



DCMS Tip Sheet

Volume 1 Edition 9

Greetings from DCAMM Contractor Certification!

This tip sheet will show you how you can print a copy your application.

How to Print Your Application?

1. Log in to your DCMS Account
2. At your Dashboard click on Certification Applications to view your apps

Dashboard		Displaying records assigned to your company		
Certification Applications	Pending Submission	Pending Receipt	Pending Processing	
Status	2	0	0	
Contractor Certifications	Active	Pending	Renewing	
Status	<u>1</u>	0	0	

3. In the Applications box you will see applications that are submitted to DCAMM but not yet approved (Received; in Process), approved applications (Processing Complete) and applications not you've started but not yet submitted (Complete, Pending signature).

Status	Application Number	App Type	Organization	Dates	Contact	Actions
Received & In Process	7514873	Filed Sub-bidder Certification	Division of Capital Asset Management and Maintenance	Started: 5/31/2019 Submitted: 8/16/2019 Received: 8/16/2019	Test Test	View
Processing Complete	7734107	Prime or Small Prime Contractor Certification	Division of Capital Asset Management and Maintenance	Started: 8/12/2019 Submitted: 8/14/2019 Received: 8/14/2019	Test Test	View
Complete, Pending Signature	7291700	Amendment Request	Division of Capital Asset Management and Maintenance	Started: 7/29/2019	Contact Person	Process

4. Under Actions click View on the application you wish to print

Status	Application Number	App Type	Organization	Dates	Contact	Actions
Received & In Process	7514873	Filed Sub-bidder Certification	Division of Capital Asset Management and Maintenance	Started: 5/31/2019 Submitted: 8/16/2019 Received: 8/16/2019	Test Test	View
Processing Complete	7734107	Prime or Small Prime Contractor Certification	Division of Capital Asset Management and Maintenance	Started: 8/12/2019 Submitted: 8/14/2019 Received: 8/14/2019	Test Test	View
Complete, Pending Signature	7291700	Amendment Request	Division of Capital Asset Management and Maintenance	Started: 7/29/2019	Contact Person	Process

Contact	Actions
Test Test	View
Test Test	View
Contact Person	Process



5. This will open the Main Summary of your application

6. Click View and Print App for Your Records

Information

Prime or Small Prime Contractor Certification
Division of Capital Asset Management and Maintenance
Red & Black Dobie Concrete
Processing Complete
2503166
Peggy Sue Construction (Add user not on list)

This is the assigned user for this Prime or Small Prime Contractor Certification. To ensure security of the record, only **YOU** have access unless you another user for completion or explicitly grant access by clicking the **Utilities** tab and adding a user to the **Access List**.

View and Print App For Your Records

7. On the screen you will have the application you submitted to DCAMM. You will have the option to Print to Printer or Print to PDF File

8. Select one

Print to Printer Print to PDF File

Prime or Small Prime Contractor Certification Information	
Type	Prime or Small Prime Contractor Certification
Certifying Agency	Division of Capital Asset Management and Maintenance
Business Name	Red & Black Dobie Concrete
Current Status	Processing Complete
Application Number	2503166
Contact Person	Peggy Sue Construction

Print

Total: 5 sheets of paper

Copies: 1

Layout: Portrait

Color: Color

More settings

Paper size: Letter (8.5 x 11")

Pages per sheet: 1

Margins: Default

Quality: 600 dpi

Scale: Default

Two-sided: Print on both sides

Options: Headers and footers Background graphics

Print using system dialog... (Ctrl+Shift+P)

8/13/2019 8:20am

Annual CPA-audited, CPA-reviewed or CPA Complied financial statement. **Attached by** Peggy Sue Construction on 3/25/2019
[2017-2018 Financial Statement_Redacted.pdf](#) (PDF, 6.59 MB)

Resumes of principals, management and supervisory personnel **Attached by** Peggy Sue Construction on 3/25/2019
[Resumes_principal.pdf](#) (PDF, 431.23 KB)

Bonding Commitment Letter **Attached by** Peggy Sue Construction on 3/25/2019
[Bonding Commitment Letter_Redacted.pdf](#) (PDF, 46.26 KB)

Workers' compensation policy information page or Insurance Verification Document **Attached by** Peggy Sue Construction on 3/25/2019
[workers_comp_verification.pdf](#) (PDF, 136.40 KB)

Division of Unemployment Assistance (DUA) certificate of compliance **Attached by** Peggy Sue Construction on 3/25/2019
[DUA Certificate_Redacted.pdf](#) (PDF, 415.97 KB)

Authorized Signatory Listing **Attached by** Peggy Sue Construction on 3/25/2019
[Authorized Signatory Listing.PNG](#) (PNG, 645.60 KB)

Verification document from the insurance agent **Attached by** Peggy Sue Construction on 3/25/2019
[Verification document from the insurance agent.pdf](#) (PDF, 26.53 KB)

Your company's most recent annual report filed with the Secretary of State Corporations Division **Attached by** Peggy Sue Construction on 3/25/2019
[Annual Report_Redacted.pdf](#) (PDF, 389.32 KB)

Required Documents

Document	Status
Copies of all applicable licenses in the category(s) of work for which your company is seeking certification	Not Applicable, noted by Peggy Sue Construction on 2/18/2019
Supplier Diversity Office (SDO) certificate Info: Materials (XPO, 156.00 KB)	Attached by Peggy Sue Construction on 3/25/2019
General Performance and Compliance Supplement Documentation	Not Applicable, noted by Peggy Sue Construction on 2/18/2019
Articles of Incorporation or Articles of Organization	Not Applicable, noted by Peggy Sue Construction on 2/19/2019

Application Fee

Payment Status	Waived
Amount	\$0.00
Payment Method	Other
Payment/Check Number	xx
Payment Date	3/29/2019
Comments	first waived submission

Electronic Signature

Signature	Peggy Sue Construction
Title	Alpha of the pack
Organization	Red & Black Dobie Concrete
Date	3/25/2019

Customer Support
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<https://dcamm.g62j.com/PrintPage/ViewMain.asp?XID=9031>

9. You will see you have a header and footer on showing on your document (Black Arrows)

10. To remove them uncheck the Headers and footers under the Options section (green arrow)

The image shows a print dialog box on the left and a document page on the right. The print dialog has a 'Print' button and a 'Cancel' button. It shows 'Total: 5 sheets of paper'. Under 'Options', the 'Headers and footers' checkbox is checked, and a green arrow points to it. The document on the right has a header and footer. A black arrow points to the footer area.

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