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

M DCAMM

DCMS Tip Sheet

**Office of Access and Opportunity
Contractor Certification**

November 2023   Volume 4 Edition 8

Greetings from DCAMM Contractor Certification!

Did you know you can Add an Alert to your account?

Adding an Alert to your account is very easy and a good way to remind you to file your application on time. Maybe you need a reminder to order your CPA Financial Statements, the Alert can help. The steps below show you how.

Adding an Alert is very easy
It will keep you on time with your Certification

There are 2 Ways to add an Alert to your File

From your Dashboard

1. Click the Add a Date Alert under System News to go to your Vendor Profile

From your Active Certifications

1. Under **Actions** Click **View** for your current Certification

2. You will be taken to **Certification: View**

3. Click the Add Date Alert Button

Certification List   View Letters & Certificates   Add Date Alert

Add a date alert for this certification.

A certification alert will be sent to you on the date selected below. You can configure multiple alerts for each certification (e.g. 90, 60, and 30 days from renewal).

Alert Date:

_____ (mm/dd/yyyy)

Alert Message - edit the message as needed:

Certification renewal alert.

Save Date Alert

4. You can select any Alert Date you would like or edit the Alert Message for a custom message

5. Click Save Date Alert button and you will be back at Certification: View

6. You will now see a red box with the Alert you just created there

Date Alerts			
Certification alert(s) will be sent to you on date(s) designated			
Alert Date	Activated	Alert Message	Actions
9/6/2019	Pending	Certification alert for Division of Capital Asset Management and Maintenance PC certification. Certification renewal alert - This is a test of the Alert Message	View Delete

7. When you return to your Vendor Profile: Certifications you will see your alert

Current Certifications							
Type	Action	Effective	Renewal	Organization	Reviewer	Actions	Alert
PC	New	4/4/2019	4/10/2020	Division of Capital Asset Management and Maintenance		View	●

	Actions	Alert
	View	●

Keep in mind, this Alert will only notify the person that created it as it is tied to your username.

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.dcamm@mass.gov

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