

November 9, 2021

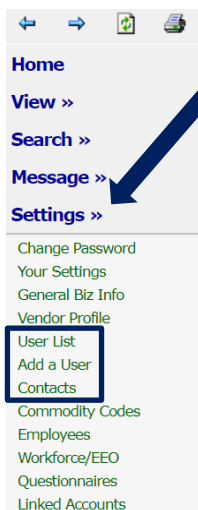
Volume 2 Edition 11

# DCMS Tip Sheet

Greetings from DCAMM Contractor Certification!

This tip sheet will show you how you can maintain your company's information in our online application.

## Managing Your User List



On your dashboard if you go to settings, you will be able to check the users that can log into your application, add or remove a user and select their role for the application.

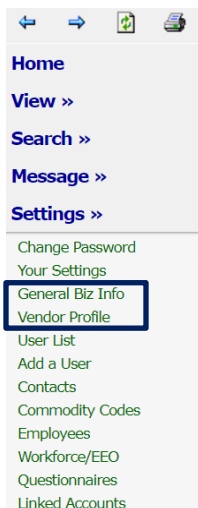
**User List:** This unit will tell you everyone that can login to your account and has access to your applications.

**Add a User:** In this section you can add additional users to your account and remove users that no longer need access. Deactivating a user is very important in the system. While they may be deactivated from your system, they can still use their login credentials to access your online account.

**Contacts:** You can assign contact roles for each of the users on your account. Why is this important, you wonder? If you have a person that just handles Certifications questions you may want them to receive any notifications sent through the system.

\* required entry

Business Contacts
Select a user for each type of contact.
Main Contact *
Primary Owner *
Sales Contact *
Contracts Contact *
Utilization Plans Contact *
Certifications Contact *
Invoicing Contact *
Prevailing Wage/Certified Payroll Contact *
Insurance/Risk Management Contact *



If you need to update your business information this can be done under settings as well.

**General Biz Info:** Contains all the information for your business; main company email, main phone and fax and other pertinent data. If you have several addresses, a physical address and a different mailing address, you can add them here. This is the General tab in your account

**Vendor Profile:** You can update this information for your Public Profile that other system users can view including your company's hours and business information such as web address or business description, should you like to add it.

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](mailto: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