

# AUTOCENE

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## Designer Selection Board Application Access – Add New User

Prepared For:  
**The Commonwealth of Massachusetts**

### **USA**

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# Designer Selection Board Application Access – Add New User

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

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/FORMVERSESESERVER-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.

Home > Login

Please sign in

Login

Password

Remember me [Reset password](#)

Sign in

I don't have an account

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

Login - FORMVERSE WEBAPP

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

Home > Login

### Please sign in

Enter

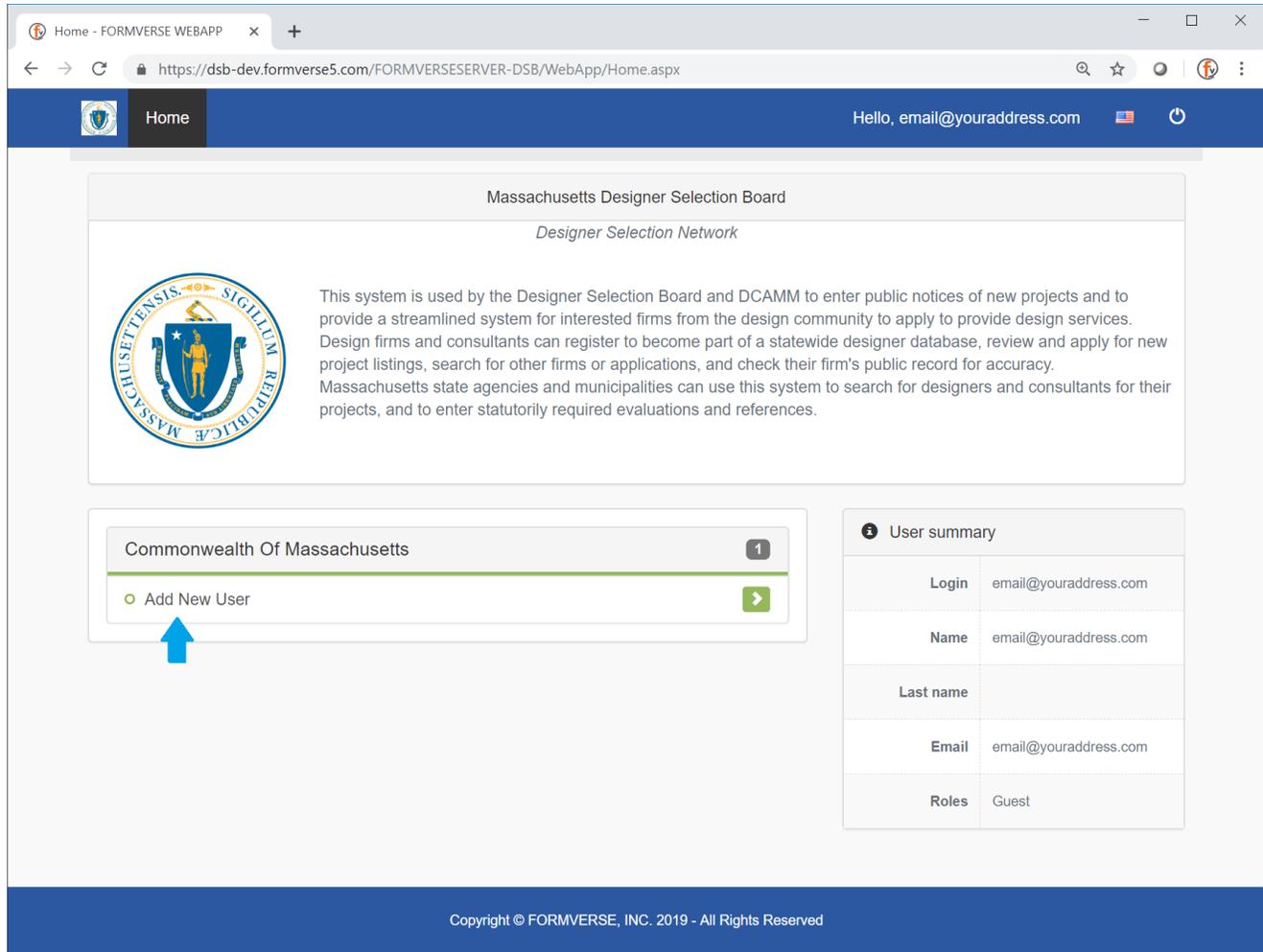
I have an account

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\*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.



The screenshot shows a web browser window with the URL <https://dsb-dev.formverse5.com/FORMVERSESESERVER-DSB/WebApp/Home.aspx>. The page title is "Home - FORMVERSE WEBAPP". The main content area is titled "Massachusetts Designer Selection Board" and "Designer Selection Network". It features the state seal of Massachusetts and a paragraph of text explaining the system's purpose. Below this, there is a dropdown menu for "Commonwealth Of Massachusetts" with a notification badge showing "1". Underneath the dropdown is a button labeled "Add New User" with a right-pointing arrow. A blue arrow points to this button. To the right of the dropdown is a "User summary" table.

User summary	
Login	email@youraddress.com
Name	email@youraddress.com
Last name	
Email	email@youraddress.com
Roles	Guest

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



## Designer Selection Board

1 Ashburton Place, Room 1018A, 10th Floor, Boston, MA 02108    [www.mass.gov/dsb](http://www.mass.gov/dsb)    Telephone: (617) 727-4046

## REGISTRATION

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Please enter in all required fields (\*)  
The **USER LOGIN** and **USER PASSWORD** will be used to access the website.

FIRM NAME	<input style="width: 95%;" type="text" value=""/>	*
FEIN	<input style="width: 95%;" type="text" value=""/>	*
FIRST NAME	<input style="width: 95%;" type="text" value=""/>	*
LAST NAME	<input style="width: 95%;" type="text" value=""/>	*
EMAIL ADDRESS	<input style="width: 95%;" type="text" value=""/>	*
USER LOGIN	<input style="width: 95%;" type="text" value=""/>	*
User Logins cannot contain spaces and must be unique for each user.		
USER PASSWORD	<input style="width: 95%;" type="password" value=""/>	*
Password Parameters: Minimum 8 characters in length, 1 capital, 1 numeric, 1 special character required.		
CONFIRM PASSWORD	<input style="width: 95%;" type="password" value=""/>	*
Password Parameters: Minimum 8 characters in length, 1 capital, 1 numeric, 1 special character required.		

Add another User

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Please confirm all the information is correct

**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".**

FIRM NAME	<input style="width: 95%;" type="text" value="FIRM NAME"/>
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.**

FEIN	<input style="width: 95%;" type="text" value=""/>
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Your **USER LOGIN**, is your username going forward.

USER LOGIN	<input type="text"/>	*
User Logins cannot contain spaces and must be unique for each user.		

You will see stars if both your passwords match.

USER PASSWORD	*****	<a href="#">Change Password</a>
CONFIRM PASSWORD	*****	<a href="#">Change Password</a>

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

USER PASSWORD	*****	<a href="#">Change Password</a>
CONFIRM PASSWORD	DoesNotMatch	
Password Parameters: Minimum 8 characters in length, 1 capital, 1 numeric, 1 special character required.		

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

Add another User

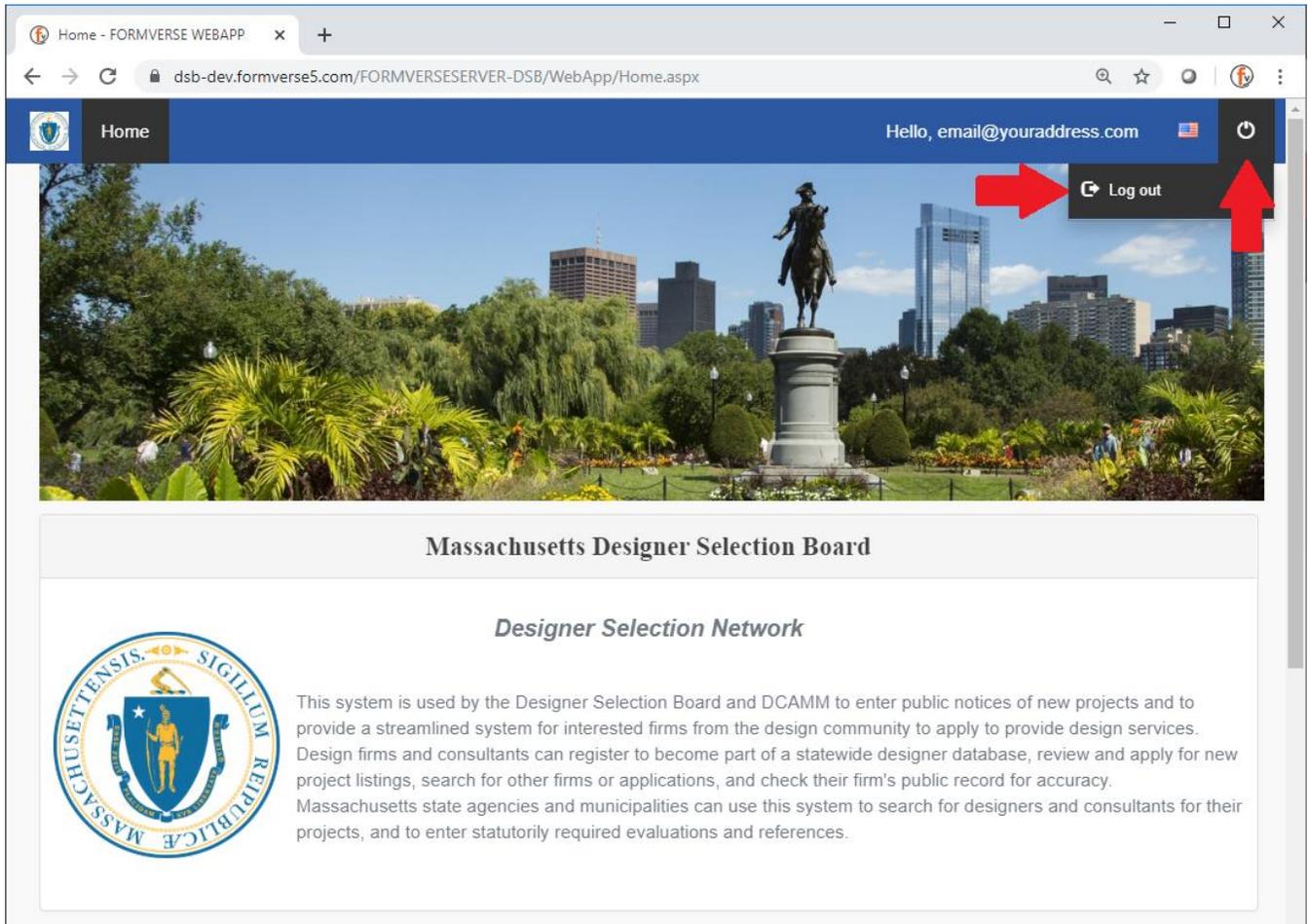
Finally, **confirm** your registration details.

Please confirm all the information is correct

And hit **Submit**.

Submit

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

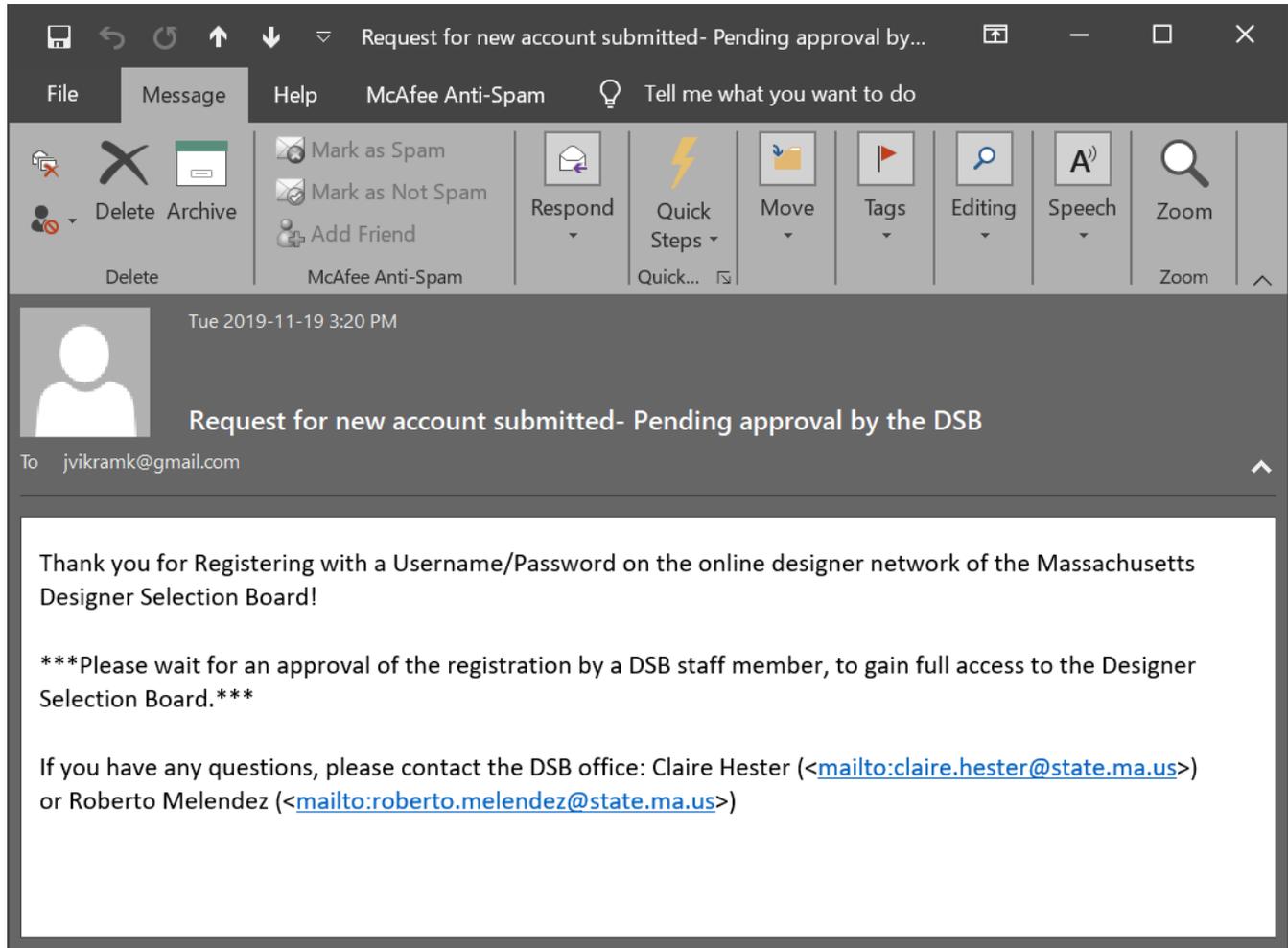


## WHAT'S NEXT?

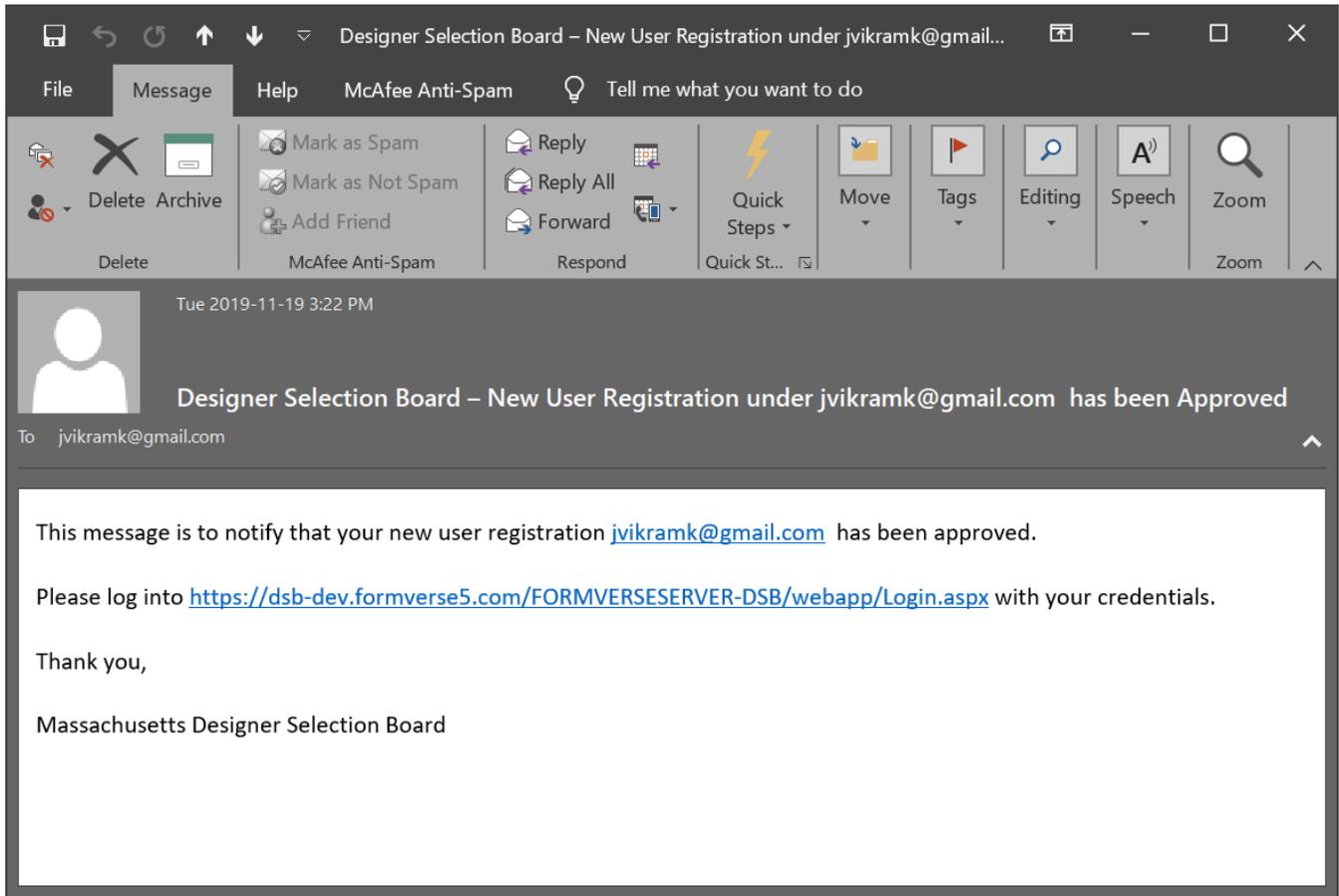
### WAIT FOR REGISTRATION APPROVAL BY THE DESIGNER SELECTION BOARD

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/FORMVERSESESERVER-DSB/WebApp/Login.aspx>