



DCMS Tip Sheet

Volume 1 Edition 10

Greetings from DCAMM Contractor Certification!

Adding an Alert to your account is very easy. The steps below show you how.

Add an Alert to your account

There are 2 ways to add an Alert to your file

The screenshot shows the DCMS Dashboard with several sections:

- Dashboard:** A table with columns for 'Pending Submission', 'Pending Receipt', and 'Pending Processing'. The 'Active' row has a '1' circled in red.
- Key Actions:** A box with a '1' and the text 'Certification Applications pending'. Links include 'Renew/Apply for Certification', 'View Analytics', and 'Take a Training Class'.
- Alerts:** A section stating 'No Activated Alerts. View Pending Alerts.'
- System News:** A section with a '1' and the text 'Special Features for Vendors'. It includes instructions on how to add a date alert to an active certification.

1)  Click your Active Certifications to go to your Vendor Profile

2) Or  Click the Add a Date Alert under System News to go to your Vendor Profile

Vendor Profile: Certifications

General | Public Profile | Users | Commodity Codes | Contacts | Employees | **Certifications** | Workforce Comp/EEO | Questionnaires

Red & Black Doble Concrete

System Vendor Number: 20811576

Renew/Apply for Certification

Request Missing Certification

Current Certifications

Type	Action	Effective	Renewal	Organization	Reviewer	Actions	Alert
PC	New	4/4/2019	4/10/2020	Division of Capital Asset Management and Maintenance		View	

Certification renewals and updates must be submitted to the certification agency with whom your renewal is due.
- For certification renewals and updates with Division of Capital Asset Management and Maintenance, you may [submit online](#).
- For other agencies, you will need to contact the certifying agency outside of this system for instructions.

Applications

Status	Application Number	App Type	Organization	Dates	Contact	Actions
Processing Complete	2503166	Prime or Small Prime Contractor Certification	Division of Capital Asset Management and Maintenance	Started: 2/19/2019 Submitted: 3/28/2019 Received: 3/29/2019	Peggy Sue Construction	View
Incomplete (14%)	0005483	Prime or Small Prime Contractor Certification	Division of Capital Asset Management and Maintenance	Started: 6/17/2019	Peggy Sue Construction	Process

3) Under **Actions** Click **View** for your current Certification

Certification: View

Certification List View Letters & Certificates Add Date Alert

4 You will be taken to **Certification: View**

5. Click the Add Date Alert Button

Certification List View Letters & Certificates Add Date Alert

Add a date alert for this certification.

A certification alert will be sent to you on the date selected below. You can configure multiple alerts for each certification (e.g. 90, 60, and 30 days from renewal).

Alert Date: (mm/dd/yyyy)

Alert Message - edit the message as needed:

Save Date Alert

6. You can select any Alert Date you would like or edit the Alert Message for a custom message

7. Click Save Date Alert button and you will be back at Certification: View

8. You will now see a red box with the Alert you just created there

Date Alerts				
Certification xAlert(s) will be sent to you on date(s) designated.				
Alert Date	Activated	Alert Message	Actions	
9/6/2019	Pending	Certification alert for Division of Capital Asset Management and Maintenance PC certification: Certification renewal alert - This is a test of the Alert Message	View Delete	

Current Certifications							
Type	Action	Effective	Renewal	Organization	Reviewer	Actions	Alert
PC	New	4/4/2019	4/10/2020	Division of Capital Asset Management and Maintenance		View	

9. When you return to your Vendor Profile: Certifications you will see your alert

[View](#) [Alert](#)



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