

THE DESIGNER SELECTION BOARD

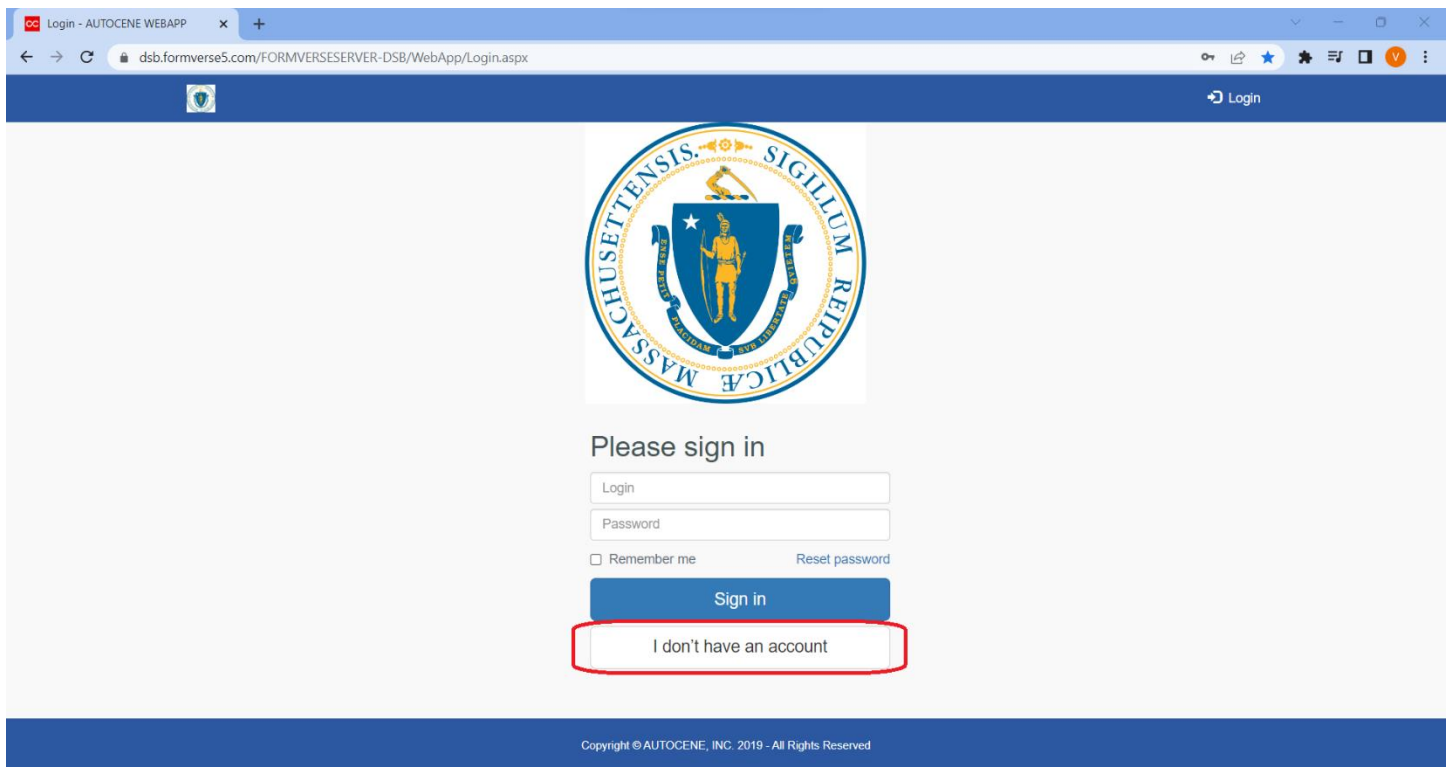
DESIGNER SELECTION BOARD's WEB PORTAL for USER ENROLLMENT

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/FORMVERSESESERVER-DSB/WebApp/Login.aspx>


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



Login - AUTOCENE WEBAPP

dsb.formverse5.com/FORMVERSESESERVER-DSB/WebApp/Login.aspx

Login



Please sign in

Login

Password

☐ Remember me [Reset password](#)

Sign in

I don't have an account


Copyright © AUTOCENE, INC. 2019 - All Rights Reserved

2. Enter your email

Browser window: Login - AUTOCENE WEBAPP

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

Page Header: Login



Please sign in

Enter

I have an account

Copyright © AUTOCENE, INC. 2019 - All Rights Reserved

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

☐ Enroll as New User - Required for all New Users of the System

☐ Submit References

User summary

Login	vikramkumar.jalalpuram@gmail.com
Name	vikramkumar.jalalpuram@gmail.com
Last name	
Email	vikramkumar.jalalpuram@gmail.com
Roles	Guest

4. Select “Designer”



Designer Selection Board *

1 Ashburton Place, Room 1018A, 10th Floor, Boston, MA 02108

www.mass.gov/dsb Telephone: (617) 727-4046

USER ENROLLMENT

Please select one:

Designer

Public Agency

Submit

Save as draft

Cancel

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



Designer Selection Board

USER ENROLLMENT

1 Ashburton Place, 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	<input type="text"/>
FEIN	<input type="text"/>
FIRST NAME	<input type="text"/>
LAST NAME	<input type="text"/>
EMAIL ADDRESS	<input type="text"/>
USER LOGIN	<input type="text"/>
USER PASSWORD	<input type="password"/>
CONFIRM PASSWORD	<input type="password"/>

* Enter New Firm

A.POINT.DESIGN, INC.

ABACUS ARCHITECTS + PLANNERS

ACENTECH

ACS, LLC

ACTIVITAS, INC.

ACTWO ARCHITECTS

ADS ENVIRONMENTAL ENGINEERING, LLC

AECOM

AECOM TECHNICAL SERVICES

AECOM USA OF MASSACHUSETTS, INC.

AEOLUS ARCHITECTURE AND DESIGN

AFFILIATED ENGINEERS, INC.

AHA CONSULTING ENGINEERS

AI ENGINEERS

AIR WATER ENERGY ENGINEERS, INC.

AKAL ENGINEERING INC

AKF GROUP LLC

ALARES ARCHITECTS AND ENGINEERS

required.

Please confirm all the information is correct

Submit

Save as draft

Cancel

6. Or select "Enter New Firm"



Designer Selection Board

USER ENROLLMENT

1 Ashburton Place, 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	<input type="text"/>
FEIN	<div><div>* Enter New Firm</div><div>A POINT DESIGN, INC.</div><div>ABACUS ARCHITECTS + PLANNERS</div><div>ACENTECH</div><div>ACS, LLC</div><div>ACTIVITAS, INC.</div><div>ACTWO ARCHITECTS</div><div>ADS ENVIRONMENTAL ENGINEERING, LLC</div><div>AECOM</div><div>AECOM TECHNICAL SERVICES</div><div>AECOM USA OF MASSACHUSETTS, INC.</div><div>AEOLUS ARCHITECTURE AND DESIGN</div><div>AFFILIATED ENGINEERS, INC.</div><div>AHA CONSULTING ENGINEERS</div><div>AI ENGINEERS</div><div>AIR WATER ENERGY ENGINEERS, INC.</div><div>AKAL ENGINEERING INC</div><div>AKF GROUP LLC</div><div>ALARES ARCHITECTS AND ENGINEERS</div></div>
FIRST NAME	
LAST NAME	
EMAIL ADDRESS	
USER LOGIN	
USER PASSWORD	
CONFIRM PASSWORD	

required.


 Please confirm all the information is correct

Submit

Save as draft

Cancel

7. And type in the firm name



Designer Selection Board

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

USER ENROLLMENT

Please enter in all required fields (*)

The **USER LOGIN** and **USER PASSWORD** will be used to access the website.

FULL LEGAL FIRM NAME

Please note that ampersands "&" will be converted to "AND".

FEIN

Designer firms must provide FEIN.

FIRST NAME

LAST NAME

EMAIL ADDRESS

USER LOGIN


User Logins cannot contain spaces and must be unique for each user.

USER PASSWORD


Password Parameters: Minimum 8 characters in length, 1 capital, 1 numeric, 1 special character required.

CONFIRM PASSWORD

Password Parameters: Minimum 8 characters in length, 1 capital, 1 numeric, 1 special character required.

 Please confirm all the information is correct

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



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

USER ENROLLMENT

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

FULL LEGAL FIRM NAME	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


☒ Please confirm all the information is correct

Submit


Save as draft

Cancel

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

 Home

Hello, vikramkumar.jalalpuram@gmail.com

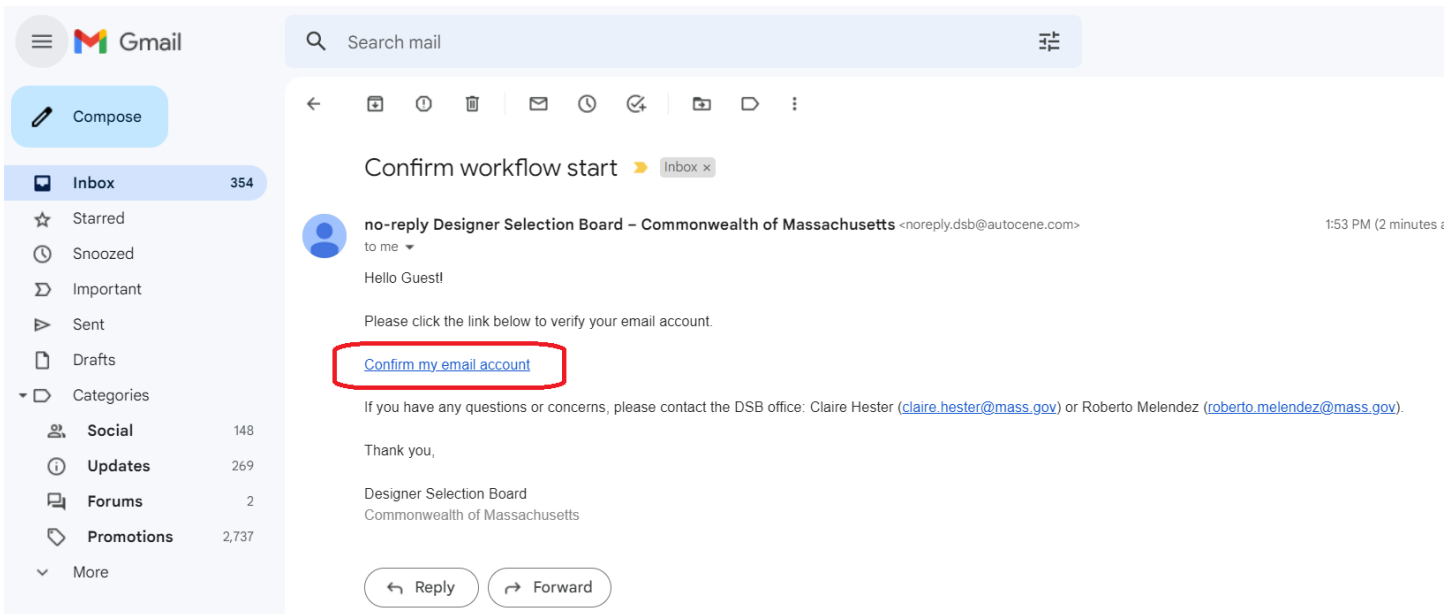
Home > Confirmation page

To start workflow please click on link sent to your email

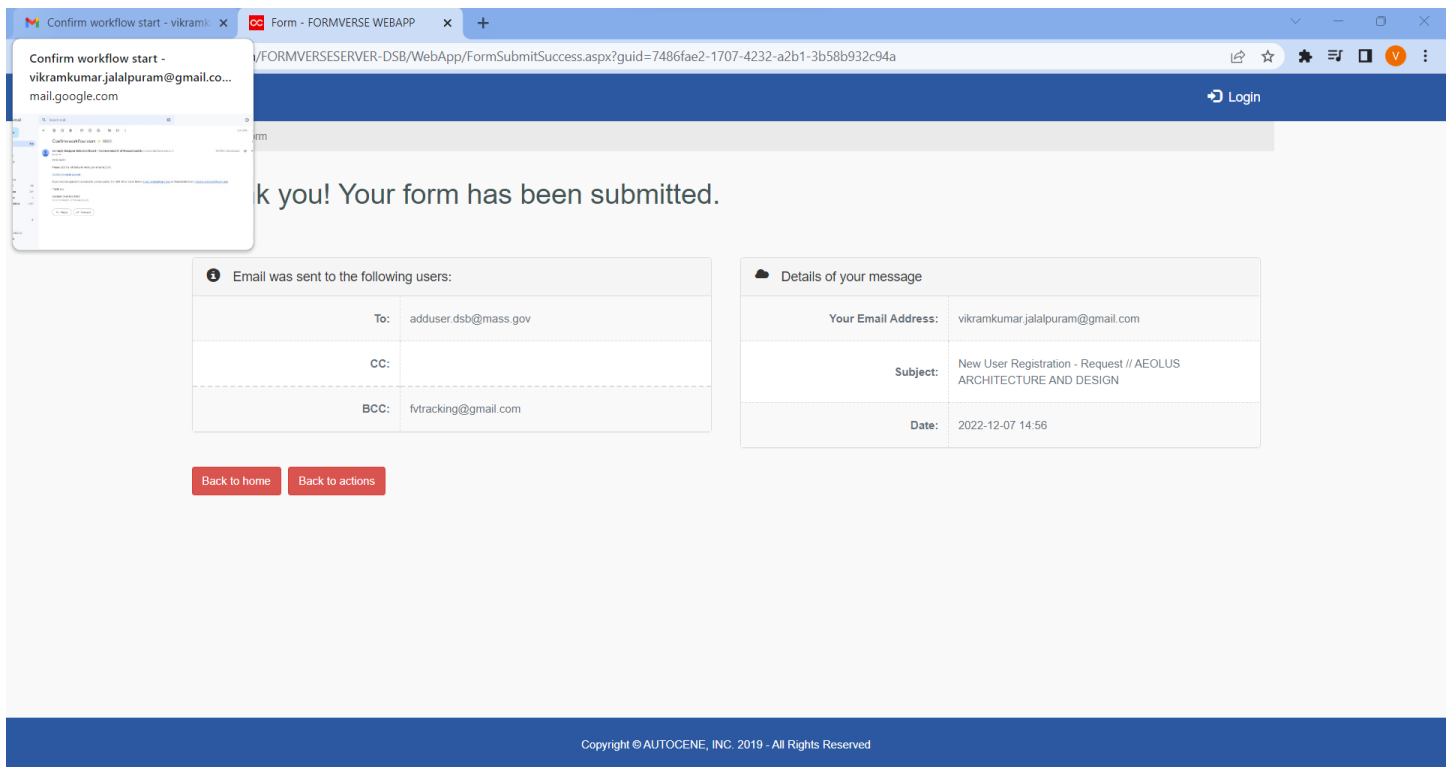
10. Click Log Out



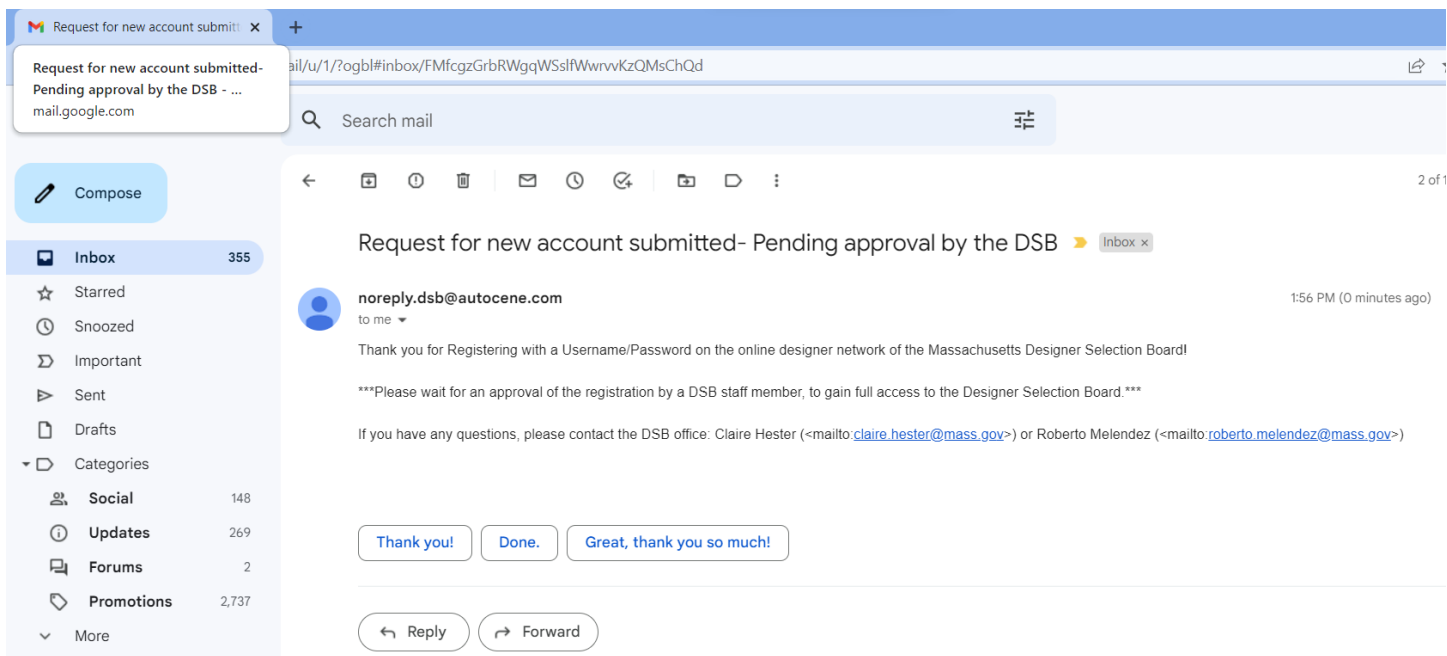
11. Go To your email inbox and Click on “Confirm my email account” to validate your email



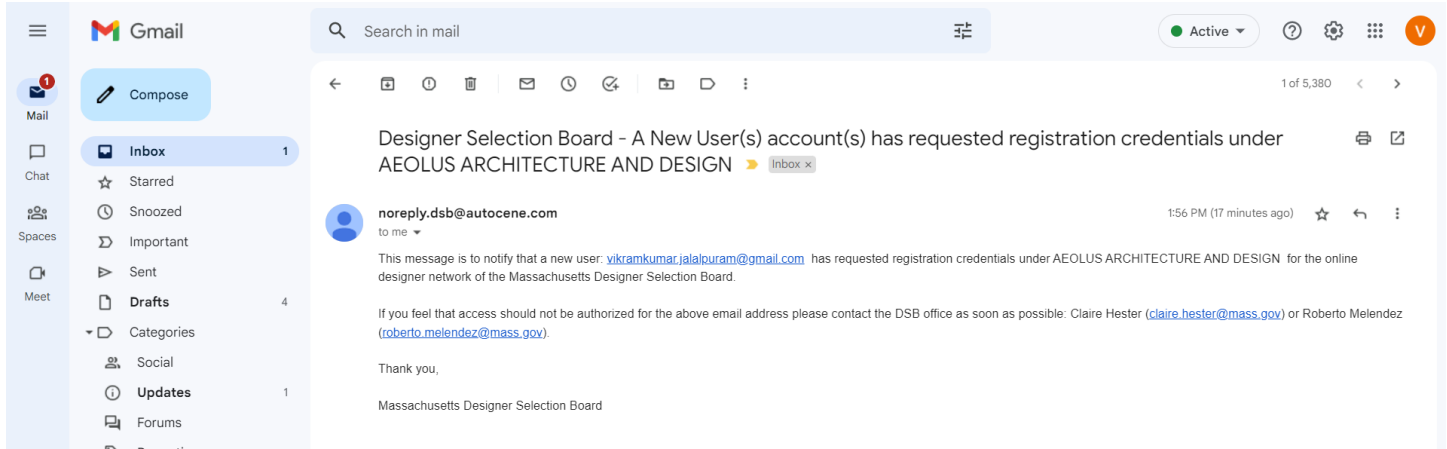
12. This validation will forward your user enrollment request to DSB Staff for approval



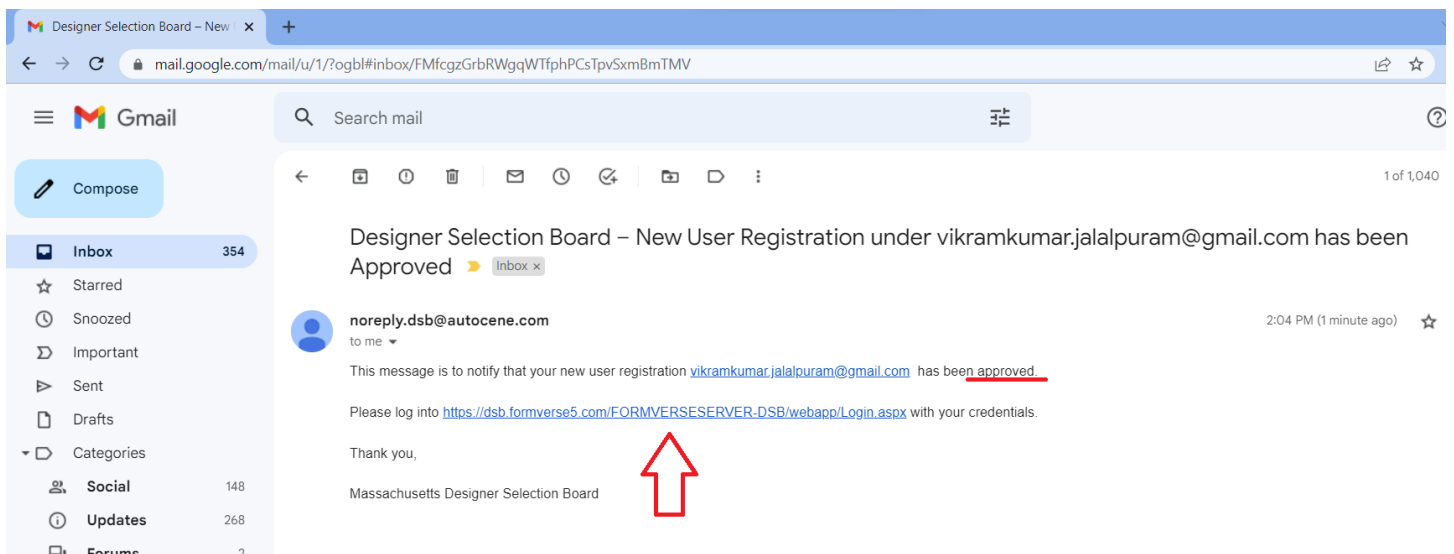
13. You will receive an email confirmation about your pending approval by the DSB



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



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




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

cc Login - AUTOCENE WEBAPP x +

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

Login



Please sign in

vkumar

☐ Remember me [Reset password](#)

Sign in

I don't have an account

Copyright © AUTOCENE, INC. 2019 - All Rights Reserved