THE DESIGNER SELECTION BOARD

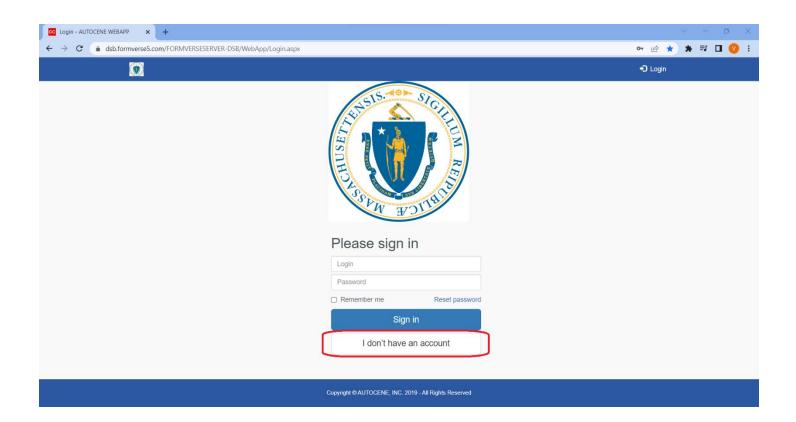
DESIGNER SELECTION BOARD'S WEB PORTAL for USER ENROLLMENT

This document will guide new users through **USER ENROLLMENT** process.

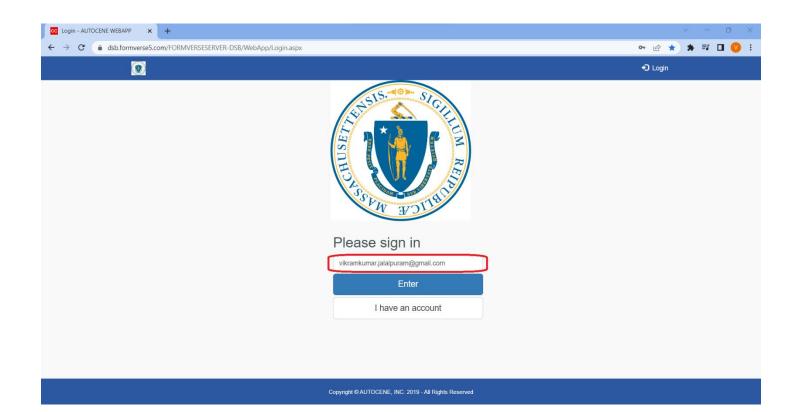
Initial Log in to the **DESIGNER SELECTION NETWORK** and continued use can be found at:

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

1. To Log in for the first time, select I don't have an account



2. Enter your email



3. Select "Enroll as New User – Required for all New Users of the System"



Commonwealth of Massachusetts Designer Selection Network



Administered by DSB

This system is used by the Designer Selection Board and DCAMM to enter public notices of new projects and to provide a streamlined system for interested firms from the design community to apply to provide design services.

Design firms and consultants can register to become part of a statewide designer database, review and apply for new project listings, search for other firms or applications, and check their firm's public record for accuracy.

Massachusetts state agencies and municipalities can use this system to search for designers and consultants for their projects, and to enter statutorily required evaluations and references.

NOTE: To ensure you receive emails from Autocene, please add noreply.dsb@autocene.com to your contacts.

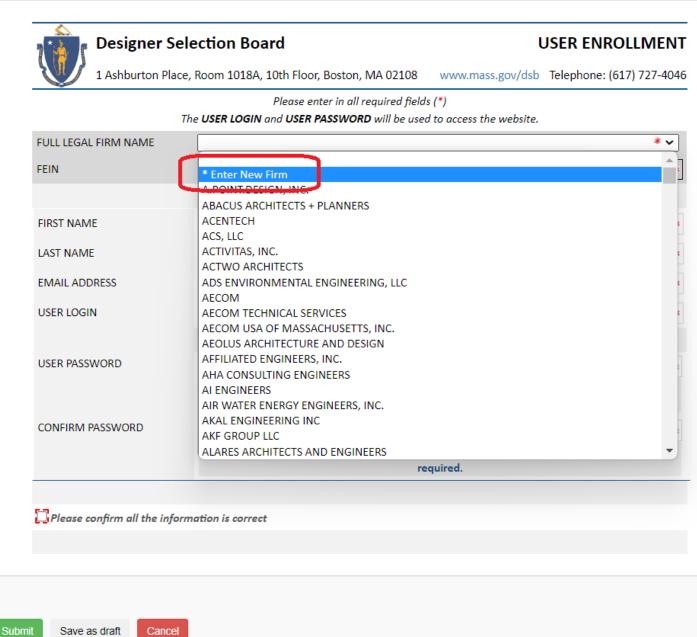
User Menu	2	 User summary 	
 Enroll as New User - Required for all New Users of the System 	>	Login	vikramkumar.jalalpuram@gmail.com
O Submit References	2	Name	vikramkumar.jalalpuram@gmail.com
		Last name	
		Email	vikramkumar.jalalpuram@gmail.com
		Roles	Guest

4. Select "Designer"

Designer Sele	ection Board *	USER ENROLLMENT
1 Ashburton Place,	Room 1018A, 10th Floor, Boston, MA 02	108 www.mass.gov/dsb Telephone: (617) 727-4046
Please select one:	Designer	Public Agency

5. Click on the drop-down list and select your firm name if it exists in the system.

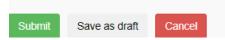
	Please enter in all required fields (*) The USER LOGIN and USER PASSWORD will be used to access the website.	
FULL LEGAL FIRM NAME		* ~
FEIN		-
	* Enter New Firm A.POINT.DESIGN, INC.	
	ABACUS ARCHITECTS + PLANNERS	
FIRST NAME	ACENTECH	
	ACS, LLC	
LAST NAME	ACTIVITAS, INC.	
	ACTWO ARCHITECTS	
EMAIL ADDRESS	ADS ENVIRONMENTAL ENGINEERING, LLC	
USER LOGIN	AECOM AECOM TECHNICAL SERVICES	
	ALCOINT USA OF INTASSACTUSETTS, INC.	
	AEOLUS ARCHITECTURE AND DESIGN	
USER PASSWORD	AFFILIATED ENGINEERS, INC.	
	AHA CONSULTING ENGINEERS	
	AI ENGINEERS AIR WATER ENERGY ENGINEERS, INC.	
	AKAL ENGINEERING INC	
CONFIRM PASSWORD	AKF GROUP LLC	
	ALARES ARCHITECTS AND ENGINEERS	•
	required.	



Cancel

7. And type in the firm name

Designer S	election Board	USER ENROLLMENT
1 Ashburton Pla	ce, Room 1018A, 10th Floor, Boston, MA 02108	www.mass.gov/dsb Telephone: (617) 727-4046
	Please enter in all required fields	(*)
	The USER LOGIN and USER PASSWORD will be used	to access the website
FULL LEGAL FIRM NAME	If your firm name doesn't exist in the list then En	
	Place note that ampercands	"2." will be converted to "And".
FEIN		*
	Designer firms r	must provide FEIN.
FIRST NAME		*
LAST NAME		*
EMAIL ADDRESS		*
USER LOGIN		*
	User Logins cannot contain space	s and must be unique for each user.
USER PASSWORD		*
		in length, 1 capital, 1 numeric, 1 special character uired.
CONFIRM PASSWORD		*
		in length, 1 capital, 1 numeric, 1 special character uired.
Please confirm all the info		



8. Fill out your info and password, click the "Please Confirm" box, and then click "Submit." You cannot "Save a Draft."

	Please enter in all required fields (*)	
FULL LEGAL FIRM NAME	The USER LOGIN and USER PASSWORD will be used to access the website. AEOLUS ARCHITECTURE AND DESIGN	~
FEIN	998899888	
	Designer firms must provide FEIN.	
FIRST NAME	Vikram Kumar	
LAST NAME	Jalalpuram	
EMAIL ADDRESS	vikramkumar.jalalpuram@gmail.com	
USER LOGIN	vkumar	
	User Logins cannot contain spaces and must be unique	for each user.
USER PASSWORD	*****	Change Password
CONFIRM PASSWORD	****	Change Password

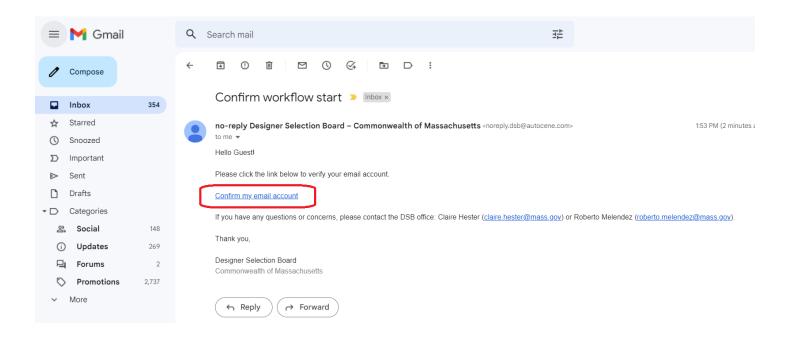
9. After submission, a message will be displayed as below

C	Home	Hello, vikramkumar.jalalpuram@gmail.com	٢
ł	Iome > Confirmation page		
	To start workflow please click on link sent to your email		×

10. Click Log Out

Image: Weight of the second	Hello, vikramkumar.jalalpuram@gmail.com
Home > Confirmation page	G► Log out
To start workflow please click on link sent to your email	×

11. Go To your email inbox and Click on "Confirm my email account" to validate your email



12. This validation will forward your user enrollment request to DSB Staff for approval

M Confirm workflow start - vikram	ik 🗙 🚾 Form - FORMVERSE WEBA	.PP × +			~ - 0 ×	
Confirm workflow start -	Confirm workflow start - //FORMVERSESERVER-DSB/WebApp/FormSubmitSuccess.aspx?guid=7486fae2-1707-4232-a2b1-3b58b932c94a vikramkumarjalalpuram@gmail.co					
mail.google.com	mail.google.com					
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	k you! Your	form has been submitted				
	Email was sent to the following	ng users:	Details of your message			
	To:	adduser.dsb@mass.gov	Your Email Address:	vikramkumar.jalalpuram@gmail.com		
	CC:		Subject:	New User Registration - Request // AEOLUS ARCHITECTURE AND DESIGN		
	BCC:	fvtracking@gmail.com	Date:	2022-12-07 14:56		
	Back to home Back to actions					
		Copyright © AUTOCENE,	INC. 2019 - All Rights Reserved			

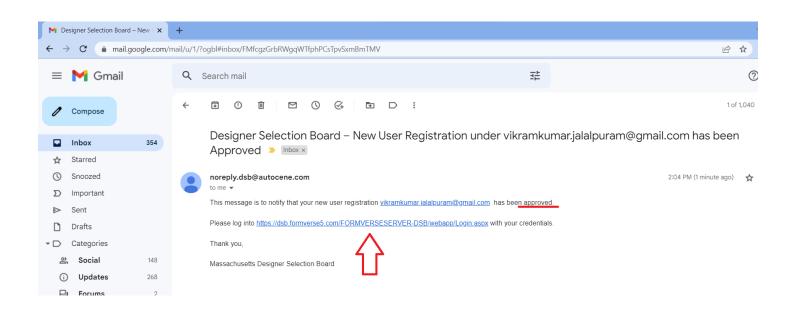
13. You will receive an email confirmation about your pending approval by the DSB

R R	equest for new ac	count submitte 🗙	+			
Request for new account submitted- Pending approval by the DSB mail.google.com		ail/u/1/?ogbl#inbox/FMfcgzGrbRWgqWSslfWwrvvKzQMsChQd			Ê.	
		٩	Search mail	幸		
0	Compose		÷	•		2 of 1
	Inbox	355		Request	for new account submitted- Pending approval by the DSB $>$ Index \times	
☆	Starred				@autocene.com	1:56 PM (O minutes ago)
\bigcirc	Snoozed			to me 🔻		
Σ	Important			Thank you for	Registering with a Username/Password on the online designer network of the Massachusetts Designer Selection Board!	
⊳	Sent			***Please wait	for an approval of the registration by a DSB staff member, to gain full access to the Designer Selection Board.***	
D	Drafts			If you have an	y questions, please contact the DSB office: Claire Hester (<mailto:claire.hester@mass.gov>) or Roberto Melendez (<mailto:roberto.mel< td=""><td>lendez@mass.gov>)</td></mailto:roberto.mel<></mailto:claire.hester@mass.gov>	lendez@mass.gov>)
• 🗅	Categories					
Do	Social	148				
G) Updates	269		Thank you	u! Done. Great, thank you so much!	
P	Forums	2				
\Box	> Promotion	s 2,737				
~	More			🔶 Reply	Forward	

14. If the firm already exists, the contact person of that firm will also receive a notification about new user enrollment request

≡	M Gmail	Q Search in mail 좌	• Active - ⑦ 🔅 🏭 V
Mail	Compose		1 of 5,380 < 📏
	Inbox 1	Designer Selection Board - A New User(s) account(s) has requested registra AEOLUS ARCHITECTURE AND DESIGN > Information	ation credentials under 🛛 🖶 🖸
Chat	☆ Starred	AEOLUS ARCHITECTURE AND DESIGN 🦻 🔤	
00	() Snoozed	noreply.dsb@autocene.com	1:56 PM (17 minutes ago) 🛛 🛧 🕤 🚦
Spaces	D Important	to me 💌	
Ċ	▷ Sent	This message is to notify that a new user: <u>vikramkumar,jalalpuram@gmail.com</u> has requested registration credentials under AEC designer network of the Massachusetts Designer Selection Board.	OLUS ARCHITECTURE AND DESIGN for the online
Meet	Drafts 4	If you feel that access should not be authorized for the above email address please contact the DSB office as soon as possible: 0	Claire Hester (claire hester@mass.gov) or Roberto Malandez
	- D Categories	(roberto melendez@mass.gov).	
	😩 Social	Thank you,	
	(i) Updates 1	Massachusetts Designer Selection Board	
	📮 Forums	masaanasaa boogno ooloan baara	
	P Promotions		

15. If approved by the DSB staff, the user will receive a confirmation email



16. Approved users can login with credentials at <u>https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx</u>

