

Commonwealth of Massachusetts
**Division of Capital Asset
Management & Maintenance**



DCMS Tip Sheet

Office of Access and Opportunity
Contractor Certification

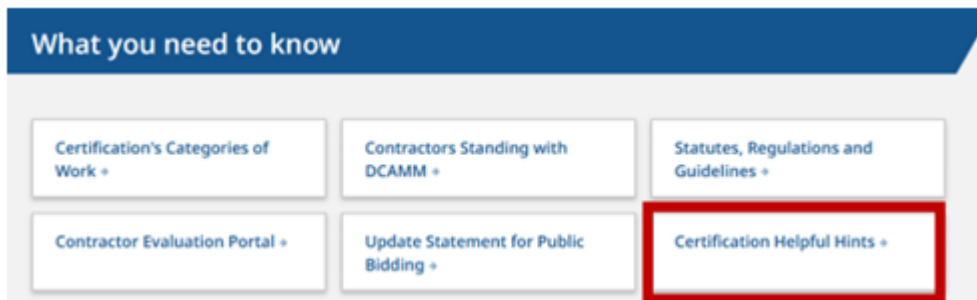
October 13, 2023

Volume 4 Edition 7

Greetings from DCAMM Contractor Certification

At Certification we try to make your Certification Journey much easier. How do we do that?

Certification would like to introduce you to our website and Certification Helpful Hints which has a lot of information for you.



Certification Helpful Hints have a lot of information for you.

Tip Sheets

This area has a lot of resources for you! We have the DCMS Tip Sheets listed there that we send out monthly.

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Online Application Assistance	—
DCMS Tip Sheets ➔	
DCMS User Guides	+
Did You know...	+

Currently we have 4 Volumes for your review as needed. Because the page does not have a search feature it may be difficult for you to locate what you are looking for.



We are here to help! When you are on the page that lists the Tip Sheets, if you press CTRL + F (this is the find short cut key) you will see a search bar open in your web browser.



Chrome opens at the top right of the page.



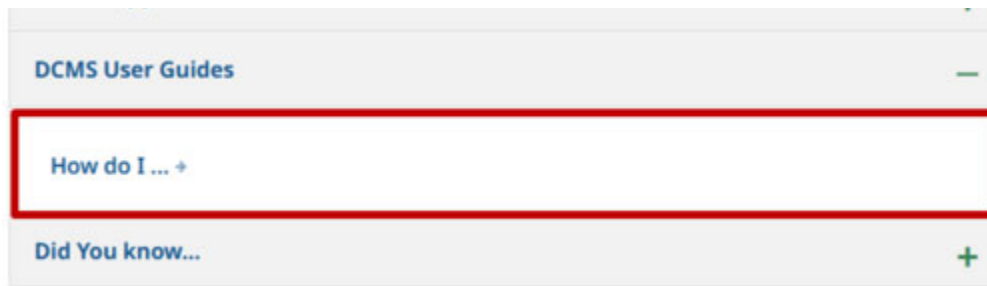
Firefox opens across the bottom of the page



Bing also opens at the top of the page.

User Guides

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Online Application Assistance	+



How do I... is where you can find the guides we've developed to assist you with things like completing an

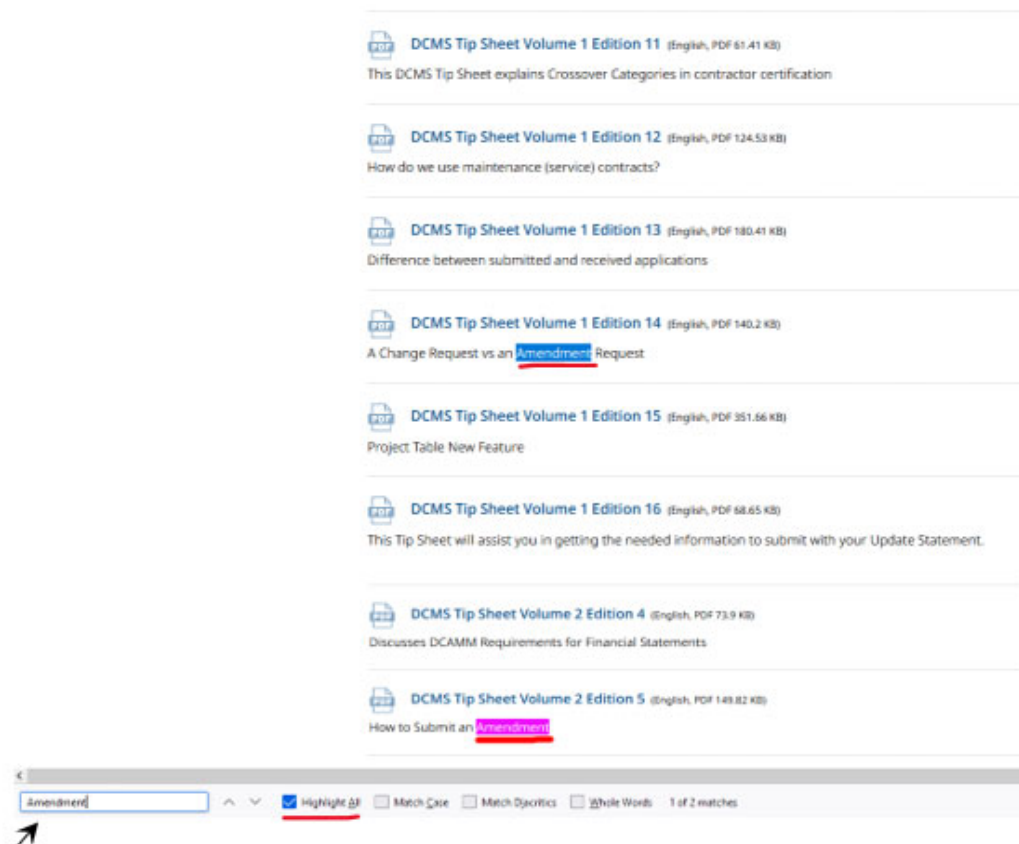
- Update Statement
- Granting another User Access to your Application
- Searching the Online Certified Contractors Directory
- Accessing your Numerical Rating Summary Sheet



While we don't have a lot of User Guides listed on the page you can still use the

CTRL+F on this page as well.

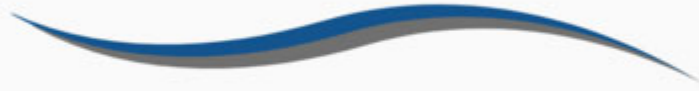
Here is an example of using the CTRL+F feature on a DCMS Tip Sheet page.



- Type your word or phrase in the search bar
- Select Highlight All and the word or phrase will be highlighted every where it exists on the page.

You see on this page there are 2 results on this page for the Amendment Search.

[Read Past DCMS Tip Sheets](#)



Reminder:

Applications are due three months prior to the expiration of the current certificate

Questions or concerns?

You can reach us at (857) 204-1305 (Office direct dial)
or Email us at certification.dcammm@mass.gov

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