
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



EEA ePlace Portal

General Navigation

- ❑ Click  button to move to the next page.
- ❑ Any field with a red asterisk (*) is required before you continue to the next page.
- ❑ Click  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

Home

Dashboard My Records My Account

Welcome TEST TESTING
You are now logged in to the Commonwealth's EEA ePlace Portal.

What would you like to do?

- New License, Permit, Certificate, Notification or Registration [Click Here](#)
- Renew License, Permit, Certificate or Registration (select "My Records" above)
- Amend License, Permit, Certificate or Registration (select "My Records" above)

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

File an Online Application



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.

▼ MDAR

Showing 1-10 of 17 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Category	Expiration Date	Status	Action
<input type="checkbox"/>	01/20/2026	CFPF-000097	MDAR - Commercial Feed and Pet Food Registration Authorization	XXXX	12/31/2026	Active	Amendment



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.

MDAR Applications

Select an Amendment Type

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

Search

MDAR - Commercial Feed and Pet Food Registration Add Product(s) Application

MDAR - Commercial Feed and Pet Food Registration General Amendment

Continue Application >



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.

MDAR Applications

MDAR - Commercial Feed and Pet Food Registration Add Product(s) Application

1 Contact Information	2 Product Information	3 Product Summary	4 Review	5 Record Submitted
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Step 1: Contact Information > Page 1 of 1

* indicates a required field.

Company Information

Please review the Company Information provided below. If any changes are needed, kindly submit a Commercial Feed and Pet Food Registration General Amendment.

Company Information:

XXXX
AAAA
1 Winter Street
Boston, MA, 02108
Telephone #: 617-726-1111 Email: gail.annese@mass.gov

[View or Edit](#)

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



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).

MDAR Applications

MDAR - Commercial Feed and Pet Food Registration Add Product(s) Application

1 Contact Information 2 Product Information 3 Product Summary 4 Review 5 Record Submitted

Step 2: Product Information > Page 1 of 1 * indicates a required field.

Product Summary

NOTE:

There is/are 12 approved product(s) for registration CFPF-000075. To download the full list of currently approved products, click on "Approved Product(s) List" button below

[Approved Product\(s\) List](#)

Product Label

Add all your product label file(s) below, please ensure the following:

- Enter Product ID, if applicable.
- Enter the Product Name for each product label as you would like to view it on the Registration Certificate.
- Ensure that all files are in the correct format (PDF, JPEG, PNG).
- Upload each label as a separate file, do not combine multiple labels into one file.

When uploading file document(s) the maximum file size allowed is 250 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.
.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;.zip;.ade;.adp;.chm;.cmd;.com;.cpl;.hta;.ins;.isp;.jar;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vxd;.wsc;.wsf;.wsh are disallowed file types to upload.

Name	Type	Size	Description	Latest Update	Action
No records found.					

[Add](#)

[Continue Application >](#)

[Save and resume later](#)



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.

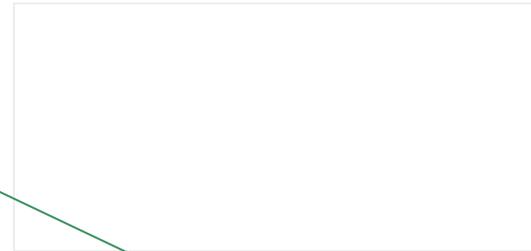
- ❑ A pop-up will open. Choose the file(s) you want to attach.

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”

File Upload

When uploading file document(s) the maximum file size allowed is 50 ME
The 'File Name' (including file extension) MUST NOT exceed 75 character.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system retrieved, which may delay the review process.
.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;.ade;.adp;.chm;.cmd;.com;.cpl;.hta;.ins;.isp;.ja are disallowed file types to upload.



Continue Add Remove All Cancell

File Upload

When uploading file document(s) the maximum file size allowed is 50 ME
The 'File Name' (including file extension) MUST NOT exceed 75 character.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system retrieved, which may delay the review process.
.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;.ade;.adp;.chm;.cmd;.com;.cpl;.hta;.ins;.isp;.ja are disallowed file types to upload.

WHZ Brushzees M DT Daily Bag	100%
WHZ Brushzees S DT 24ct 12.7oz	100%
WHZ Brushzees S DT 24ct 12.7oz	100%

Continue Add Remove All Cancell



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”.

Product Label

Add all your product label file(s) below, please ensure the following:

- Enter the Product Name for each product label as you would like to view it on the Registration Certificate.
- Ensure that all files are in the correct format (PDF, JPEG, PNG).
- Upload each label as a separate file, do not combine multiple labels into one file.

When uploading file document(s) the maximum file size allowed is 50 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.
.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;.ade;.adp;.chm;.cmd;.com;.cpt;.hta;.ins;.isp;.jar;.jse;.lib;.lnk;.mde;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vbx;.be;.vxd;.wsc;.wsf;.wsh are disallowed file types to upload.

Name	Type	Size	Description	Latest Update	Action
No records found.					

*Type: Product Label Product ID: Product Name: Remove

File: WHZ Brushzees M DT Daily Bag 7ct 7.4oz 1223REV.021.pdf 100%

*Type: Product Label Product ID: Product Name: Remove

File: WHZ Brushzees S DT 24ct 12.7oz 1223REV.02.pdf 100%

*Type: Product Label Product ID: Product Name: Remove

File: WHZ Brushzees S DT 24ct 12.7oz 1223REV.021.pdf 100%

Save Add Remove All

Continue Application » Save and resume later



Uploading Product Labels

❑ You should see a message that you have successfully attached documents

 **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected. If you do not see your attachment(s), please make sure the file name and size comply with the specified limits below.

❑ Review the list of attached documents

MDAR - Commercial Feed and Pet Food Registration Application

1 Contact Information	2 Application Information	3 Product Information	4 Product Summary	5 Review	6
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❑ If you need to attach more product label file(s), click “Add”.

Step 3: Product Information > Page 2 of 2 * indicates a required field.

Product Label

Add all your product label file(s) below, please ensure the following:

- Enter the Product Name for each product label as you would like to view it on the Registration Certificate.
- Ensure that all files are in the correct format (PDF, JPEG, PNG).
- Upload each label as a separate file, do not combine multiple labels into one file.

When uploading file document(s) the maximum file size allowed is 50 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.
.bat; .bin; .dll; .exe; .js; .msi; .sql; .vbs; .ade; .adp; .chm; .cmd; .com; .cpl; .hta; .ins; .isp; .jar; .jse; .lib; .lnk; .mde; .msc; .msp; .mst; .php; .pif; .scr; .sct; .shb; .sys; .vb; .vbe; .vxd; .wsc; .wsf; .wsh are disallowed file types to upload.

Name	Type	Size	Description	Latest Update	Action
WHZ Brushzees M DT Daily Bag 7ct 7.4oz 1223REV.021.pdf	Product Label	4.66 MB	WHZ Brushzees M DT Daily Bag 7ct	11/03/2025	Actions ▼
WHZ Brushzees S DT 24ct 12.7oz 1223REV.02.pdf	Product Label	5.54 MB	Brushzees S DT 24ct 12.7oz 1223REV.02.p	11/03/2025	Actions ▼
WHZ Brushzees S DT 24ct 12.7oz 1223REV.021.pdf	Product Label	5.54 MB	WHZ Brushzees S DT 24ct 12.7oz 1223REV.021.p	11/03/2025	Actions ▼

❑ 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.

The screenshot displays the MDAR Applications interface. At the top, there is a header for "MDAR Applications" and a sub-header "MDAR - Commercial Feed and Pet Food Registration Add Product(s) Application". Below this is a progress bar with five steps: 1 Contact Information, 2 Product Information, 3 Product Summary (highlighted), 4 Review, and 5 Record Submitted. The current step is "Step 3: Product Summary > Page 1 of 1". A note indicates that an asterisk (*) indicates a required field. The main content area is titled "Product List Summary" and contains a box with the following text: "Summary of the product labels. You have attached 1 product label(s) as part of the application. Please click 'Continue Application' to review and submit. If you find the number of product labels above incorrect, please go back to Product Information step and verify if all label files have been uploaded correctly." At the bottom, there are two buttons: "Continue Application »" and "Save and resume later".



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

1	2 Application Information	3 Product Information	4 Product Summary	5 Review	6 Record Submitted
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Step 5: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the “Edit Application” button to make changes, if needed.

Review and Certification

[Edit Application](#)

Company Information

Organization
Boston Pet Food Org
Jane Doe
1 Winter St
Boston, MA, 23434
United States

Telephone #: 111-111-1111
Contact E-mail Address: test@test.com

Is the mailing address same as physical address (mentioned above)?: Yes
Type: Mailing

Additional Company Information

Does the company handle commercial feed, pet food or both? :	Both
Does the company manufacture commercial feed and/or pet food? :	No, we do not manufacture
Does the company sell products through wholesale?:	No
Does the company sell products through retail?:	No
Does the company sell products online?:	No
What is the company's distribution range?:	Less than 25 miles
Has the company recalled any products in the past three years?:	No



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

Applicant Information

Individual
JANE L DOE
1 winter street
Melrose, MA, 01928

Telephone #:123-123-2323
Contact E-mail Address:jane.doe@gmail.com

I hereby certify that the information accompanying this application, and all referenced product labels, are true and correct in every respect, and that all product labels are in compliance with applicable federal and state requirements for registration. I agree to abide by all statues and regulations, including but not limited to: sampling, inspection and any other applicable laws.

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

Date:

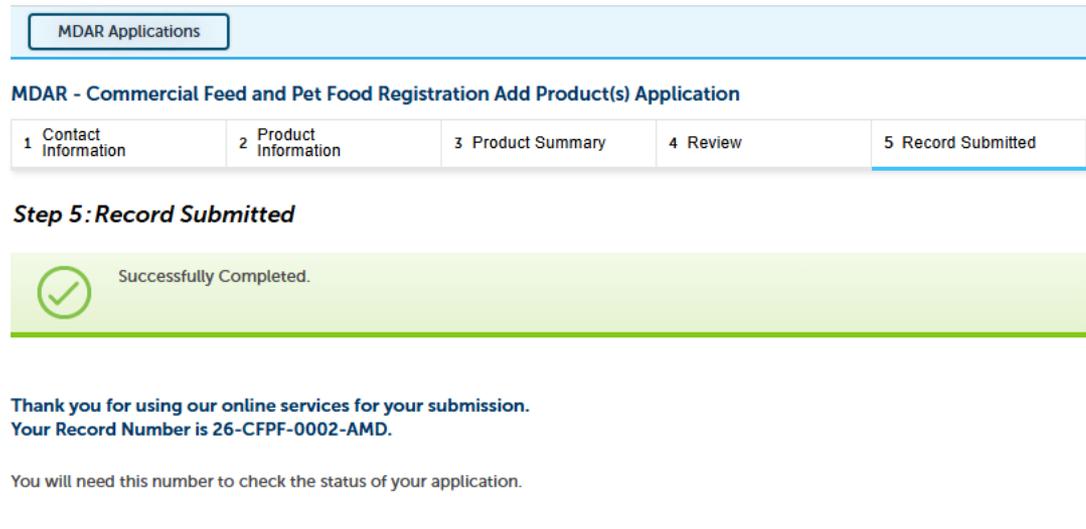
[Continue Application >](#)

[Save and resume later](#)



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.



The screenshot displays the MDAR Applications interface. At the top, there is a navigation bar with a button labeled "MDAR Applications". Below this, the page title reads "MDAR - Commercial Feed and Pet Food Registration Add Product(s) Application". A progress bar shows five steps: 1 Contact Information, 2 Product Information, 3 Product Summary, 4 Review, and 5 Record Submitted. The fifth step is highlighted in blue, indicating it is the current step. Below the progress bar, the text "Step 5: Record Submitted" is displayed. A green banner with a checkmark icon and the text "Successfully Completed." is shown. Below this, a message reads: "Thank you for using our online services for your submission. Your Record Number is 26-CFPF-0002-AMD." and "You will need this number to check the status of your application."



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)

MDAR_CFPF_Pay_Instructions_v3.2_20251027_154555.pdf 119 KB
MDAR_CFPF_ProductList_Pre_Approval_v1_20251027_154556.xls 11 KB

Mon 10/27/2025 3:49 PM

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](https://www.mass.gov/info-details/commercial-feed-and-pet-food-registration)

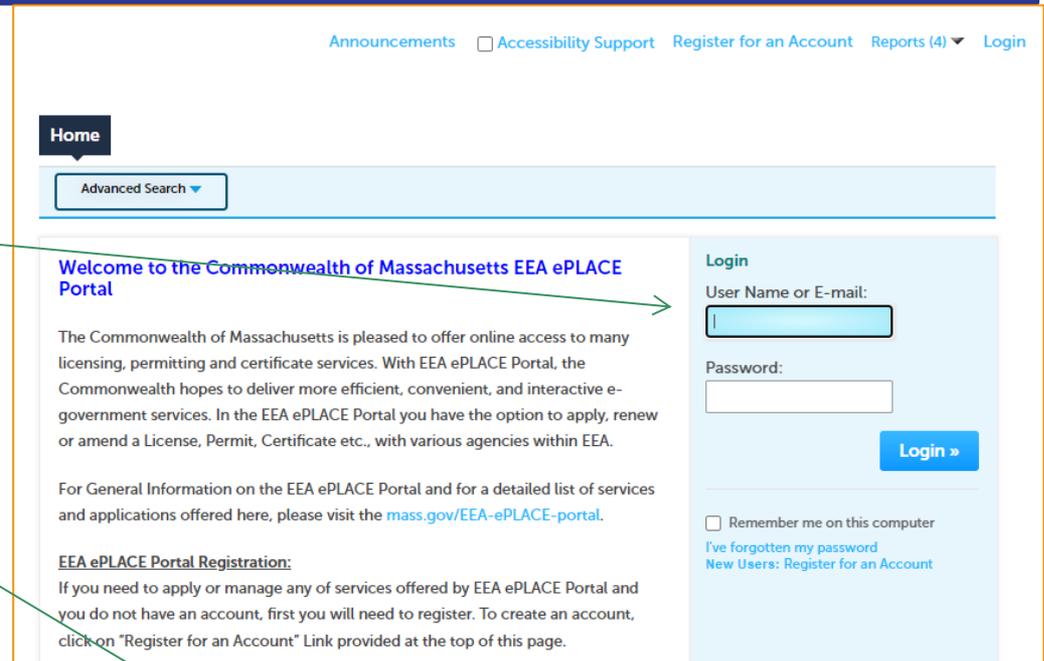
Need Help using the Web Portal? For technical assistance in using the portal <https://eplace.eea.mass.gov/citizenaccess/> to submit or access your application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception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



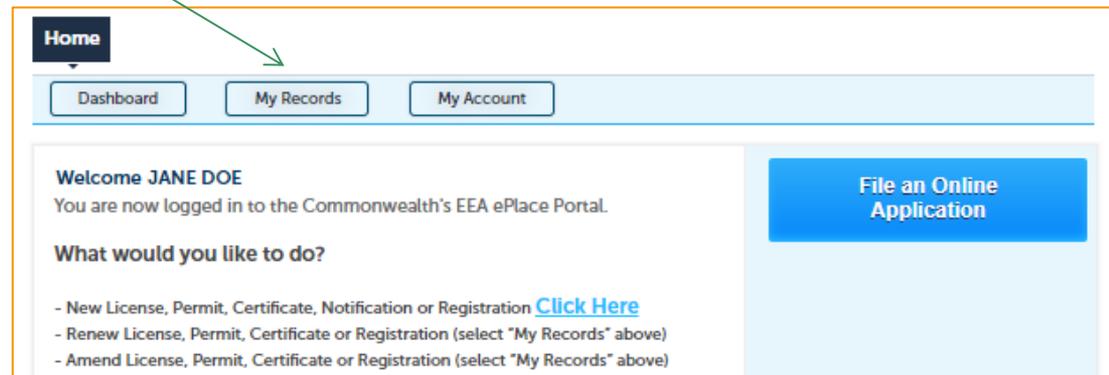
Pay Online – Log into your EEA ePLACE Account

❑ To pay online, log into your account in the EEA ePLACE Portal using your username / password - [Mass.gov Licensing and Permitting Portal](https://www.mass.gov/licenses-and-permitting-portal)

❑ Click on the “My Records” tab



This screenshot shows the login page of the EEA ePLACE Portal. At the top right, there are links for "Announcements", "Accessibility Support", "Register for an Account", "Reports (4)", and "Login". Below these is a "Home" button and an "Advanced Search" dropdown. The main content area features a "Welcome to the Commonwealth of Massachusetts EEA ePLACE Portal" message, followed by a paragraph explaining the portal's services. Below this is a link to "mass.gov/EEA-ePLACE-portal" for general information. There is also a section for "EEA ePLACE Portal Registration" with instructions on how to create an account. On the right side, there is 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". There are also links for "I've forgotten my password" and "New Users: Register for an Account".



This screenshot shows the user dashboard after logging in. At the top, there is a "Home" button and a navigation bar with "Dashboard", "My Records", and "My Account" tabs. The main content area starts with a "Welcome JANE DOE" message and a confirmation that the user is logged in. Below this is a section titled "What would you like to do?" with three options: "New License, Permit, Certificate, Notification or Registration" (with a "Click Here" link), "Renew License, Permit, Certificate or Registration" (with a note to select "My Records" above), and "Amend License, Permit, Certificate or Registration" (with a note to select "My Records" above). On the right side, there is a prominent blue button that says "File an Online Application".



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

Home

[MDAR Applications](#)

Records

Showing 1-8 of 8 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Category	Expiration Date	Status	Action
<input type="checkbox"/>	11/03/2025	25-CFPF-0010-APP	MDAR - Commercial Feed and Pet Food Registration Application	test		Application Received	
<input type="checkbox"/>	11/03/2025	25-CFPF-0009-APP	MDAR - Commercial Feed and Pet Food Registration Application	Boston Pet Food Org		Payment Pending	Pay Fees Due

MDAR



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

Home

MDAR Applications

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 be returned to your application for submittal.

Payment may also be made by mail. However, review of your application will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

Application Fees

Fees		Amount
MDAR - Commercial Feed and Pet Food Registration Application	300	\$300.00
Total Fees		\$300.00

[Pay Online »](#) [Pay by Mail»](#)



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

Billing Information

First Name
Enter First Name

Last Name
Enter Last Name

Street
Enter Street

City
Enter City

State/Territory
Select State

Zip
Enter Zip

Phone Number
() - -

Email
Enter Email Address

Confirm Email
Enter Email Address

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

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

Submit Payment



Add Product(s) Application Submission Successful!

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

MDAR Applications

MDAR - Commercial Feed and Pet Food Registration Add Product(s) Application

1 Contact Information	2 Product Information	3 Product Summary	4 Review	5 Record Submitted
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Step 5: Record Submitted

 Successfully Completed.

**Thank you for using our online services for your submission.
Your Record Number is 26-CFPF-0002-AMD.**

You will need this number to check the status of your application.



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

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



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



Mon 10/27/2025 3:49 PM



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:

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
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](#)

