Office of Access and Opportunity Contractor Certification

DCMS Tip Sheet

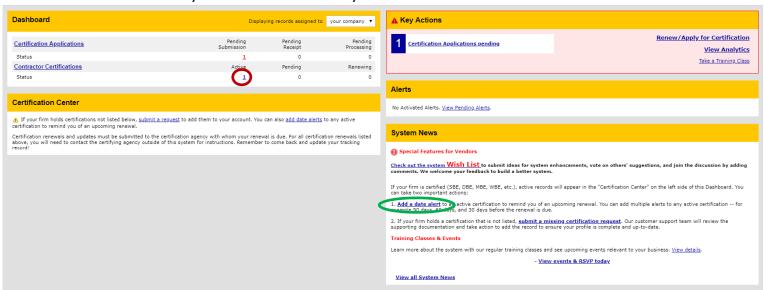
Volume 1 Edition 10

Greetings from DCAMM Contractor Certification!

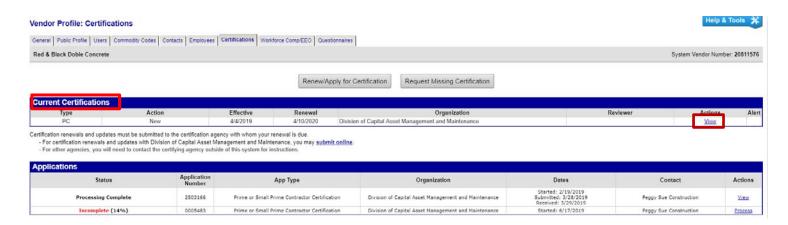
Adding an Alert to your account is very easy. The steps below show you how.

Add an Alert to your account

There are 2 ways to add an Alert to your file



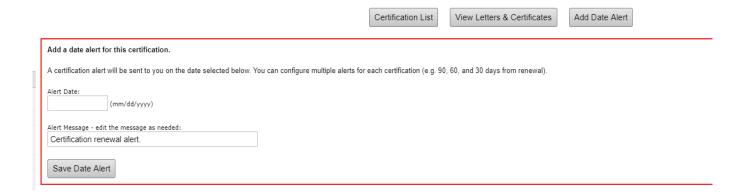
- 1) Click your Active Certifications to go to your Vendor Profile
- 2) Or Click the Add a Date Alert under System News to go to your Vendor Profile



3) Under Actions Click View for your current Certification



- 4 You will be taken to **Certification: View**
- 5. Click the Add Date Alert Button



- 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





see your 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