November 2019

Designer Selection Board Application Access – Add New User

Prepared For:
The Commonwealth of Massachusetts

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Designer Selection Board Application Access – Add New User

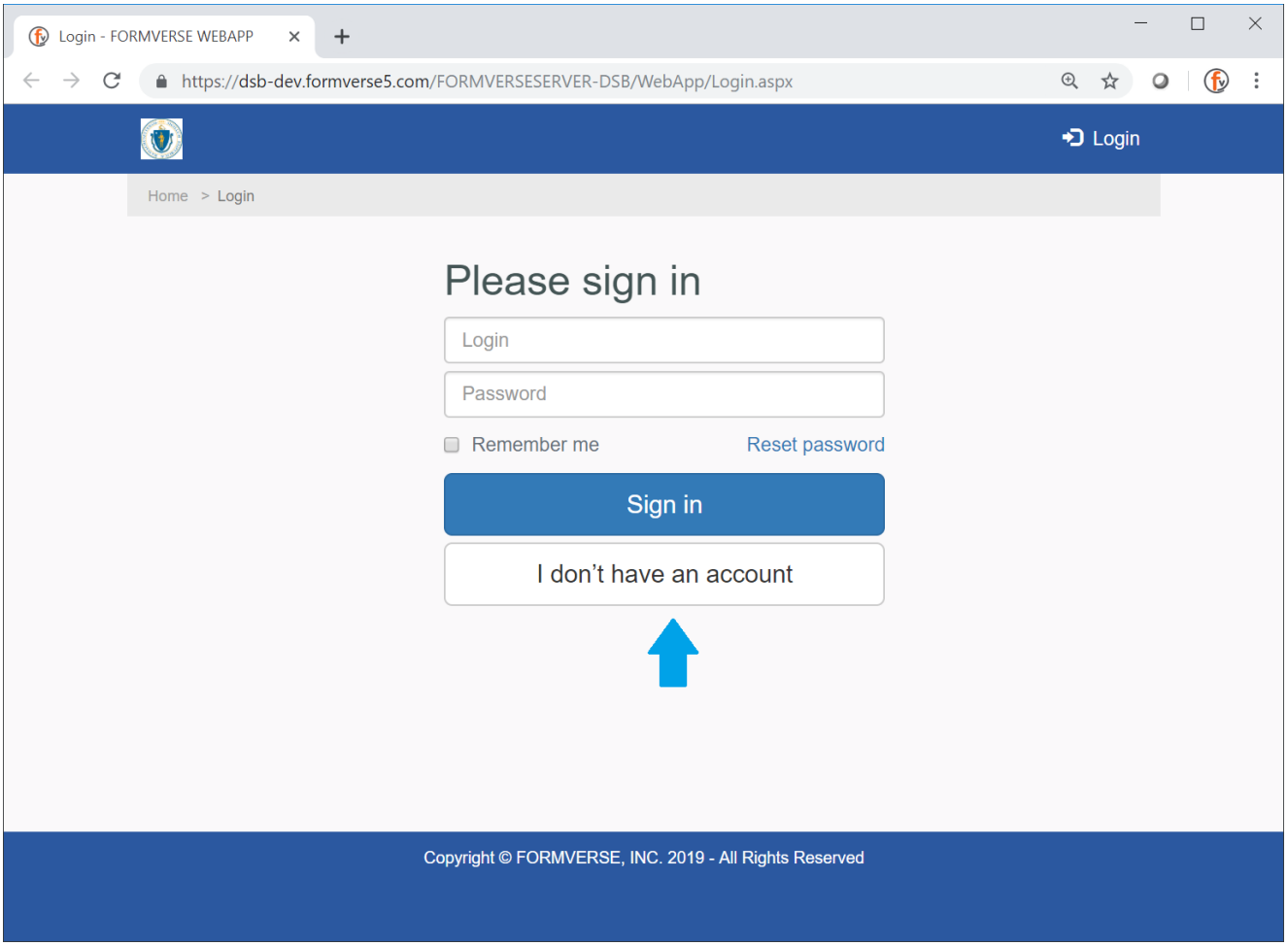
Recommended Web Browser (Latest Version): Microsoft Edge & Google Chrome

Please add noreply.dsb@autocene.com to your email's safe senders list to receive email communications from this system.

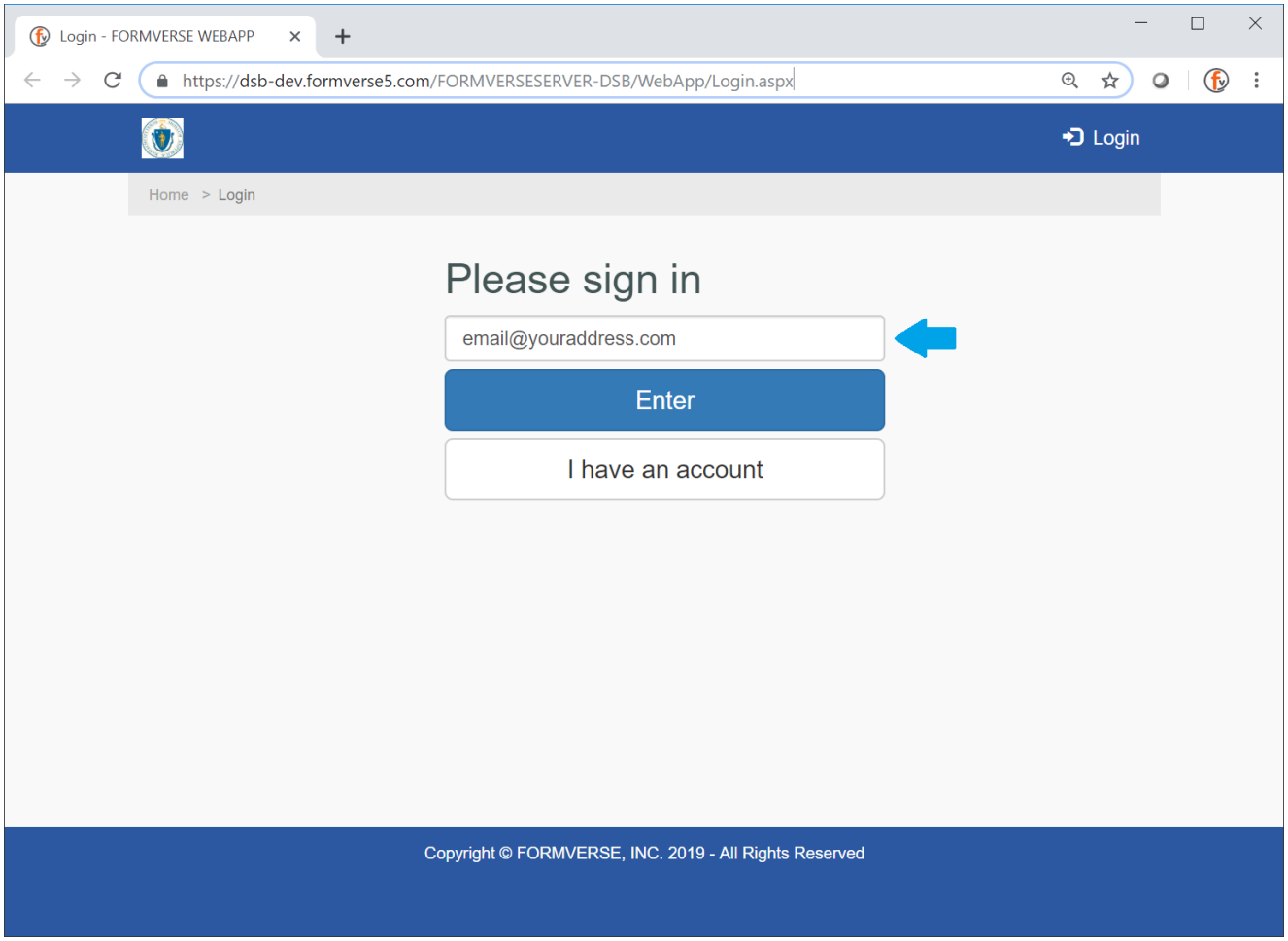
If you are logging in to the Autocene WebApp for the first time, you must first open the web application by visiting:

- https://dsb-dev.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx

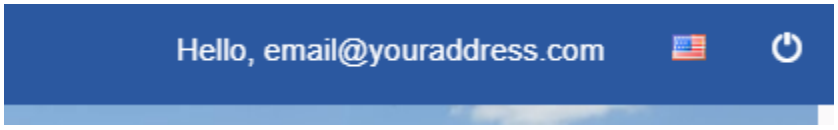
Once the page is open, click **I don't have an account** highlighted below to gain temporary login access for your first-time login.



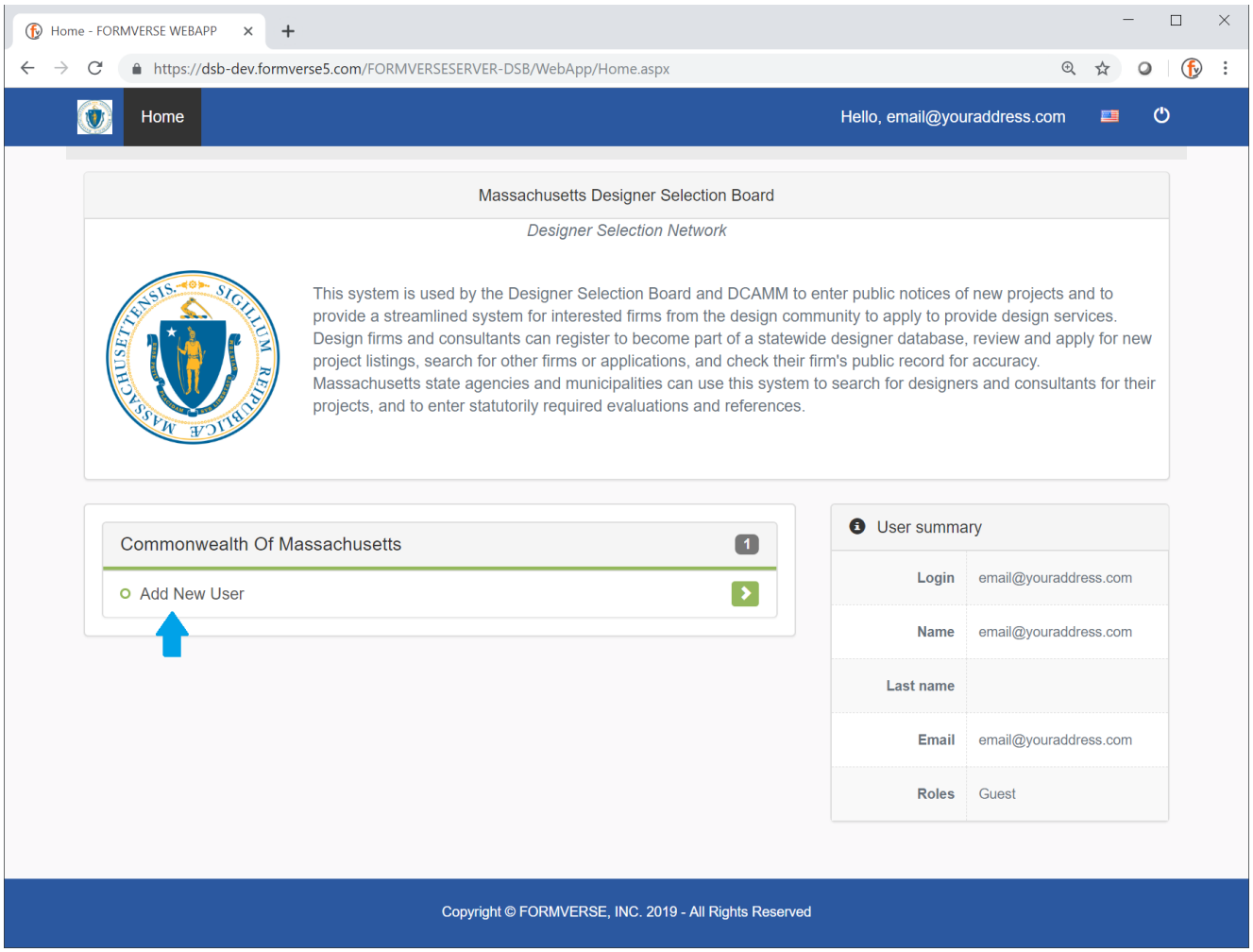
Enter your **email address** and you will be directed to the homepage.



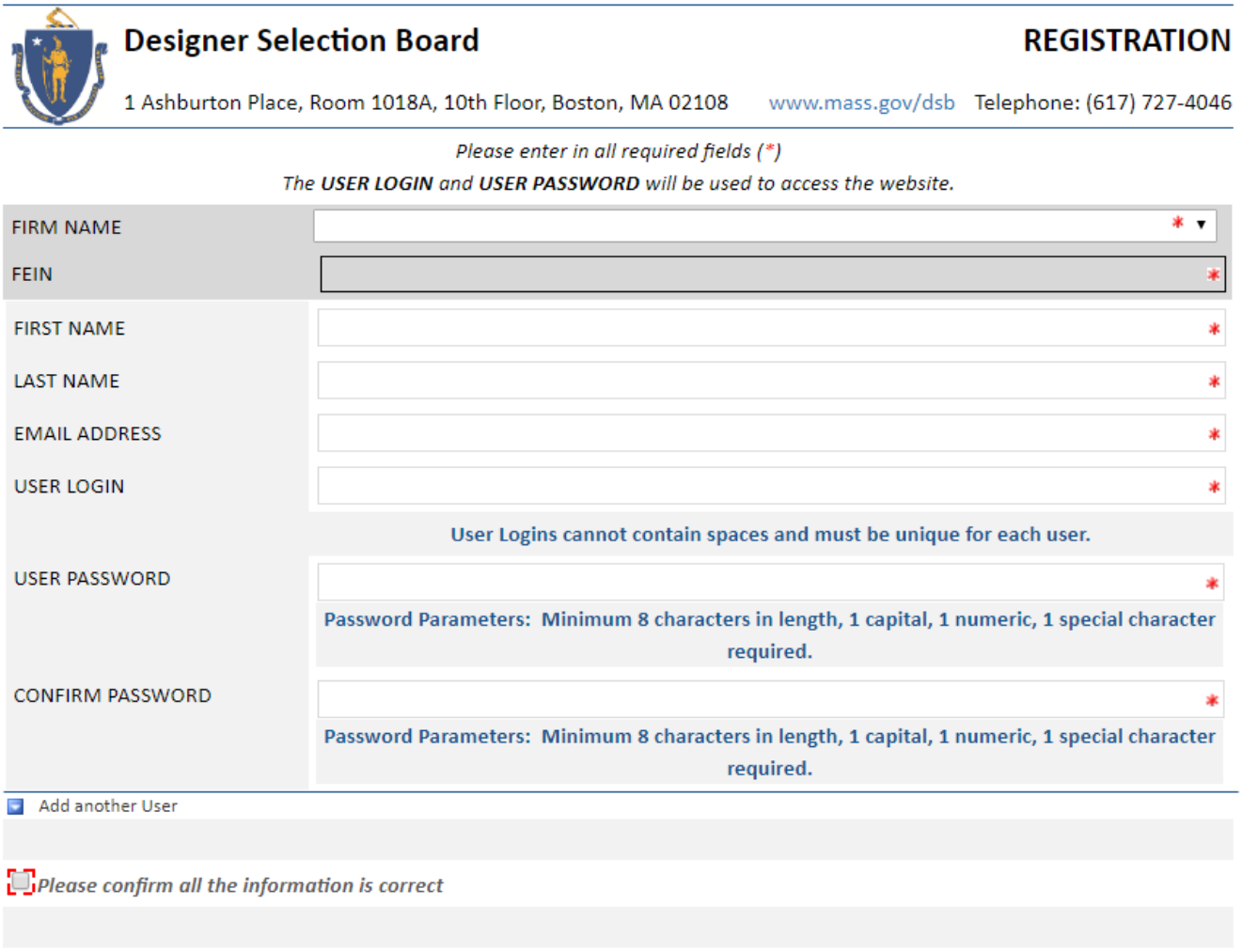
*Please note, you will be given a temporary login. You will be reminded to **logout** of this login later in the registration.



On the homepage you will see the **Add New User** application.



Fill in the required information presented. Extra Instructions are below.



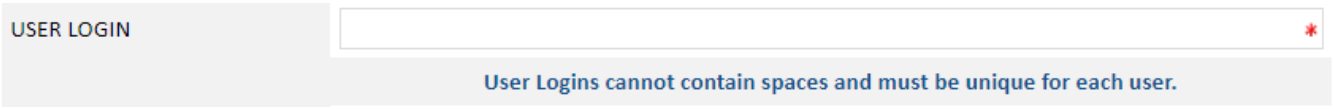
If your Firm Name/Organization does not appear in the dropdown, you may select the ***Enter New Firm** option. *Please note, that ampersands “&” will be converted to “AND”.



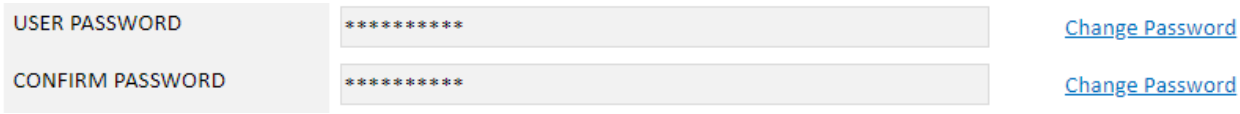
If you are a group without a FEIN, you may enter **NA** for Not Applicable. Otherwise please enter your FEIN number.



Your **USER LOGIN**, is your username going forward.



You will see stars if both your passwords match.



If you see a red box, your passwords do not match and will need to be corrected.



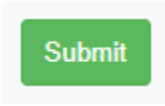
If you wish to add another user to your organization you may do so my clicking the **Add Another User** button. *Please note, USER LOGIN's for both users must be unique.



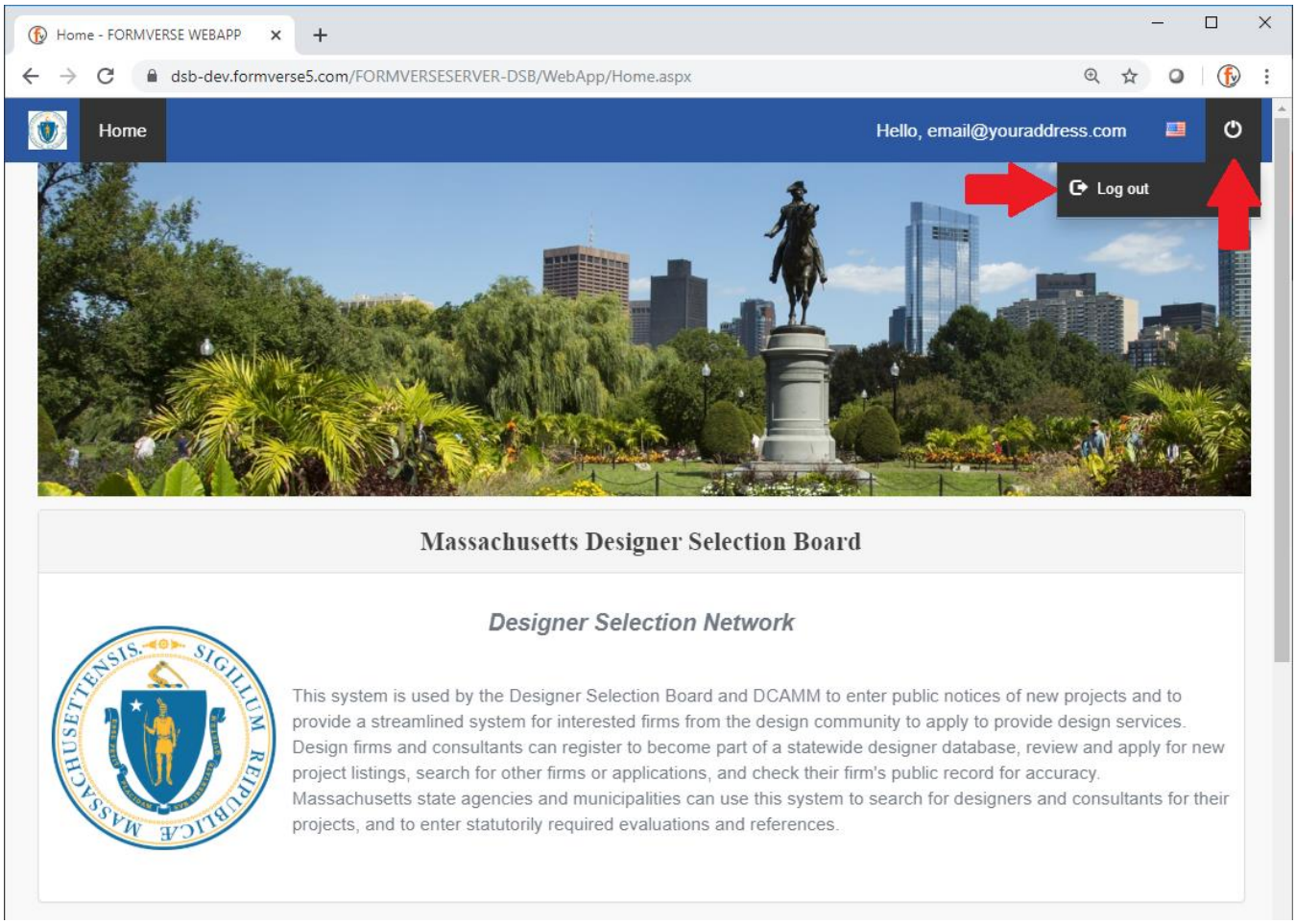
Finally, **confirm** your registration details.



And hit **Submit**.



Next, you must **logout** of the temporary login.

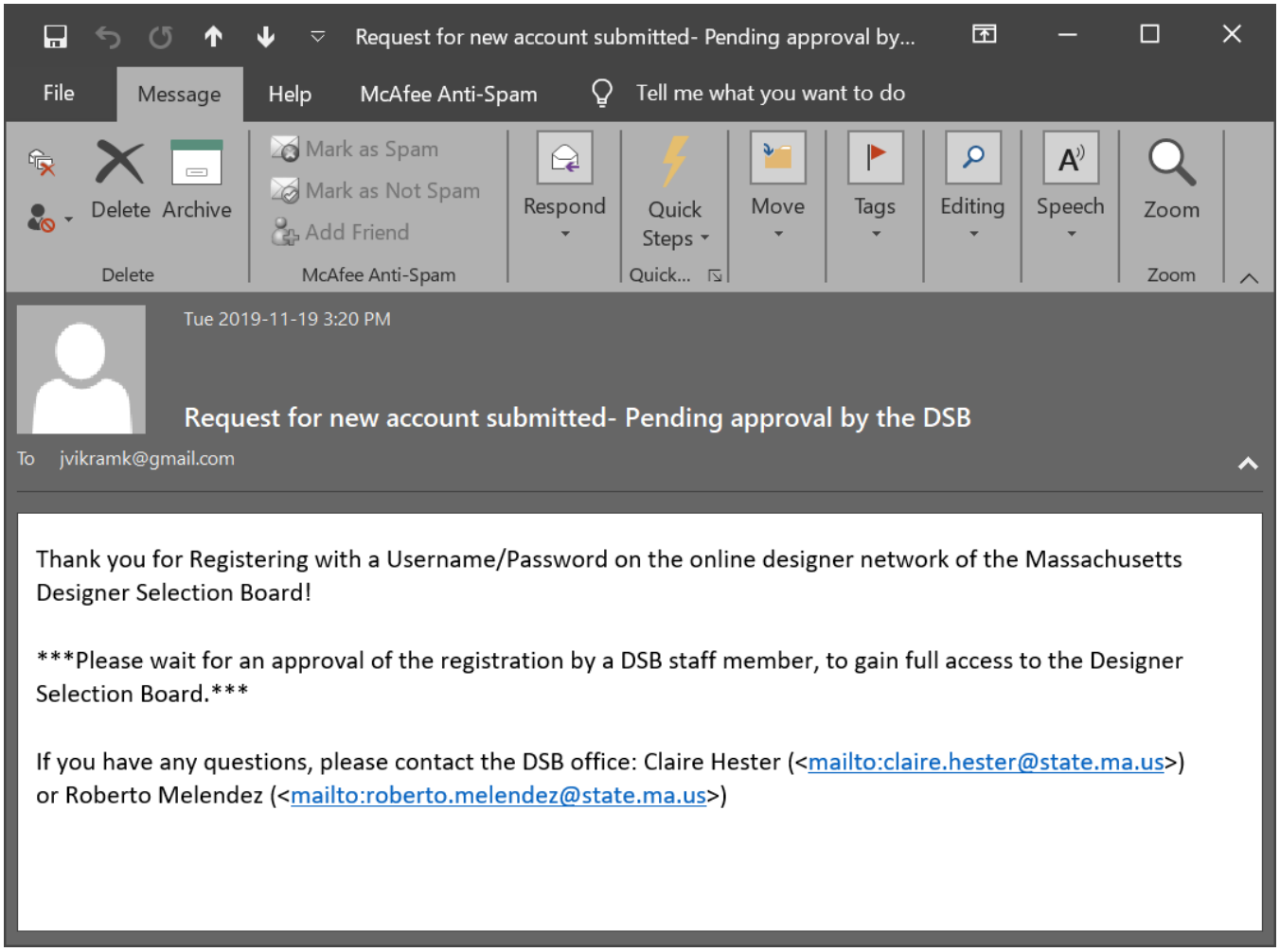


WHAT'S NEXT?

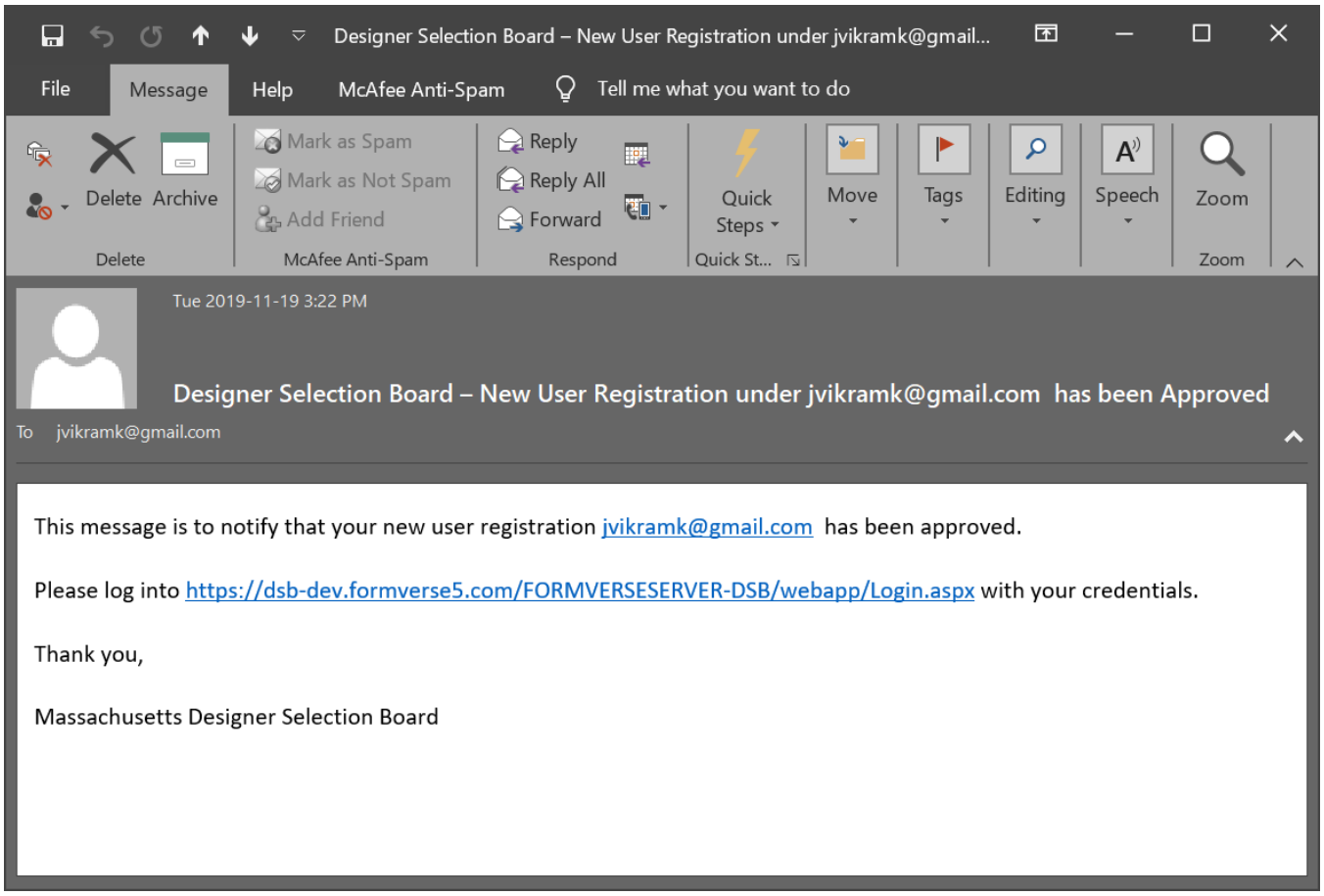
WAIT FOR REGISTRATION APPROVAL BY THE DESIGNER SELECTION BOARD

You will receive a follow-up email that your request for registration has been submitted.

Please wait for approval by a member of the DSB to gain full access to the Designer Selection Board.



Once approval is given you will be notified via email.



You may follow/save the link below to return to the Designer Selection Board web portal at any time:

- https://dsb-dev.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx