
MDAR – Commercial Feed and Pet Food EEA ePLACE Portal Instructions

**Instructions for submitting a
General Amendment to a
Commercial Feed and Pet Food Registration**



EEA ePLACE Portal



EEA ePlace Portal

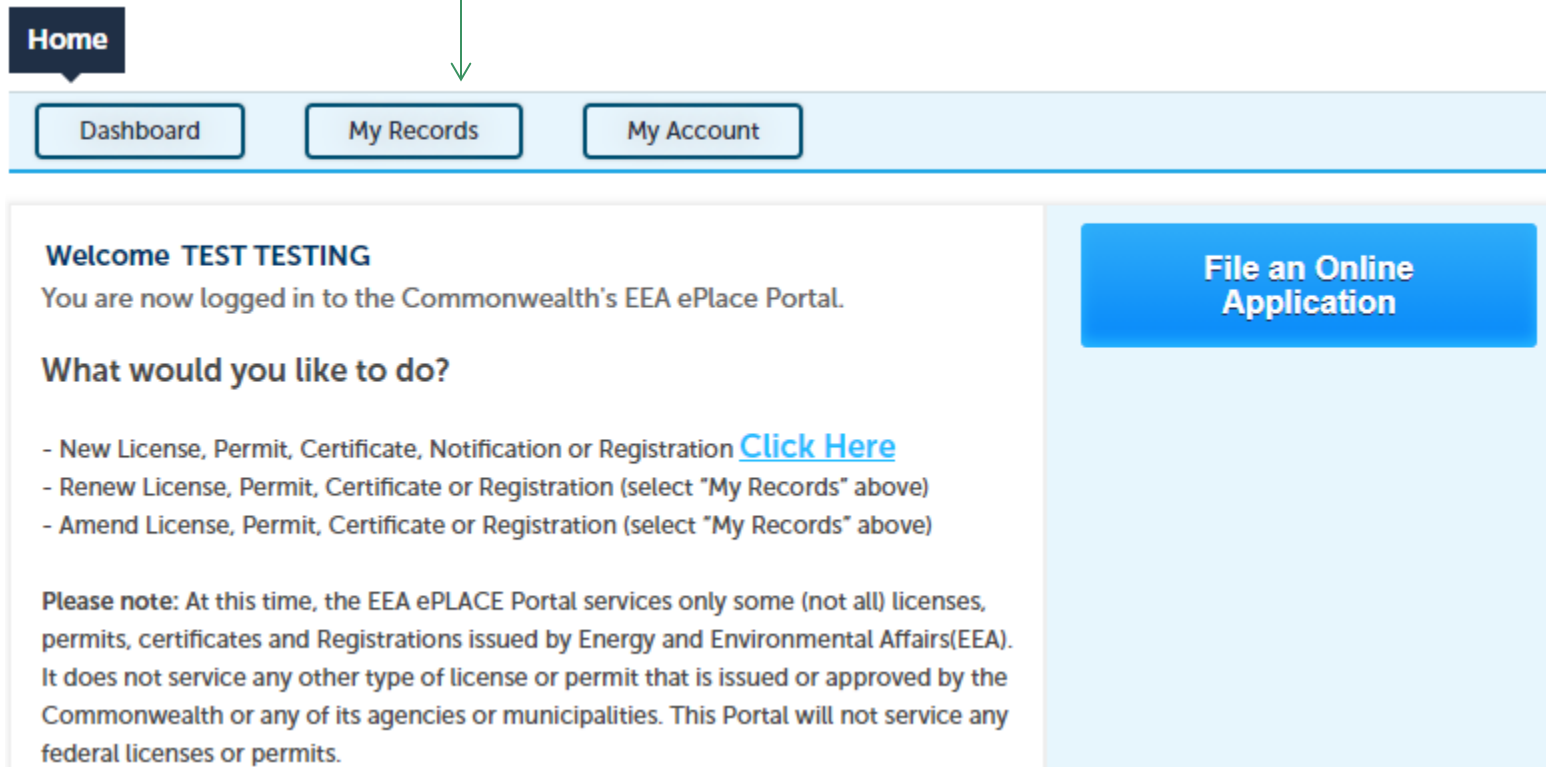
General Navigation

- ☐ 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 a General Amendment

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



File a General Amendment

- ❑ Click on the “Amendment” button under the Action column to the right of the Commercial Feed and Pet Food Registration that you want to amend.

▼ MDAR

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

☐	Date	Record Number	Record Type	Category	Expiration Date	Status	Action
☐	01/20/2026	CFPF-000097	MDAR - Commercial Feed and Pet Food Registration Authorization	XXXX	12/31/2026	Active	Amendment



Select the Type of Amendment

- ❑ Select the MDAR - Commercial Feed and Pet Food Registration General Amendment.
- ❑ Click on the blue question marks to see a description of each amendment type.
- ❑ 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 >



Select Changes Needed

- ☐ Please select the applicable option(s).
- ☐ Click "Continue Application" to proceed to the next page.

MDAR Applications

MDAR - Commercial Feed and Pet Food Registration General Amendment

1 General Amendment	2 Contact Information	3 Product Information	4 Additional Information	5 Review	6
---------------------	-----------------------	-----------------------	--------------------------	----------	---

Step 1: General Amendment > Page 1 of 1

* indicates a required field.

Type of Amendment

Click the below checkbox(es) to indicate the changes you want to make during this process.

Update Company Information:
☒

Update Product Label for existing Product(s) and/or Cancel Product(s):
☒

Continue Application »

Save and resume later



Contact Information

- ❑ Please click the “View or Edit” button to update the Company Information.
- ❑ **Please note:** If the company name needs to be updated, please contact the Feed Program.
- ❑ Please review the Company Information provided. If any changes are needed, modify the information accordingly.
- ❑ Click "Continue Application" to proceed to the next page.



EEA ePlace Portal

MDAR - Commercial Feed and Pet Food Registration General Amendment

1 General Amendment	2 Contact Information	3 Product Information	4 Additional Information	5 Review	6
---------------------	-----------------------	-----------------------	--------------------------	----------	---

Step 2: Contact Information > Page 1 of 4

* indicates a required field.

Company Information

Please review the Company information provided below. If any changes are needed, click "View or Edit" button and modify the information accordingly.

Company Information:

WALMART C/O WENZHOU JINHENG PET PRODUCTS CO., LTD
Melissa Brookshire
608 SW 8th
Bentonville, AR, 72716, United States
Telephone #: 770-781-9992 Email: sneha.kalagarla@mass.gov

[View or Edit](#)

Additional Company Information

Please review the Company information provided below. If any changes are needed, modify the information accordingly.

* Does the company handle commercial feed, pet food or both? :

Pet Food

* Does the company manufacture commercial feed and/or pet food? :

No, we do not manufacture

* Does the company sell products through wholesale?:

☐ Yes ☒ No

* Does the company sell products through retail?:

☒ Yes ☐ No

* Does the company sell products online?:

☒ Yes ☐ No

* What is the company's distribution range?:

International

* Has the company recalled any products in the past three years?:

☐ Yes ☒ No

[Continue Application »](#)

[Save and resume later](#)

Authorized Representative Company Details

- ❑ Identify if you are an Authorized Representative
- ❑ If you are, then add the Authorized Representative Company details.
- ❑ Click “Add New”
- ❑ Enter the information and click “Continue”

MDAR - Commercial Feed and Pet Food Registration General Amendment

1 General Amendment	2 Contact Information	3 Product Information	4 Additional Information	5 Review	6
---------------------	-----------------------	-----------------------	--------------------------	----------	---

Step 2: Contact Information > Page 2 of 4

* indicates a required field.

Authorized Representative Company

An Authorized Representative Company is a third-party organization contracted to manage the product registration process on behalf of the registered company. The Authorized Representative acts as a designated contact but is not an employee of the registered company.

Click the “ADD NEW” button to enter Authorized Representative Company details. To review or make updates, click the “View or Edit” button.

Add New

Continue Application »

Contact Information

* Individual/Organization:

Organization

* Name of Company/Organization/Nursery: ?

* Contact Person:

* Country:

United States

* Address / P.O. Box ?

* City/Town:

* State:

--Select--

* Zip Code: ?

* Contact E-mail Address: ?

* Telephone #: ?

Continue

Clear

Discard Changes



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Type of Pet Food

- ☐ Review the information and select or update all applicable options.
- ☐ Click "Continue Application" to proceed to the next page.

MDAR - Commercial Feed and Pet Food Registration General Amendment

1	General Amendment	2	Contact Information	3	Product Information	4	Additional Information	5	Review	6	
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Step 2: Contact Information > Page 4 of 4

* indicates a required field.

Type Of Pet Food

Please review the information provided below. If any changes are needed, modify the information accordingly.

Raw Meat Products:

☐

Raw Milk Products:

☐

Chew:

☐

Health Supplement:

☒

None of the above:

☐

Continue Application »

Save and resume later



Type of Commercial Feed

- ☐ Review the information and select or update all applicable options.
- ☐ Click "Continue Application" to proceed to the next page.

MDAR - Commercial Feed and Pet Food Registration General Amendment

1 Contact Information	2 Application Information	3 Product Information	4 Product Summary	5 Review	6
-----------------------	---------------------------	-----------------------	-------------------	----------	---

Step 2: Application Information > Page 1 of 2

* indicates a required field.

Type Of Commercial Feed

Indicate whether the registering company manufactures or sells any of the following types of feed. Check all that apply.

Medicated Feed:

☐

Customer Formula Feed:

☐

Veterinary Feed Directive:

☐

Horse Feed:

☐

Feed Containing Prohibited Mammalian Protein:

☐

Feed for Ruminants:

☐

None of the above:

☐

Continue Application »

Save and resume later



Product Information

- ❑ Review the currently approved product(s). Click on “Approved Product(s) List” button.
- ❑ The system will download an Excel file with the list of registered products.
- ❑ Note the Product IDs of the products that you need to make changes for.

MDAR - Commercial Feed and Pet Food Registration General Amendment

1 General Amendment	2 Contact Information	3 Product Information	4 Additional Information	5 Review	6
---------------------	-----------------------	-----------------------	--------------------------	----------	---

Step 3: Product Information > Page 1 of 2

* indicates a required field

Product Summary

NOTE:

There is/are 1 approved product(s) for registration CFPF-000024. You will need the product ID(s) of the items that you wish update and/or cancel in order to complete the next step.

To download the full list of currently approved products, click the “Approved Product(s) List” button below.

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

File

Home

Insert

Draw

Page Layout

Formulas

Data

Review

View

Automate

Help

Paste

Clipboard

Font

Alignment

Number

Conditional Formatting

Format as Table

Cell Styles

Styles

Cells

Editing

Sensitivity

Sensitivity

A1

:

Product ID

	A	B	C	D	E	F	G	H	I	J	K	L
1	Product ID	Product N	Label File	Product Type								
2	10001	test	test.pdf	None of the above								
3	10002	302708 Th	302708_Th	Health Supplement								
4	10003	4 - DT751V4	DT751V_Pork_Chomps_5-inch_Roasted_Mini_Twists_Dog_Treats	pdf1.pdf								
5	10004	4 - Dentley's	4_Dentley's_Natures_Chews_Bully_Ring_1_Ct_0.9_oz	pdf								
6	10005	5 - DT447V5	DT447V_Pork_Chomps_6-inch_Assorted_Bacon_Chicken_Roasted_Twists_Dog_Treats	pdf								
7	10006	6 - NT055V6	NT055V_6-inch_Assorted_Flavor_Braids_Dog_Treats	pdf								



Product Information

- ❑ **Product Update** - In this section, enter the product(s) you choose to cancel and/or update with a new label. Click “Add a Row” button to enter the information.
- ❑ Enter the Product ID you would like to cancel or modify. The system will automatically display the corresponding Product Name.
- ❑ Choose the appropriate update for that Product ID, then click Submit.
- ❑ If you have multiple Product IDs, continue to add new rows to this table.
- ❑ If you **choose only to cancel** the product(s), please skip to slide 15

Choose Products to be Updated

Label update / cancel instructions

- Choose “Add a Row” below.
- Add the product IDs for all the products that you need to update or cancel.
- Choose either “Cancel Product” or “Update Product Label” for each product ID listed.

Showing 0-0 of 0

Product ID	Product Name	Product Update
No records found.		
Add a Row Edit Selected Delete Selected		

LIST OF PRODUCTS

Label update / cancel instructions

- Choose “Add a Row” below.
- Add the product IDs for all the products that you need to update or cancel.
- Choose either “Cancel Product” or “Update Product Label” for each product ID listed.

*Product ID:

10001

*Product Name: Product Label

Ol' Roy Rawhide Free Peanut Butter Filled Knots

Submit

Cancel

*Product Update:

--Select--

--Select--

Cancel Product

Update Product Label



Product Information

- ❑ **Product Label(s)** – If you selected “Update Product Label,” please upload the corresponding new product labels.
- ❑ Click “Add.” A pop-up window will open. Select the file(s) you would like to attach.
- ❑ Ensure the file name contains fewer than 75 characters and does not include special characters (such as commas, dashes, etc.)
- ❑ Once all files show 100% uploaded, click “Continue.” Note: If the “Continue” button is not visible, press the Tab key on your keyboard to highlight it.

Add Updated Product Labels

Instructions

- Upload new labels for each product that you chose “Update Product Label” for in the previous step.
- Click the “Add” button to choose new product labels to be uploaded.
- Enter the product ID associated with each new product label.
- Upload only one file for each product. Do not combine multiple labels in one file.
- Ensure all files are in the correct format (PDF, JPEG, PNG).

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
No records found.					

Add

Continue Application »

File Upload

When uploading file document(s) the maximum file size allowed is 50 MB.
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, 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.

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

Canc



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Product Information

- ❑ For each new product label uploaded, add a Product ID (as indicated in the Product Update table).
- ❑ Click "Save" to attach the file.
- ❑ To add more files, click "Add".
- ❑ Click "Continue Application" to proceed to the next page.

Choose Products to be Updated

Label update / cancel instructions

- Choose "Add a Row" below.
- Add the product IDs for all the products that you need to update or cancel.
- Choose either "Cancel Product" or "Update Product Label" for each product ID listed.

Showing 1-1 of 1

☐	Product ID	Product Name	Product Update	
☐	10001	Ol' Roy Rawhide Free Peanut Butter Filled Knots	Update Product Label	Actions ▾

Add a Row ▾

Edit Selected

Delete Selected

Add Updated Product Labels

Instructions

- Upload new labels for each product that you chose "Update Product Label" for in the previous step.
- Click the "Add" button to choose new product labels to be uploaded.
- Enter the product ID associated with each new product label.
- Upload only one file for each product. Do not combine multiple labels in one file.
- Ensure all files are in the correct format (PDF, JPEG, PNG).

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;.vb;.vba;.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.					

*Type:

Product Label

*Product ID:

10001

Remove

File:

Test Document - 7.pdf

100%

Save

Add

Remove All

Continue Application »

Save and resume later



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Product Information

- ❑ The system will display a message indicating the number of requests submitted. Please review:
 - ❑ The number of requests to update product label files
 - ❑ The number of requests to cancel products
- ❑ If the information is incorrect or you need to review, click the “Contact Information” tab and proceed from there
- ❑ Click "Continue Application" to proceed to the next page.

MDAR - Commercial Feed and Pet Food Registration General Amendment

1 General Amendment	2 Contact Information	3 Product Information	4 Additional Information	5 Review	6
---------------------	-----------------------	-----------------------	--------------------------	----------	---

Step 3: Product Information > Page 2 of 2

* indicates a required field.

Product Summary Message

Summary of Updates:

You have requested 1 product label update(s).
You have requested 0 product(s) to be cancelled.
Please click Continue Application to review and submit.

Continue Application »

Save and resume later



Additional Information

- ❑ Enter any additional information that you would like to provide regarding the changes requested.
- ❑ Click "Continue Application" to proceed to the next page

MDAR Applications

MDAR - Commercial Feed and Pet Food Registration General Amendment

1	2 Contact Information	3 Product Information	4 Additional Information	5 Review	6 Record Submitted
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Step 4: Additional Information > Page 1 of 1

* indicates a required field.

Additional Information

If you have any additional information for this amendment application, please provide the details below.

Additional Information:

Continue Application »

Save and resume later



Review of your application

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

MDAR - Commercial Feed and Pet Food Registration General Amendment

1	2 Contact Information	3 Product Information	4 Additional Information	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](#)

Type of Amendment

Update Company Information: Yes
Update Product Label for existing Product(s) and/or Cancel Product(s): Yes

Company Information

Organization
KATE'S PET FOOD LLC
Kate B
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? : Pet Food
Does the company manufacture commercial feed and/or pet food? : No, we do not manufacture
Does the company sell products through wholesale?: No



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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 statutes 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](#)



Application Submission Successful!

- ❑ After 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 notifications.

MDAR Applications

MDAR - Commercial Feed and Pet Food Registration General Amendment

1	2 Contact Information	3 Product Information	4 Additional Information	5 Review	6 Record Submitted
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Step 6: Record Submitted

 Successfully Completed.

Thank you for using our online services for your submission.
Your Record Number is 26-CFPF-0001-AMD.

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



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](#)

