

DCMS Tip Sheet

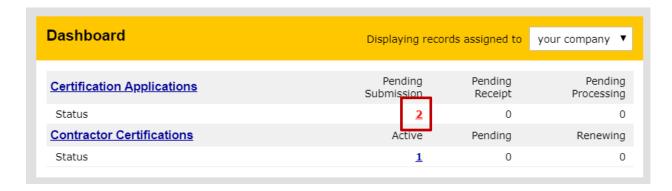
Volume 1 Edition 9

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



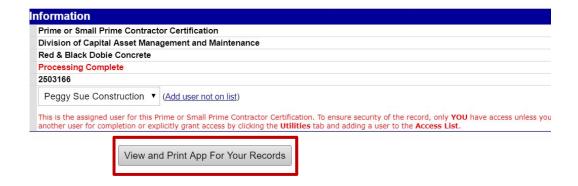
3. In the Applications box you will see applications that are submitted to DCAMM but not yet approved (Received; in Process), approved applications (Processing Complete) and applications not you've started but not yet submitted (Complete, Pending signature).



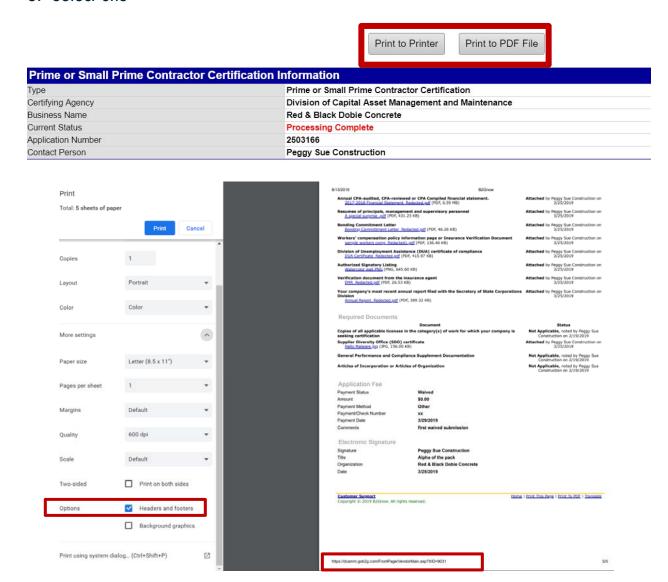
4. Under Actions click View on the application you wish to print



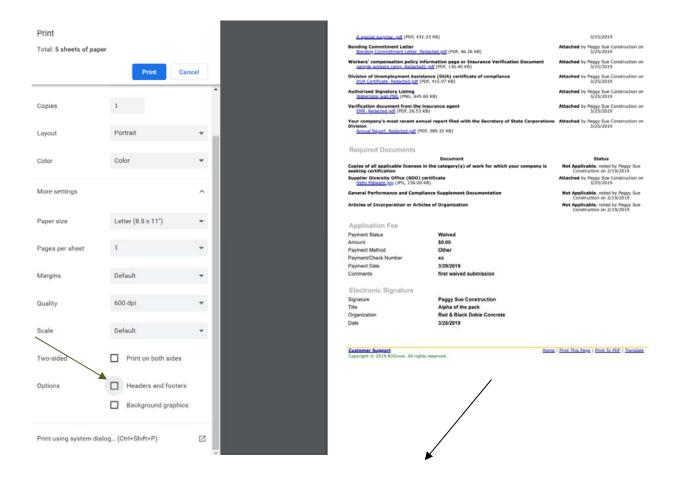
- 5. This will open the Main Summary of your application
- 6. Click View and Print App for Your Records



- 7. On the screen you will have the application you submitted to DCAMM. You will have the option to Print to Print to PDF File
- 8. Select one



- 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)



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