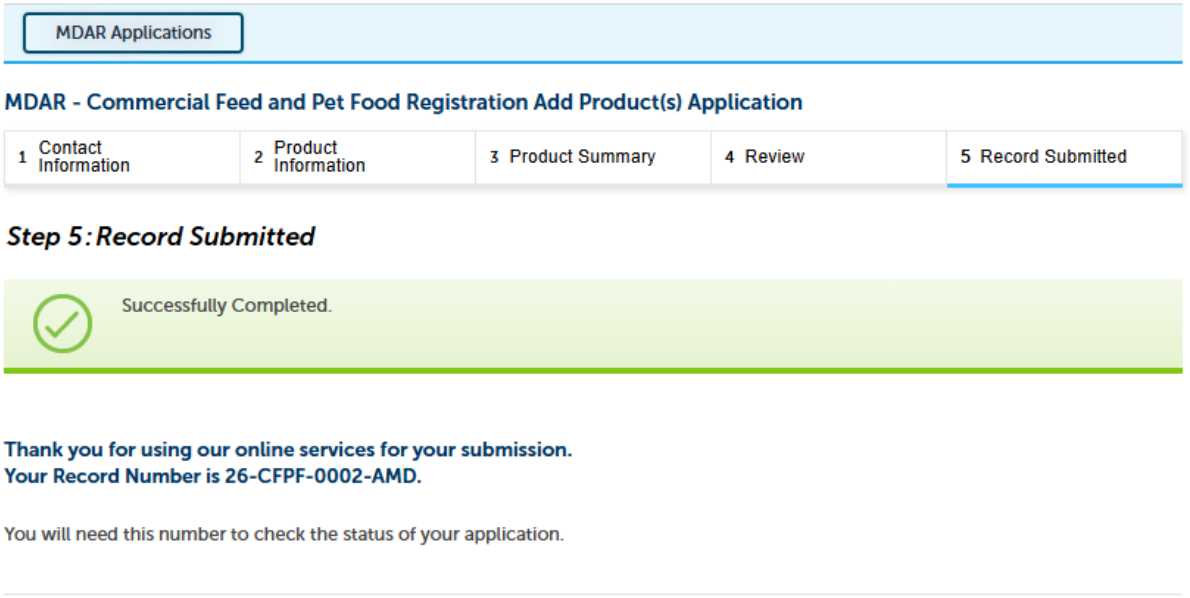
- System will bring you to the payment screen
  - Provide all payment and billing information
  - Accept the terms and conditions and click submit
- You will be e-mailed a receipt.
- After the system processes your payment, you will be emailed an updated registration certificate





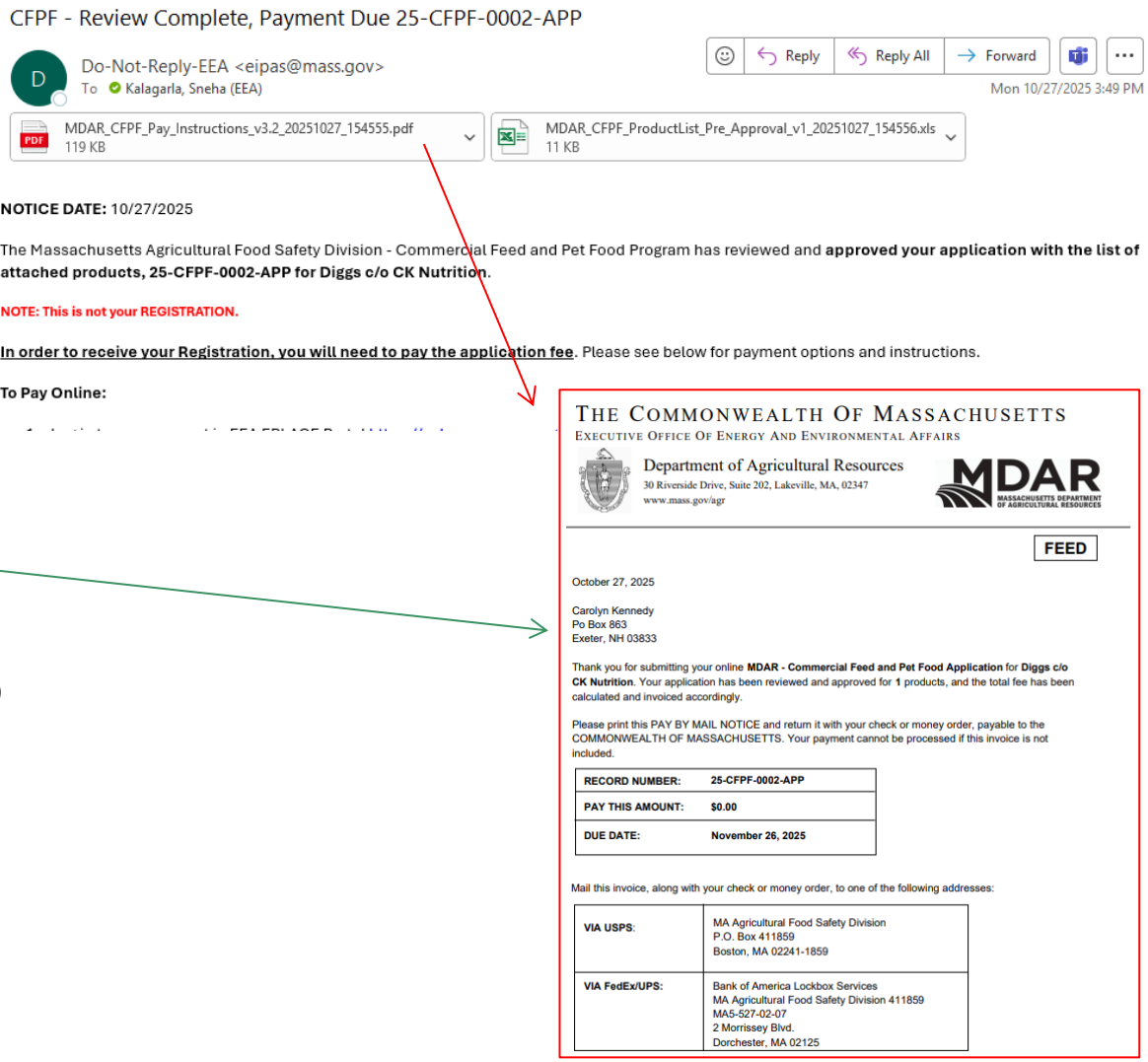
Add Product(s) Application Submission Successful!

- When the online payment is completed successfully, please make sure to check your email for system notifications.



Pay by Mail

- If you choose “Pay by mail”
  - Check your email for instructions. Payment instructions will be attached
  - **You must submit the attached invoice with your payment**
  - Please note – If you decide to pay online, go to Slide 16 for instructions



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NOTE: This is not your REGISTRATION.

In order to receive your Registration, you will need to pay the application fee. Please see below for payment options and instructions.

To Pay Online:

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS

Department of Agricultural Resources
30 Riverside Drive, Suite 202, Lakeville, MA, 02347
www.mass.gov/agr

MDAR MASSACHUSETTS DEPARTMENT OF AGRICULTURAL RESOURCES

FEED

October 27, 2025

Carolyn Kennedy
Po Box 863
Exeter, NH 03833

Thank you for submitting your online **MDAR - Commercial Feed and Pet Food Application** for **Diggs c/o CK Nutrition**. Your application has been reviewed and approved for **1** products, and the total fee has been calculated and invoiced accordingly.

Please print this PAY BY MAIL NOTICE and return it with your check or money order, payable to the COMMONWEALTH OF MASSACHUSETTS. Your payment cannot be processed if this invoice is not included.

RECORD NUMBER:	**25-CFPF-0002-APP**
PAY THIS AMOUNT:	**$0.00**
DUE DATE:	**November 26, 2025**

Mail this invoice, along with your check or money order, to one of the following addresses:

VIA USPS:	MA Agricultural Food Safety Division P.O. Box 411859 Boston, MA 02241-1859
VIA FedEx/UPS:	Bank of America Lockbox Services MA Agricultural Food Safety Division 411859 MA5-527-02-07 2 Morrissey Blvd. Dorchester, MA 02125

EEA ePlace Portal

Questions?

For technical assistance with online registration:

- Contact the ePlace Help Desk Team at (844) 733-7522
- Or send an email to: ePLACE_helpdesk@mass.gov

For other questions regarding your registration:

- Email: mdarfeedprogram@mass.gov
- Website: Commercial Feed and Pet Food Registration