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Volume 3 Edition 4

# DCMS Tip Sheet

## Greetings from DCAMM Contractor Certification!

We have a new feature we would like to share with you! We now have the ability to return your projects table to you. Want to know more?

## Returning Your Projects Table What You Need to Know!

Below are three (3) things that **MUST** happen to use this feature.

1. You **MUST** have an application in process
2. You **MUST** receive an authorization code from your Compliance Officer
3. You **MUST** complete your updates to the project table within 10 DAYS

Now that we know the musts, let's go a little more in depth. With an application in process, if your Compliance Officer (CO) sees project table issues that need attention, the CO will give you an authorization code with instructions to return the table to you for corrections or additions.

Once you have completed the Projects Table Update all you have to do is save it and notify your CO that the table has been updated. **There is no need to sign or submit the table.**

If you do submit the Project Table Update, the table will no longer be available to you to correct. If you simply save your updates, your CO can review them, and the table will still be available to you if the CO needs additional corrections or more information.

Here is the most important thing we want you to be aware of. Once you open the project table it will only be available to you for **10 days**. Once the **10 days** have expired, your Projects Table will no longer be available to you, so keep in mind, the Projects Table Update is time sensitive. However, should you need additional time beyond the 10 days, your CO can give you another authorization code to access the project table once again.

We have attached to the email a guide to assist you, Updating The Project Table. It will also be available on our website at Contractor Helpful Hints in the DCMS User Guides section (<https://www.mass.gov/lists/dcms-user-guides>)

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