

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



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

Key Actions

1 [Certification Applications pending](#) [Renew/Apply for Certification](#)
[View Analytics](#)
[Take a Training Class](#)

Alerts

No Activated Alerts. [View Pending Alerts](#).

System News

Special Features for Vendors

Check out the system **Wish List** to submit ideas for system enhancements, vote on others' suggestions, and join the discussion by adding comments. We welcome your feedback to build a better system.

If your firm is certified (SBE, DBE, MBE, WBE, etc.), active records will appear in the "Certification Center" on the left side of this Dashboard. You can take two important actions:

1. **Add a date alert** to an active certification to remind you of an upcoming renewal. You can add multiple alerts to any active certification -- for example 90 days, 60 days, and 30 days before the renewal is due.
2. If your firm holds a certification that is not listed, [submit a missing certification request](#). Our customer support team will review the supporting documentation and take action to add the record to ensure your profile is complete and up-to-date.

Training Classes & Events

Learn more about the system with our regular training classes and see upcoming events relevant to your business. [View details](#).

- [View events & RSVP today](#)

[View all System News](#)

From your Active Certifications

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

Vendor Profile: Certifications

[Home](#) [Profile](#) [Tools](#) [Compliance](#) [Contact](#) [Employees](#) [Certifications](#) [Insurance Compliance](#) [Subcontractors](#)

Red & Black Double Concrete System Vendor Number: 20811016

[Renew/Apply for Certification](#) [Request Missing Certification](#)

Type	Action	Effective	Renewed	Organization	Reviews	Actions	Alert
PC	New	6/10/18	6/10/2020	Division of Capital Asset Management and Maintenance		View	

Certification renewals and updates must be submitted to the certification agency with whom your renewal is due.
 For certification renewals and updates with Division of Capital Asset Management and Maintenance, you may [submit online](#).
 For other agencies, you will need to contact the certifying agency outside of this system for instructions.

Status	Application Number	App Type	Organization	Dates	Contact	Actions
Processing Complete	2501084	Prime or Single Prime Contractor Certification	Division of Capital Asset Management and Maintenance	Started: 5/19/2019 Submitted: 5/20/2019 Reviewed: 5/20/2019	Peggy Sue Construction	View
Incomplete (24%)	0000480	Prime or Single Prime Contractor Certification	Division of Capital Asset Management and Maintenance	Started: 6/17/2019	Peggy Sue Construction	Request

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

Certification: View

[Certification List](#) [View Letters & Certificates](#) [Add Date Alert](#)

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:

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 Alerts will be sent to you on dates designated			Alert Message	Actions
Alert Date	Activated		Alert Message	View Delete
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	

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

Current Certifications							
Type	Action	Effective	Renewal	Organization	Business	Actions	Alert
PC	New	6/4/2019	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.dcammm@mass.gov

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