

Construction Access Scope Change Amendment

Instructions for Online Filing



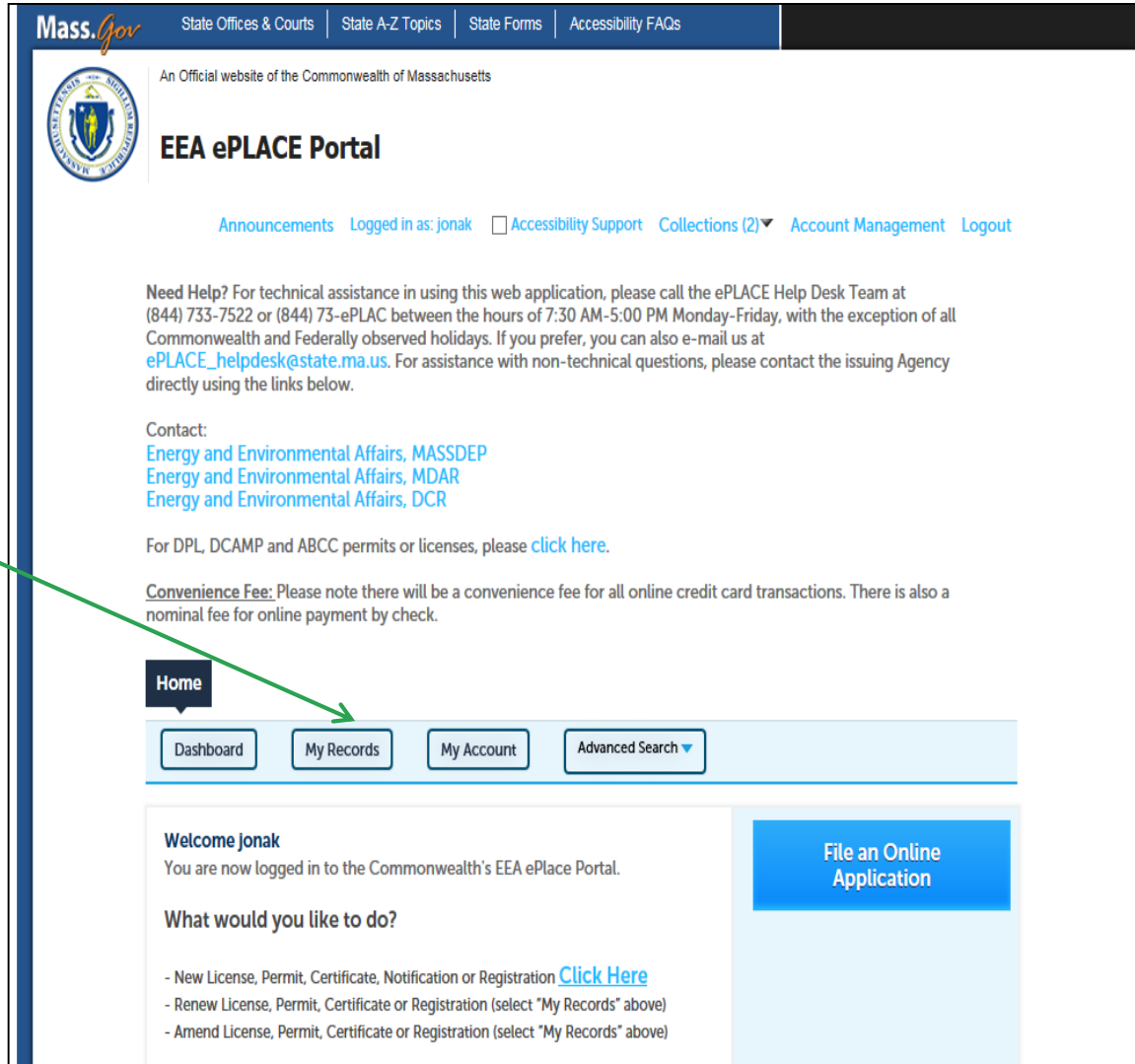
Construction Access Scope Change Amendment Instructions Guide

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Log-in to EEA ePlace Account

- Log-in to your account in eLicensing
- Once logged in, click on the “My Records” Tab
- A list of all your records will display



The screenshot shows the EEA ePLACE Portal interface. At the top, there is a navigation bar with 'Mass.gov' and links for 'State Offices & Courts', 'State A-Z Topics', 'State Forms', and 'Accessibility FAQs'. Below this, the page title is 'EEA ePLACE Portal' and it identifies the user as 'jonak'. A navigation menu includes 'Announcements', 'Logged in as: jonak', 'Accessibility Support', 'Collections (2)', 'Account Management', and 'Logout'. A 'Home' button is positioned above a row of tabs: 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. A green arrow points from the 'My Records' tab in the list on the left to the 'My Records' tab in the interface. Below the tabs, a welcome message for 'jonak' is displayed, along with a 'File an Online Application' button and a list of actions: 'New License, Permit, Certificate, Notification or Registration', 'Renew License, Permit, Certificate or Registration', and 'Amend License, Permit, Certificate or Registration'.



Scope Change Amendment

- To file the Scope Change amendment, identify the permit and click on the 'Amendment' link. If your permit has expired, you will be unable to see the amendment link

<input type="checkbox"/>	Date	Identifying Number	Record Type	Category	Expiration Date	Status	Action
<input type="checkbox"/>	10/10/2019	CP-00060	Construction Access Authorization	Construction Access Application	10/11/2019	Active	Amendment

- The amendment option will display
- Select 'Construction Access Scope Change Amendment' and 'Continue Application'

Home

DCR Applications

Select an Amendment Type

Choose one of the following available amendment types. For contact us.

Search

Construction Access New Date Request Amendment

Construction Access Scope Change Amendment

Continue Application »

1. Contact Information

- Your current permit information will display on the first page
- Click on 'Continue Application' to go to the next page

Construction Access Scope Change Amendment

1 Contact Information	2 Application Information	3 Documents	4 Review	5 Record Submitted
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Step 1: Contact Information > Page 1 of 1 * indicates a required field.

Permittee

Permittee:

JOHN DOE
1 WINTER ST
BOSTON, MA, 02108
Telephone #: 111-111-1111 Email: JOHNDOE@TEST.COM

[Edit](#)

Permittee Company

Permittee Company:

156
..
Telephone #: Email:

[Edit](#)

Application Contributors

If multiple preparers will be part of filling out this application, you will need to add them below.

Note – If you are unable to find the correct Preparer, click on "save and resume later" button. Advise the Preparer to create an account in the EEA ePLACE Portal and then resume the application.

[Look Up](#)

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

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



2. Application Information

- Click 'Continue Application' to continue

Construction Access Scope Change Amendment

1 Contact Information	2 Application Information	3 Documents	4 Review	5 Record Submitted
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Step 2: Application Information > Existing Permit Information * indicates a required field.

Project Location

Name the DCR property or properties; Park and/or Parkway, plus specific location and municipality the access and/or construction is sought, address of work site.

DCR Property Affected :
1

Latitude : ?
8885552222

Longitude : ?
8885552222

Provide detailed locations if multiple DCR locations are affected:

Address Line 1 :
8885552222

Address Line 2 :

City :
8885552222

State :
MA

Zip :
88855

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



2. Application Information

- The 'Scope Change Information' page will display. Enter details of all your changes here. You would have to attach documents to support your changes →
- Click 'Continue Application' → to go to the next page

Construction Access Scope Change Amendment

1 Contact Information	2 Application Information	3 Documents	4 Review	5 Record Submitted
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Step 2: Application Information > Scope Change Information

[Instructions](#)

* indicates a required field.

Summary of Scope Change

Please enter all your changes below and make sure to upload all the updated documents to support your changes. These changes will not be effective until reviewed and approved by the Agency.

* Summary of Scope Change:

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



3. Document Page

- Document page will display. You have the option to attach any new documents if necessary
- Click 'Continue Application' to continue

Construction Access Scope Change Amendment

1 Contact Information	2 Application Information	3 Documents	4 Review	5 Record Submitted
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Step 3: Documents > Page 1 of 1 * indicates a required field.

Documents

Please upload the following Required Document(s) which are mandatory to submit this Application:

No Required documents

Attachment

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.
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

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



4. Review and Certification

- Review the application information
- Click 'Edit Application' to make changes
- If all the information is correct, select the checkbox and click 'Continue Application'

The screenshot shows a progress bar at the top with four steps: 1 Amendment Information, 2 Documents, 3 Review (highlighted), and 4 Record Submitted. Below the progress bar, the heading 'Step 3: Review' is displayed. There are two blue buttons: 'Continue Application »' on the left and 'Save and resume later' on the right. A line of text reads: 'Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.' Below this is the main heading 'Review and Certification'. A blue button labeled 'Edit Application' is positioned below the heading, with a green arrow pointing to it from the second bullet point of the list on the left.

The screenshot shows the 'Permittee' section. It includes contact information for an individual: JOHN DOE, 1 WINTER ST, BOSTON, MA, 02108, United States. Telephone: #111-111-1111, E-mail: JOHNDOE@TEST.COM. Below this is a certification statement with three items (a, b, c) and a checkbox for agreement. A 'Date:' field is also present. At the bottom, there are two blue buttons: 'Continue Application »' and 'Save and resume later'. Green arrows from the third bullet point of the list on the left point to the checkbox and the 'Continue Application' button.




4. Record Issuance

- A message indicating that the application has been submitted will be displayed followed by the record number
- You will be receiving email confirmation after the submission

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1 Contact Information	2 Application Information	3 Documents	4 Review	5 Record Issuance
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Step 5: Record Issuance

 Successfully Completed.

**Thank you for using our online services for your submission.
Your Record Number is 19-CP-0020-AMD.**

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.



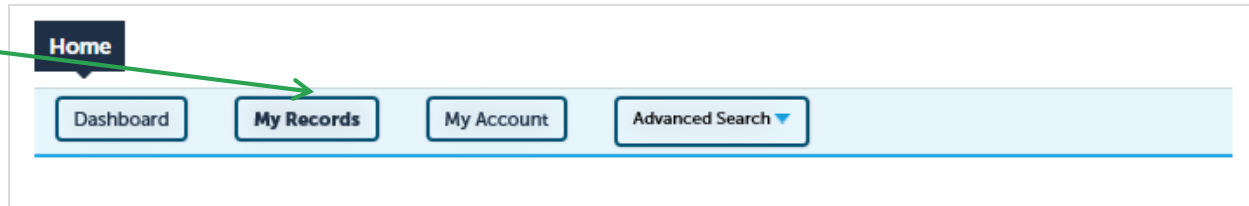
4. Record Issuance

- Please note that the agency may additionally request a record of conditions from you. You will be asked to submit an acceptance form. You will receive an email with details on how to review and submit the acceptance form
- The instructions for submission of an acceptance form are available on the MASS.GOV site
- Once the agency completes their review, you will receive an email notification indicating the agency's decision



Status

- 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*

▼ DCR

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

<input type="checkbox"/>	Date	Identifying Number	Record Type	Category	Expiration Date	Status	Action
<input type="checkbox"/>	10/11/2019	19-CP-0020-AMD	Construction Access Scope Change Amendment	CP Scope Change Amendment		Accepted	
<input type="checkbox"/>	10/11/2019	19-CP-0019-AMD	Construction Access New Date Request Amendment	CP Date Change Amendment		Approved	
<input type="checkbox"/>	10/10/2019	19TMP-014763	Acceptance Form	Permit Approval for 19-CP-0110-APP			Resume Application
<input type="checkbox"/>	10/10/2019	CP-00060	Construction Access Authorization	Construction Access Application	10/11/2019	Amendment In Progress	
<input type="checkbox"/>	10/09/2019	19-CP-0110-APP	Construction Access Application	Construction Access Application		Approved	



To Get Help

If you have questions about your ePLACE Account (account set up, password, find a form, make payment, My Records), please contact us at:

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

