

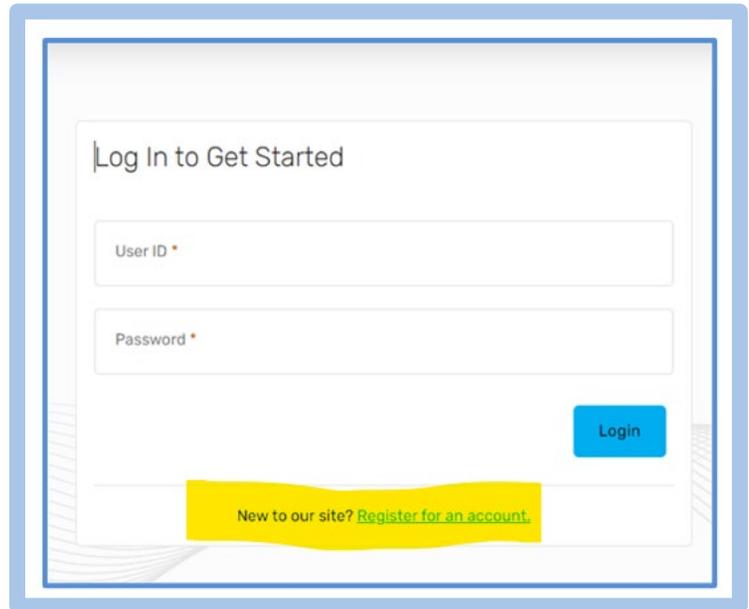


# Welcome DESE User

## How to Access the Commonwealth Print & Mail Services (CPMS) Storefront Portal

Login: <https://masscps.rocsoft.com/>

1. Select *Register* for an account.



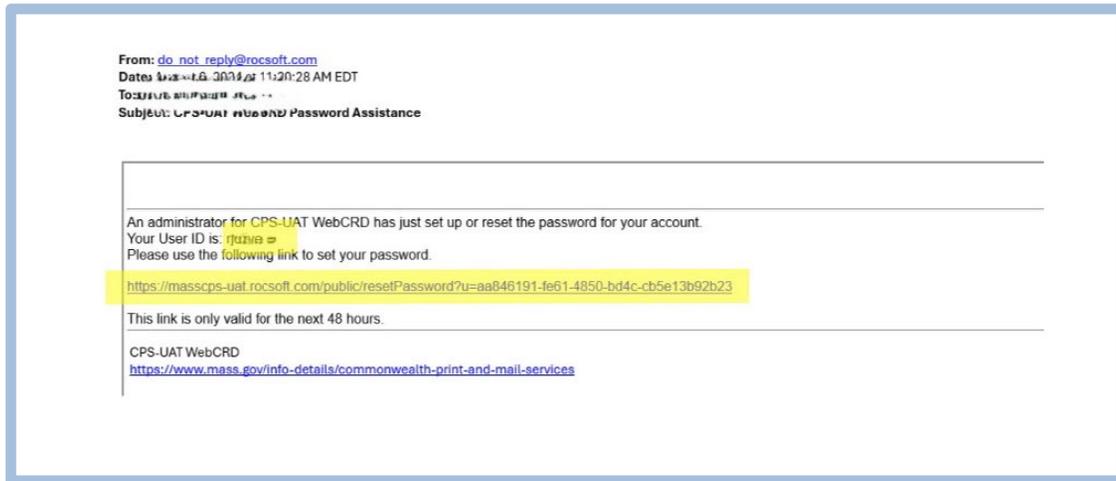
2. Fill in all asterisk\* *Account Information* and select *Register*.

Please enter your contact information.

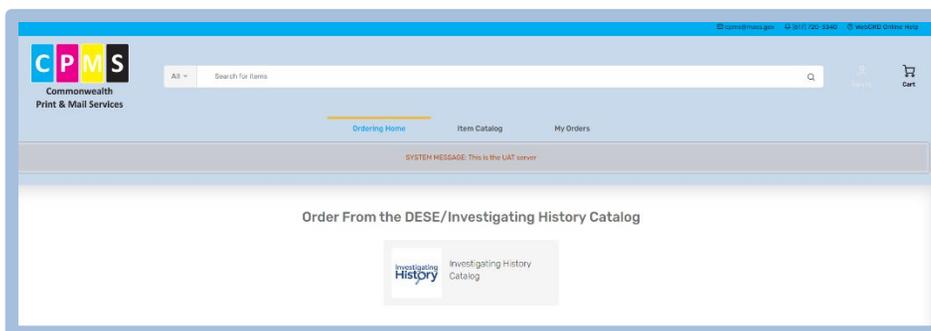
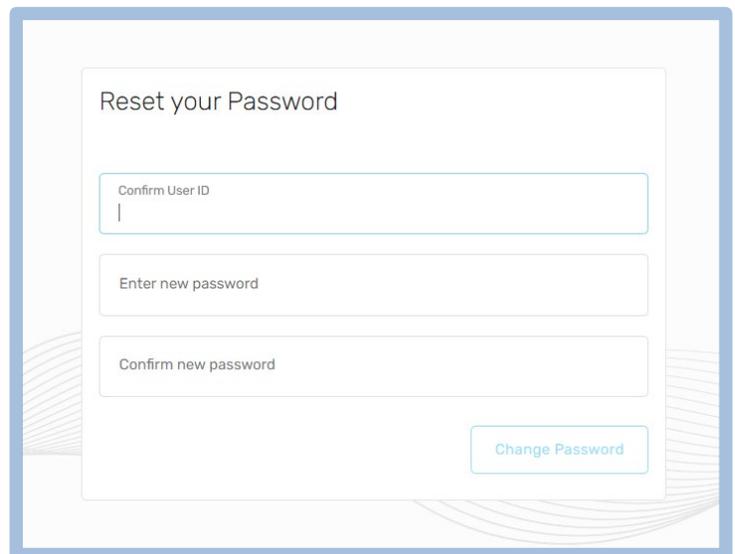
First name *	Middle name	Last name *
Location	Job title	
Department	Company	
Street 1	Street 2	Street 3
City	State Massachusetts	Zip
Country United States		
Email *	Re-enter Email *	Work #
Mobile #		

*Fields with an \* are required*

**3. An email will be sent to you with a link to *Add/Reset Password*.**

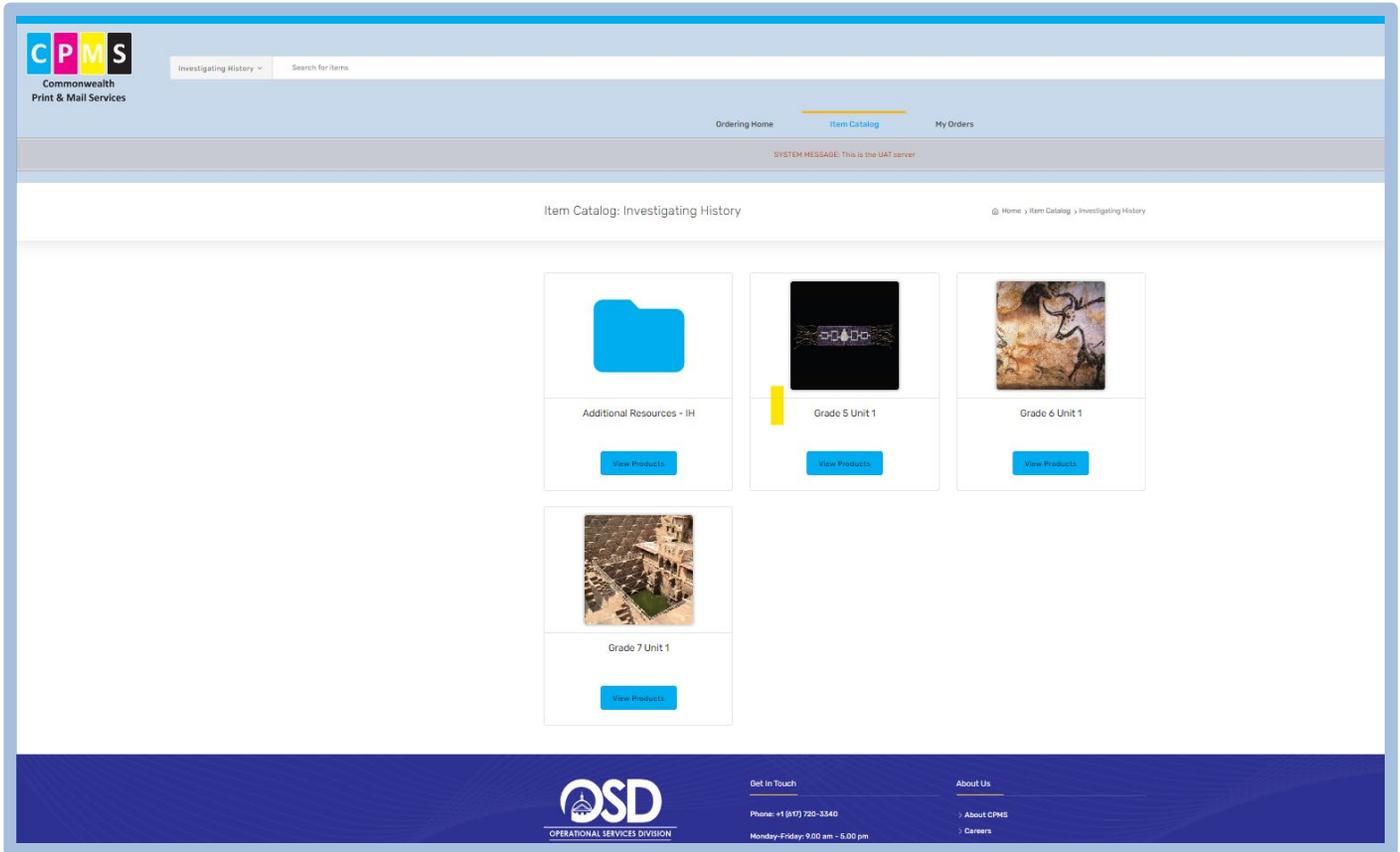


**4. Select the link to *Reset your Password*.  
Enter your *User ID* and new password.  
Select *Change Password*.**

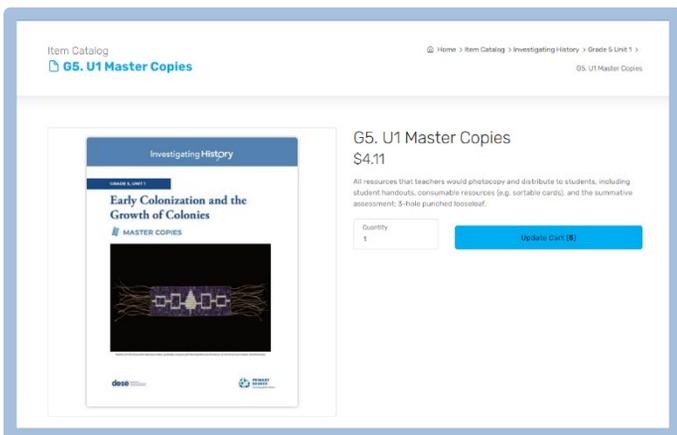
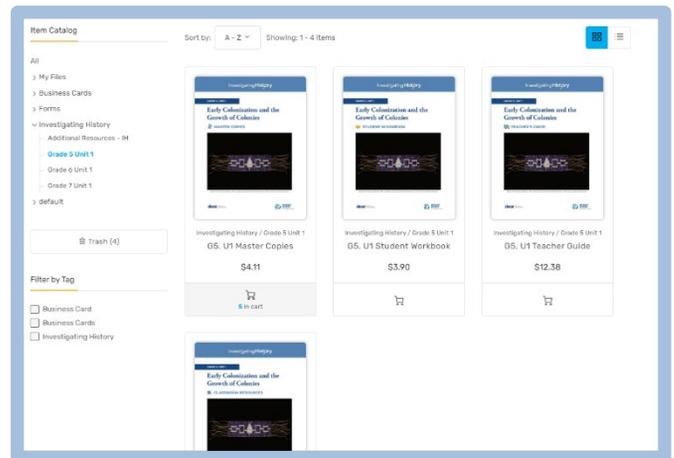


**Welcome to the DESE CPMS Storefront!**

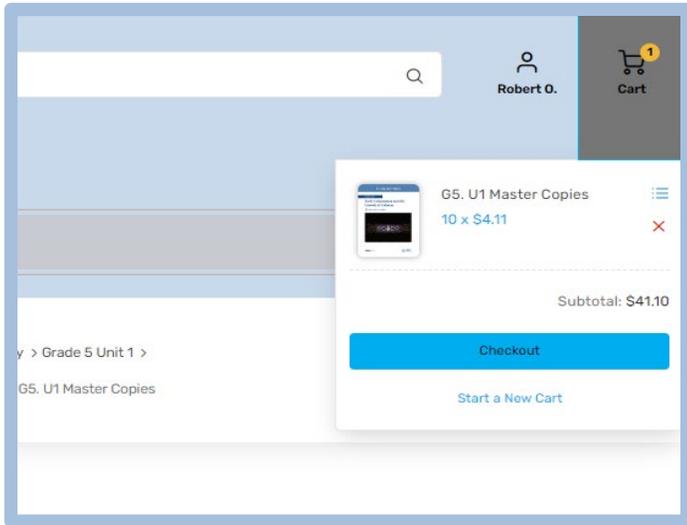
Welcome to the DESE Catalog. Select *View Products* to continue.



Select your requested books.

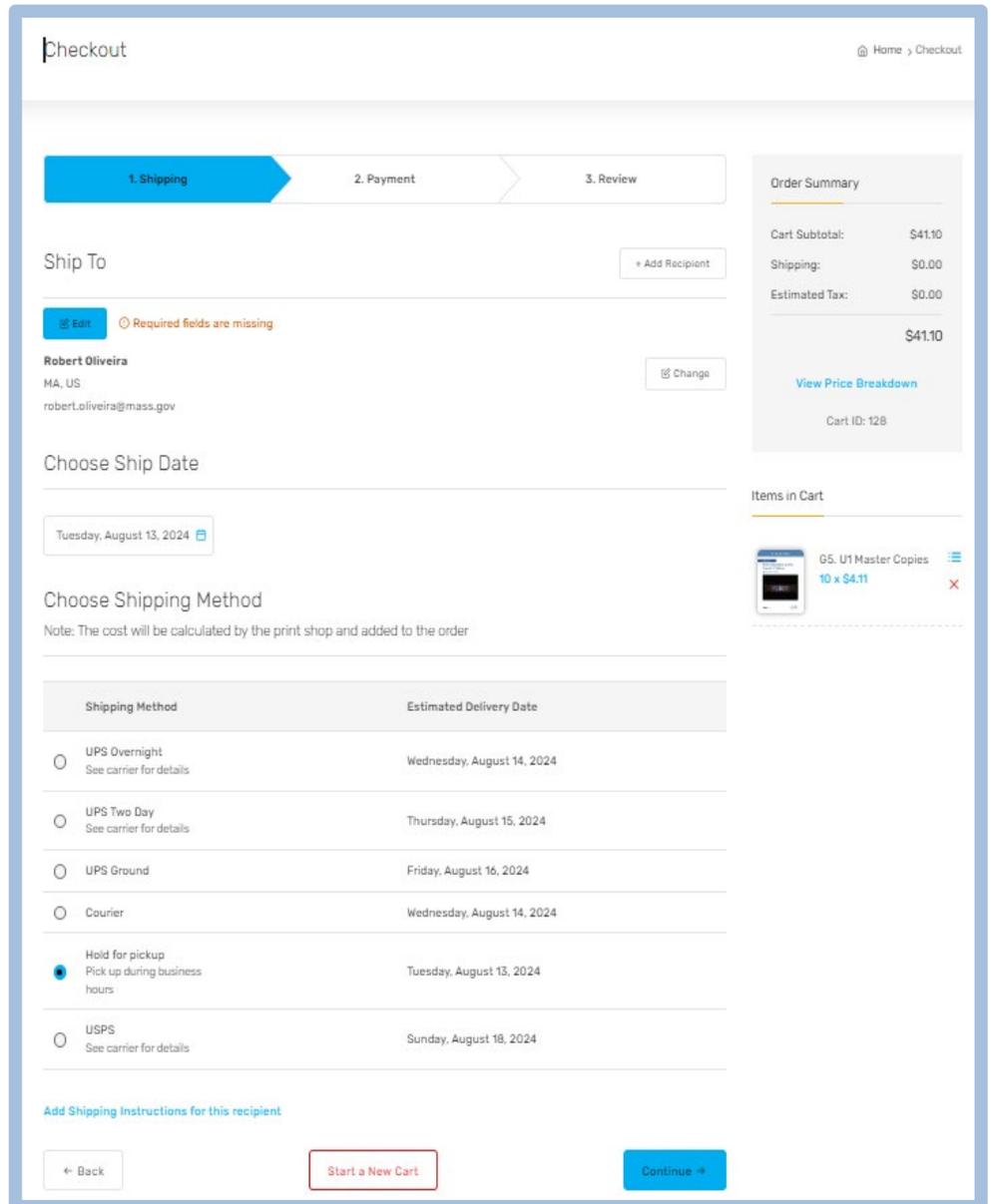


Add Quantity needed and select *Update Cart*.



When ready to Checkout, select your Cart in the upper right corner and then select **Checkout**.

On the Checkout page, complete the Shipping, Payment, and Review sections.



## 2. Payment Information

Checkout Home > Checkout

1. Shipping **2. Payment** 3. Review

### Billing Address

**Robert Oliveira**  
CPMS  
One Ashburton Place, Room 160B  
Boston MA 02108, US  
robert.oliveira@mass.gov [Change](#)

### Payment Method & Account Codes

[Expand All](#)

Agency\* [^](#)

Unit Code\* [^](#)

Billing Instructions  0 / 2000

[← Back](#) [Start a New Cart](#) [Continue →](#)

#### Order Summary

Cart Subtotal: \$41.10  
Shipping: \$0.00  
Estimated Tax: \$0.00  
**\$41.10**  
[View Price Breakdown](#)  
Cart ID: 128

#### Items in Cart

 G5, U1 Master Copies  
10 x \$4.11 [×](#)

## 3. Review Order

Checkout Home > Checkout

1. Shipping 2. Payment **3. Review**

### Review Your Order

Order Name\*  
G5 U1 Master Copy for Town of Massachusetts

Product Details	Quantity
 G5, U1 Master Copies <a href="#">☰</a> # Pages: 95 Page Size: 8.5 x 11	10 <a href="#">×</a>

#### Shipping

**Robert Oliveira**  
CPMS  
One Ashburton Place, Room 160B  
Boston MA 02108, US  
robert.oliveira@mass.gov

#### Billing

**Robert Oliveira**  
CPMS  
One Ashburton Place, Room 160B  
Boston MA 02108, US  
robert.oliveira@mass.gov

#### Payment Method

Agency: osd  
Unit Code: 1000

[← Back](#) [Start a New Cart](#) [Complete Order](#)

#### Order Summary

Cart Subtotal: \$41.10  
Shipping: \$0.00  
Estimated Tax: \$0.00  
**\$41.10**  
[View Price Breakdown](#)  
Cart ID: 128

Select **Complete Order** and you will receive a confirmation email.

**Any Questions? email: cpms@mass.gov**