Acceptance Form

Instructions for Online Filing
### Acceptance Form Instructions Guide - Contents

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How to find your acceptance form

• Upon the agency’s review of your application/amendment form, an Acceptance Form maybe requested additionally.

• When an Acceptance Form is requested, you will receive an email indicating the same.
How to find your acceptance form

• Log-in to your account and go to the ‘My Records’ tab for the Acceptance Form

• Look for the ‘Resume Application’ link next to the Acceptance Form

• Click on the link to view the contents of the form
Review Acceptance Form
Step 1. Acceptance Information

- Please answer the question with a ‘Yes’ or ‘No’. If you select ‘No’, please explain in the text box below.

- Click ‘Continue Application’ to proceed to the next page.
Review Acceptance Form
Step 2. Review and Certification

- Review the application information to make sure all the information provided is correct.
- Click ‘Edit Application’ to make changes to your application.
- If the information is correct, click the checkbox to agree.
- Click ‘Continue Application’ to submit the form.
Review Acceptance Form
Step 3. Record Issuance

• Once your application is submitted you will receive a record number

• You will receive notifications regarding the status of your submission

Thank you for using our online services for your submission.
Your Record Number is ACPT-0057.

Please note that you will be receiving email notifications for your submission and the progress of your application. If you did not receive a confirmation email for your submission, please contact the HelpDesk service, contact information provided above.
• Go to the ‘My Records’ tab to check the status of your notification/application

• A list of all your applications will be displayed here

• *Note: If you have any questions about your application status please call the DCR agency*
What Happens Next

- Once the acceptance form is submitted, the agency will review the application/amendment to make a decision.

- If you (the permittee) have disagreed with the conditions of the permit on the acceptance form, the agency may contact you to understand your concerns.

- Once the final review is done, the agency will make a decision and you will be notified.
To Get Help

Questions about your ePLACE Account (account set up, password, find a form, make payment, My Records) or any technical issues, please call the HelpDesk services:

ePLACE_helpdesk@state.ma.us or call (844) 733-7522 (7:30 am –5pm, M-F)