DCMS Tip Sheet

Greetings from DCAMM Contractor Certification!

As more and more contractors begin to file applications through the new DCAMM Contractor Management System (DCMS), DCAMM will endeavor to issue periodic tip sheets to assist contractors through the application process and answer commonly asked questions.

COMMONLY ASKED QUESTIONS

Can affiliated companies have the same email as part of their login to DCMS?
No. Affiliated companies must use separate emails for their login to DCMS. Using the same email will cause the data to become corrupted and the files will merge.

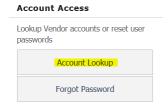**Can each company have multiple users with different email addresses?**
Yes. Each company can have multiple users. There are two options to add a user.

Option 1

There is a tutorial which explains how to add a user before you log in to your DCMS account. You can find the tutorial by first clicking on the Account Lookup button under Account Access on the DCAMM homepage:

Link to DCMS Homepage: https://dcamm.gob2g.com/Default.asp?

Click on Account Lookup

Account Access

Lookup Vendor accounts or reset user passwords

Account Lookup

Forgot Password

Next, click on the New User Request tutorial:

Need help?

Some questions may be answered by watching a tutorial video:

• Change User Information   • Request Username and Password
• New User Request

You may also learn how to Change User Information or Request a Username and Password.

Option 2

If you have logged into your account you will find **Add A User** under the **Settings** section on the left navigation.

You can also remove users no longer with you company by selecting **User List**

Settings »

Change Password
Your Settings
General Biz Info
Vendor Profile
User List
Add a User
Contacts
Commodity Codes
Employees
Workforce/EEO
Questionnaires
Linked Accounts

If you have any questions do not hesitate to contact Certification at 857-204-1305 or certification.DCAMM@mass.gov.

If you would like to be added to our Email List click here

Reminder: Applications are due 90 days prior to expiration for the current certificate