

DCMS Tip Sheet

Volume 1 Edition 8

ATTENTION CERTIFIED CONTRACTORS - DCAMM Will No Longer Be Emailing Certificates of Eligibility

Starting July 23, 2019, once DCAMM's Contractor Certification Office has approved your Certificate of Eligibility Application you may access your certificate(s) by logging into [DCAMM's Contractor Management System](#) (DCMS).

When you have logged into your account you can follow these steps to retrieve your valid certificate.

1. At your Dashboard;
2. Under Contractor Certifications
 - a. Select the number under active column

Dashboard		Displaying records assigned to your company		
Certification Applications	Pending Submission	Pending Receipt	Pending Processing	
Status	<u>1</u>	0	0	
Contractor Certifications	Active	Pending	Renewing	
Status	<u>1</u>	0	0	

3. This will bring you to your Current Certifications

Current Certifications							
		Renew/Apply for Certification		Request Missing Certification			
Type	Action	Effective	Renewal	Organization	Reviewer	Actions	Alert
FC	New	4/4/2019	4/10/2020	Division of Capital Asset Management and Maintenance		View	Add Alert

4. Click View on the Current Certificate you would to print

Actions	Alert
View	Add Alert

5. This will bring you to Certification: View
 - a. At the top of the page, click the View Letters & Certificates button

Certification List	View Letters & Certificates	Add Date Alert
------------------------------------	---	--------------------------------

6. This will bring you to the section at the bottom of the page you will you be able to print your certificate

Letters & Certificates	
View	Letter Type
View View as PDF	Application Assigned for CO Review
View as PDF	Prime Certification Approval

7. Click view as PDF
8. Your certificate will show up on the screen and you can print it or save it to your computer
9. The Certificate will remain in effect until your certification expires.

If you have any questions regarding your Certificate of Eligibility, please feel free to contact your Compliance Officer.

NOTICE:

You can now find the Tip Sheets you missed on our webpage at **DCMS Tip Sheets** under the **What You Need to Know** section.

Stay tuned for the next installment...

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