MDAR – Plant Industries
Plant Food Forms
EEA ePLACE Portal Instructions

Below forms are part of Plant Industries-Plant Food Program

- ✓ **Liming Material and Product Registration**
- ✓ **Specialty Product and Soil Conditioner (Non-Farm Use) Registration**
- ✓ **License to Manufacture and Distribute (Farm Use)**
- ✓ **Tonnage Report**
- ✓ **Change of Company Information Form**

EEA ePLACE Portal

EEA ePlace Portal

Important Information for EEA ePLACE Account Set Up

Please Note – The ePlace account should be set up with your information.

- In the contact information, please enter your Legal First Name and Legal Last Name.

- Please do not enter your company's name. This is not the organizations account.

- Use the email address, where you would like to receive important notifications such as Approval Letters, Renewal Notifications, Payment Instructions etc.,

- If mistakenly done, contact the ePLACE Help Desk to update it to your own information. The Help Desk Contact: (844) 733-7522 or ePLACE_helpdesk@mass.gov

- If you already have an EEA ePLACE account, you can use that account for submitting applications for the Plant Industries program.

- If more then one individual needs access to the system, each should create their own ePlace Login.

How to manage multiple plant food companies' license(s)/registration(s)

- You do not need multiple ePlace accounts.

- Use the one EEA ePLACE login you created to manage all license/product registrations for the different plant food companies you represent.

- If you are trying to add products, renewing a license/registration then please use the Company Reference Numbers and License/Registration Number for that plant food company during submission of that application.

EEA ePlace Portal

Instructions for EEA ePLACE Portal

- [File your Registration/License Application](#)

- [Adding Contact Information](#)

- [Adding Application Information](#)

- [Uploading attachments](#)

- [Review and submit your Application](#)

- [Make a Payment](#)

EEA ePlace Portal

General Navigation

❑ Click **Continue Application »** button to move to the next page.

❑ Any field with a red asterisk (*)is required before you continue to the page.

❑ Click **Save and resume later** button to save your work and resume later.

❑ Click on the tool tips ⑦ where applicable to get more details.

❑ Suggested preferred browsers are Chrome and Microsoft Edge

EEA ePlace Portal

Finding your Registration/License Application in EEA ePLACE Portal

EEA ePLACE Instructions

EEA ePlace Portal

Back to home

File an Online Registration/License Application

❑ When You First Login to the ePlace Portal Start by Selecting "File an Online Application"

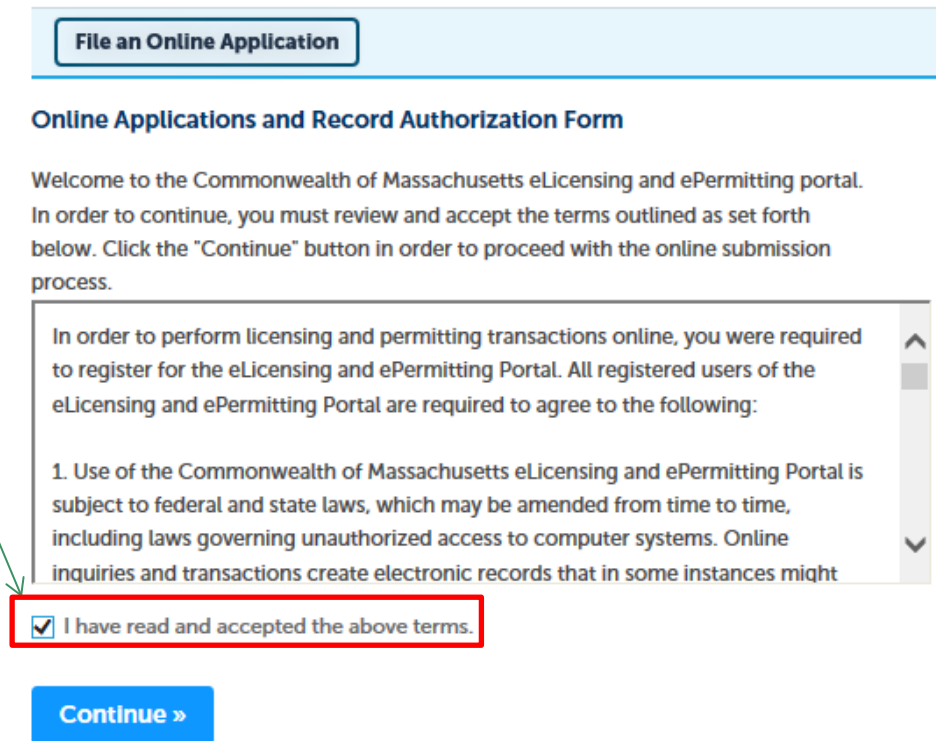*If you happen to be on a different page you can get back here by clicking the "Home" tab.*

EEA ePlace Portal

File an Online Registration/License Application

❑ Read and accept the "Terms and Conditions"

❑ Click the checkbox and click "Continue"

File an Online Application

Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

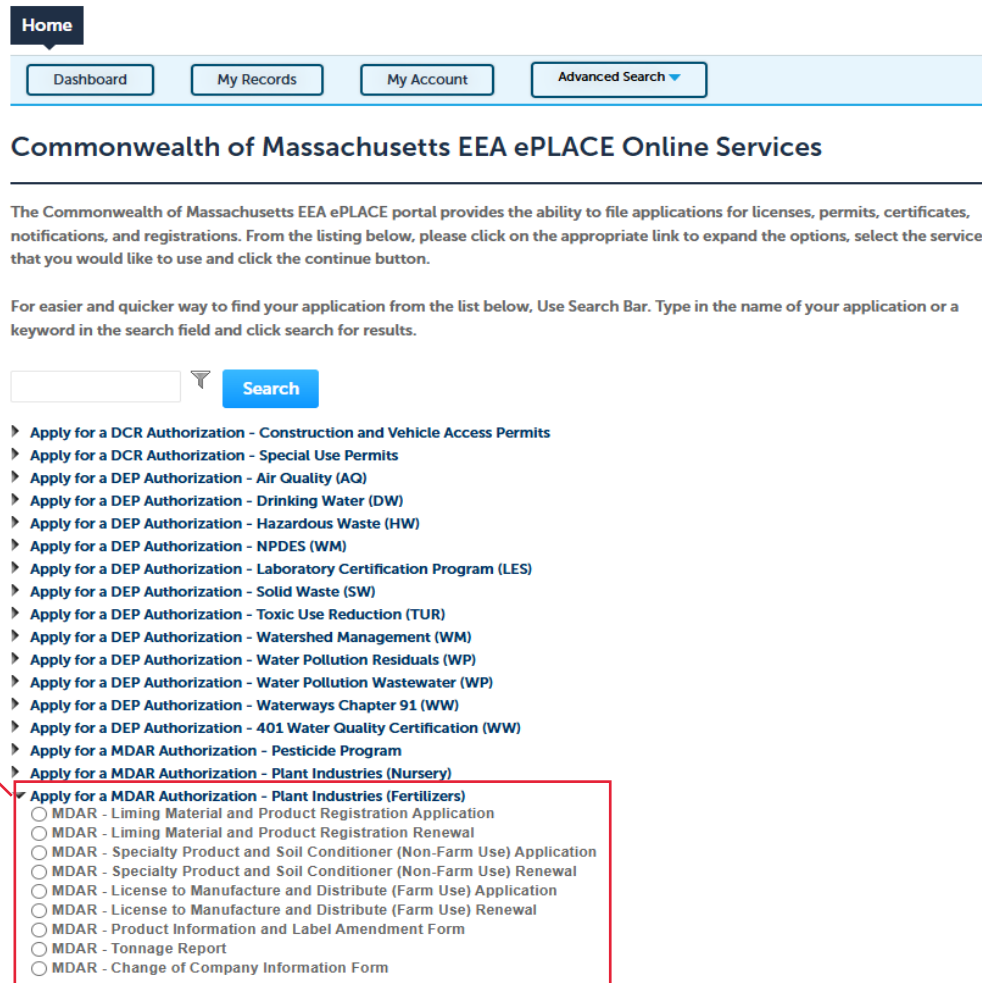☑ I have read and accepted the above terms.

Continue »

EEA ePlace Portal

Select MDAR- Plant Industries (Fertilizers)

Click on:

"Apply for a MDAR Authorization - Plant Industries (Fertilizers)" to open list of options

EEA ePlace Portal

Plant Industries – Registration/License Process

1. [Apply for New Registration/License](#)

2. [Adding new Product(s) to your current Registration/License](#)

3. [Renew your Registration/License](#)

4. [Modify/Amend your Registration/License](#)

5. [Submit a Tonnage Report](#)

6. [Update your Company Information](#)

EEA ePlace Portal

[Back to home](#)

Apply For A New Registration/License

❑ Choose the appropriate application for a new registration/license, then click "Continue" at the bottom of the page to begin your application.

▶ **Apply for a MDAR Authorization – Plant Industries (Nursery)**
▼ **Apply for a MDAR Authorization – Plant Industries (Fertilizers)**
　→ ⚪ MDAR - Liming Material and Product Registration Application
　⚪ MDAR - Liming Material and Product Registration Renewal
　→ ⚪ MDAR - Specialty Product and Soil Conditioner (Non-Farm Use) Application
　⚪ MDAR - Specialty Product and Soil Conditioner (Non-Farm Use) Renewal
　→ ⚪ MDAR - License to Manufacture and Distribute (Farm Use) Application
　⚪ MDAR - License to Manufacture and Distribute (Farm Use) Renewal
　⚪ MDAR - Product Information and Label Amendment Form
　⚪ MDAR - Tonnage Report
　⚪ MDAR - Change of Company Information Form

▶ **Apply for a Licensed Site Professional**
▶ **Apply for an EEA General Request**
▶ **Link Your Account - For MassDEP and LSP Authorizations Only**

Continue »

EEA ePlace Portal

Apply for New Registration/License

MDAR - Liming Material and Product Registration Application

-Register Lime products for a NEW company. Company will then be assigned a reference number (ID) and registration number (LIME-XXXXXX) for future additions.

-When adding company information for a new plant food company (address/mailing address, an email and phone contact for that company, etc.). This information should pertain only to the plant food Company and should not be replaced by the information of a third-party or personal information.

-A third-party managing accounts for plant food companies, will need to select that they are an Authorized Representative during the renewal/ registration process and add their firm's information there. The License and product registration information are tied directly to the plant food company.

MDAR - Specialty Product and Soil Conditioner (Non-Farm Use) Application

-Register specialty fertilizer and soil conditioner products for a NEW company. Company will then be assigned a reference number (ID) and registration number (FERT-XXXXXX). These are products primarily sold for NON-FARM use such as golf courses, lawns, home gardens, landscape, houseplants, shrubbery, flowers, municipal parks, cemeteries, retail greenhouses and nurseries.

-When adding company information for a new plant food company (address/mailing address, an email and phone contact for that company, etc.). This information should pertain only to the plant food Company and should not be replaced by the information of a third-party or personal information.

-A third-party managing accounts for plant food companies, will need to select that they are an Authorized Representative during the renewal/ registration process and add their firm's information there. The License and product registration information are tied directly to the plant food company.

MDAR - License to Manufacture and Distribute (Farm Use) Application

-Register Agricultural fertilizer and soil conditioner products for a NEW company. Company will then be assigned a reference number (ID) and registration number (CMFL-XXXXXX). These are products primarily sold exclusively for FARM USE i.e.(crops, orchards, floriculture, production greenhouses and nurseries, turf farms, etc)

-When adding company information for a new plant food company (address/mailing address, an email and phone contact for that company, etc.). This information should pertain only to the plant food Company and should not be replaced by the information of a third-party or personal information.

-A third-party managing accounts for plant food companies, will need to select that they are an Authorized Representative during the renewal/registration process and add their firm's information there. The License and product registration information are tied directly to the plant food company.

EEA ePlace Portal

Adding new Product(s) to your Registration/License

❑ Select MDAR – Plant Industries (Fertilizers) program, a list of applicable record types will be displayed.

❑ Click "Continue" button.

Important: Before beginning the application process to add new Product(s), ensure you have your Company Reference Number and Current Registration/ License Number. If you do not have this information, please contact the agency.

▶ Apply for a MDAR Authorization - Plant Industries (Nursery)
▼ Apply for a MDAR Authorization - Plant Industries (Fertilizers)
　　○ MDAR - Liming Material and Product Registration Application
　　○ MDAR - Liming Material and Product Registration Renewal
　　○ MDAR - Specialty Product and Soil Conditioner (Non-Farm Use) Application
　　○ MDAR - Specialty Product and Soil Conditioner (Non-Farm Use) Renewal
　　○ MDAR - License to Manufacture and Distribute (Farm Use) Application
　　○ MDAR - License to Manufacture and Distribute (Farm Use) Renewal
　　○ MDAR - Product Information and Label Amendment Form
　　○ MDAR - Tonnage Report
　　○ MDAR - Change of Company Information Form

▶ Apply for a Licensed Site Professional
▶ Apply for an EEA General Request
▶ Link Your Account - For MassDEP and LSP Authorizations Only

Continue »

EEA ePlace Portal

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Adding new Product(s) to your Registration/License

MDAR - Liming Material and Product Registration Application

-Register LIME products for an existing company using your reference and registration numbers (LIMEXXXXXX)

-A third-party managing accounts for plant food companies, will need to select that they are an Authorized Representative during the renewal/ registration process and add their firm's information there. The License and product registration information are tied directly to the plant food company.

MDAR - Specialty Product and Soil Conditioner (Non-Farm Use) Application

- Register new specialty fertilizer and soil conditioner products for an existing company using your reference and registration numbers (FERT-XXXXXX). These are products primarily sold for NON-FARM use such as golf courses, lawns, home gardens, landscape, houseplants, shrubbery, flowers, municipal parks, cemeteries, retail greenhouses and nurseries.

-A third-party managing accounts for plant food companies, will need to select that they are an Authorized Representative during the renewal/ registration process and add their firm's information there. The License and product registration information are tied directly to the plant food company.

MDAR - License to Manufacture and Distribute (Farm Use) Application

-Register new Agricultural fertilizer and soil conditioner products for an existing company using your reference and License numbers (CMFL-XXXXXX). These are products primarily sold exclusively for FARM USE i.e.(crops, orchards, floriculture, production greenhouses and nurseries, turf farms, etc)

-A third-party managing accounts for plant food companies, will need to select that they are an Authorized Representative during the renewal/registration process and add their firm's information there. The License and product registration information are tied directly to the plant food company.

EEA ePlace Portal

Renew your Registration/License

❑ Select MDAR – Plant Industries (Fertilizers) program, a list of applicable record types will be displayed.

❑ Choose the appropriate renewal for your registration/license, then click "Continue" to begin your application.

❑ Important: Before beginning the renewal process, ensure you have your Company Reference Number and Current Registration/ License Number. If you do not have this information, please contact the agency.

▶ **Apply for a MDAR Authorization - Plant Industries (Nursery)**
▼ **Apply for a MDAR Authorization - Plant Industries (Fertilizers)**
  ○ MDAR - Liming Material and Product Registration Application
  ○ MDAR - Liming Material and Product Registration Renewal
  ○ MDAR - Specialty Product and Soil Conditioner (Non-Farm Use) Application
  ○ MDAR - Specialty Product and Soil Conditioner (Non-Farm Use) Renewal
  ○ MDAR - License to Manufacture and Distribute (Farm Use) Application
  ○ MDAR - License to Manufacture and Distribute (Farm Use) Renewal
  ○ MDAR - Product Information and Label Amendment Form
  ○ MDAR - Tonnage Report
  ○ MDAR - Change of Company Information Form

▶ **Apply for a Licensed Site Professional**
▶ **Apply for an EEA General Request**
▶ **Link Your Account - For MassDEP and LSP Authorizations Only**

Continue »

Pre-Application Information

* Enter your Nursery Reference Number:

* Enter your current Nursery Grower License Number:

Continue Application »   **Save and resume later**

EEA ePlace Portal

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Renew your Registration/License

MDAR - Liming Material and Product Registration Renewal

-Used only for the annual renewal of registered lime products. You will need the companies reference number and registration number (LIME-XXXXXX)

MDAR - License to Manufacture and Distribute (Farm Use) Renewal

-Used only for the annual renewal for companies that currently hold a license. You will need the companies reference number and License number (CMFL-XXXXXX).

MDAR - Specialty Product and Soil Conditioner (Non-Farm Use) Renewal

-Used only for the annual renewal of registered specialty fertilizer and soil conditioner products using the companies reference and registration numbers (FERT-XXXXXX).

EEA ePlace Portal

Modify/Amend Product Labels and Information

❑ Select MDAR – Plant Industries (Fertilizers) program, a list of applicable record types will be displayed.

❑ Choose the appropriate amendment your Registration/ License, then click "Continue" to begin your application.

❑ Important: Before beginning the amendment process, ensure you have your Company Reference Number and Current Registration/ License Number. If you do not have this information, please contact the agency.

▶ Apply for a MDAR Authorization - Plant Industries (Nursery)
▼ Apply for a MDAR Authorization - Plant Industries (Fertilizers)
　○ MDAR - Liming Material and Product Registration Application
　○ MDAR - Liming Material and Product Registration Renewal
　○ MDAR - Specialty Product and Soil Conditioner (Non-Farm Use) Application
　○ MDAR - Specialty Product and Soil Conditioner (Non-Farm Use) Renewal
　○ MDAR - License to Manufacture and Distribute (Farm Use) Application
　○ MDAR - License to Manufacture and Distribute (Farm Use) Renewal
　○ MDAR - Product Information and Label Amendment Form
　○ MDAR - Tonnage Report
　○ MDAR - Change of Company Information Form

▶ Apply for a Licensed Site Professional
▶ Apply for an EEA General Request
▶ Link Your Account - For MassDEP and LSP Authorizations Only

Continue »

Pre-Application Information

* Enter your Nursery Reference Number:

* Enter your current Nursery Grower License Number:

Continue Application »　　　　　　**Save and resume later**

EEA ePlace Portal

Submit a Tonnage Report

❑ A Tonnage Submission guide can be found on our web page at https://www.mass.gov/fertilizer-or-lime-registration

❑ Choose the Tonnage Report, then click "Continue" to begin your application.

❑ Important: Before beginning the process, ensure you have your Company Reference Number. If you do not have this information, please contact the agency.

▶ **Apply for a MDAR Authorization - Plant Industries (Nursery)**
▼ **Apply for a MDAR Authorization - Plant Industries (Fertilizers)**
  ○ MDAR - Liming Material and Product Registration Application
  ○ MDAR - Liming Material and Product Registration Renewal
  ○ MDAR - Specialty Product and Soil Conditioner (Non-Farm Use) Application
  ○ MDAR - Specialty Product and Soil Conditioner (Non-Farm Use) Renewal
  ○ MDAR - License to Manufacture and Distribute (Farm Use) Application
  ○ MDAR - License to Manufacture and Distribute (Farm Use) Renewal
  ○ MDAR - Product Information and Label Amendment Form
  ○ MDAR - Tonnage Report
  ○ MDAR - Change of Company Information Form

▶ **Apply for a Licensed Site Professional**
▶ **Apply for an EEA General Request**
▶ **Link Your Account - For MassDEP and LSP Authorizations Only**

Continue »

Pre-Application Information

* indicates a required field.

* Enter your Company Reference Number that you would like to submit the Tonnage Report:

Continue Application »   Save and resume later

EEA ePlace Portal

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Update your Company Information

❑ Select MDAR – Plant Industries(Fertilizers) program, a list of applicable record types will be displayed.

❑ Choose the "MDAR – Change of Company Information Form" to update your Company or Nursery Information, click "Continue" to begin your application.

❑ Important: Before beginning the Company Information form, ensure you have your Company Reference Number, and any Current Registration/ License Number associated with the Company. If you do not have this information, please contact the agency.

EEA ePlace Portal

▸ **Apply for a MDAR Authorization - Plant Industries (Nursery)**
▾ **Apply for a MDAR Authorization - Plant Industries (Fertilizers)**
   ○ MDAR - Liming Material and Product Registration Application
   ○ MDAR - Liming Material and Product Registration Renewal
   ○ MDAR - Specialty Product and Soil Conditioner (Non-Farm Use) Application
   ○ MDAR - Specialty Product and Soil Conditioner (Non-Farm Use) Renewal
   ○ MDAR - License to Manufacture and Distribute (Farm Use) Application
   ○ MDAR - License to Manufacture and Distribute (Farm Use) Renewal
   ○ MDAR - Product Information and Label Amendment Form
   ○ MDAR - Tonnage Report
   ○ MDAR - Change of Company Information Form

▸ **Apply for a Licensed Site Professional**
▸ **Apply for an EEA General Request**
▸ **Link Your Account - For MassDEP and LSP Authorizations Only**

Continue »

Pre-Application Information

* Enter your Company Reference Number:

* Please enter the appropriate Plant Industry Registration/License Number associated with the Company referenced above:

Continue Application »   **Save and resume later**

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Adding Contact Information

EEA ePLACE Instructions

Contact Types

Note: Please read the instructions under each contact section to add the information accordingly.

❑[Company Information – Look Up](#)

❑[Company Information – Add New](#)

❑[Authorized Representative Company](#)

EEA ePlace Portal

[Back to home](#)

Contact Type – Company Information – Look Up

❑ Company Information will be the company information of the Registrant company.

❑ Depending on your application, the system will provide you an option to "Look Up" the Company Information

❑ Click the "Look Up" button

❑ Search will open. Enter the Company name information and click "Look Up".

❑ Select the contact and click "Continue".

Company Information

Click the "LOOK UP" button to search for your Company Information.

Please review the company details below. If any changes are needed, please submit a Company Information Update Form.

[Look Up]

Search for Contact

To search for organization contact, please enter Name of Company/Organization

Name of Company/Organization/Nursery: ⑦

[_____]

[Look Up] [Clear] Cancel

Search for Contact

To search for organization contact, please enter Name of Company/Organization

Revise Search

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-7 of 7

	Business Name	Contact Name	Contact Type	Phone Number	E-mail
○	PLANT FOOD SYSTEMS INC.	PATRICIA FABRY	Organization		
⦿	Plant Food Company	Earth Water	Organization	222-222-2222	test@tset.com
○	PLANT HEALTH CARE, INC.	KEVIN STASKA	Organization	617-619-3921	
○	Plant Food Company	hungq	Company Information	222-222-2222	hungtest@test.com
○	PLANT HEALTH INTERMEDIATE	MELISSA BREY	Organization	914-428-1316	
○	Plant Food LIME Company	Eva Wall E	Organization	111-111-1111	test@test.com
○	Plant Food Company	Wall E	Organization	222-222-2222	sneha.kalagarla@mass.gov

[Continue] Discard Changes

EEA ePlace Portal

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Contact Type – Company Information – Add New

❑ Company Information will be the company information of the Registrant company.

❑ This information will be required. To add this information

  ❑ Click "Add New"

  ❑ Enter the information and click "Continue"

Company Information

Please enter your Company Information by clicking the "ADD NEW" button.

Add New

Contact Information

* Individual/Organization:
Organization ▼

* Name of Company/Organization/Nursery: ⑦   * Contact Person:

* Country: * Address / P.O. Box ⑦
United States ▼

* City/Town: * State: * Zip Code: ⑦
                     --Select-- ▼

* Telephone #: ⑦   Ext #:   * Contact E-mail Address: ⑦

FEIN: ⑦

* Is mailing address same as physical address?:
○ Yes ◉ No

P.O. Box / Address Line: *

City: *   State: *   Zip: *
                     --Select-- ▼   -

Continue **Clear** **Discard Changes**

EEA ePlace Portal

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Contact Type – Authorized Representative Company

❑ **Authorized Representative Company Information will be the company information of the 3rd party company hired by the registrant company.**

❑ **This information will be required when making submissions on behalf of a Plant Food Company.** Click "Add New"

   ❑ Enter the information and click "Continue"

Authorized Representative Company

Please enter the Authorized Representative Company information below.

Add New

Contact Information

* Individual/Organization:

Organization

* Name of Company/Organization/Nursery: ⑦ * Contact Person:

* Country:

United States

* Address / P.O. Box ⑦

* City/Town: *State: --Select-- *Zip Code: ⑦

* Contact E-mail Address: ⑦ * Telephone #: ⑦

Continue **Clear** **Discard Changes**

EEA ePlace Portal

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Adding Application Information

EEA ePLACE Instructions

Adding Application Information

❑[Adding Application Information – Table](#)

❑[Adding Application Information – Yes/No](#)

❑[Adding Application Information – Text box](#)

❑[Adding Application Information – Description box](#)

❑[Adding Application Information – Checkboxes](#)

❑[Adding Application Information – Dropdowns](#)

EEA ePlace Portal

Adding Application information - Table

- ❑ Please read the instructions under the section, if available

- ❑ To add information into the table,

  - ❑ Click "Add a Row"

  - ❑ Enter information accordingly and click "Submit"

  - ❑ Repeat the steps above to add multiple rows

- ❑ Click "Continue Application" to proceed to the next page of the application

List of Lime Products

LIST OF LIME PRODUCTS

If you are registering for new Lime Registration, please enter a list of all Lime Products.

If you already have a Lime Registration and would like to add new products, then only add new products.

Showing 0-0 of 0

Lime Product Name	Total Ca	Total Mg	Min CCE	Min ENV
No records found.				

Add a Row ▼   **Edit Selected**   **Delete Selected**

LIST OF LIME PRODUCTS

If you are registering for new Lime Registration, please enter a list of all Lime Products.

If you already have a Lime Registration and would like to add new products, then only add new products.

*Lime Product Name: *Total Ca: ⑦   *Total Mg: ⑦

*Min CCE: ⑦   *Min ENV: ⑦

Submit   **Cancel**

Continue Application »

Save and resume later

EEA ePlace Portal

Adding Application information – Text box

❑ Please read the instructions under the section, if available

❑ Enter the information accordingly in the Text boxes

❑ Click "Continue Application" to proceed to the next page of the application accordingly

Step 1: Pre-Application Information > Page 1 of 1

Instructions

* indicates a required field.

Pre-Application Information

* Please select the Registration/License that you would like to submit the Tonnage.:

--Select--

* Enter your Company Reference Number:

* Please enter the appropriate Plant Food Registration/License Number :

Continue Application »

Save and resume later

EEA ePlace Portal

Adding Application information – Description box
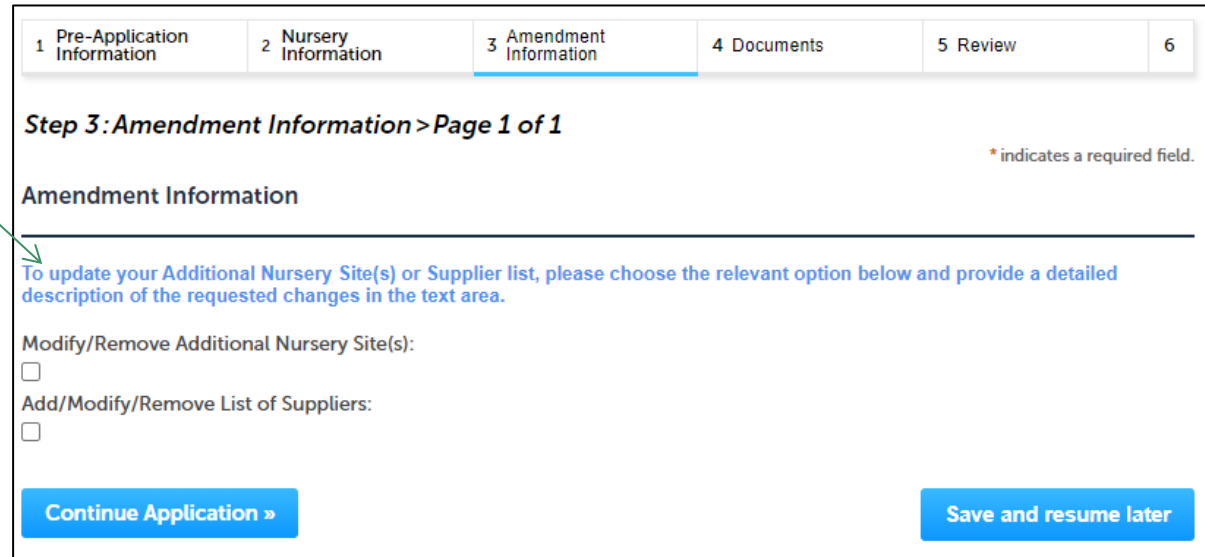
❑ Please read the instructions under the section, if available.

❑ Enter the information accordingly in the Description box.

  ❑ Note – You can enter up to 4000 characters in the description box.

❑ Click "Continue Application" to proceed to the next page of the application.

1 Contact Information	2 Property Information	3 Application Information	4 Documents	5 Special Fee Provision	6	7

Step 3: Application Information > Page 1 of 1

Instructions

*indicates a required field.

Application Information

Please enter additional information that may seem pertinent to your application.

* Additional Information:

Continue Application »   **Save and resume later**

EEA ePlace Portal

Adding Application information – Checkboxes

❑ Please read the instructions under the section, if available

❑ Select the checkbox(es) accordingly.

❑ Note – You can select multiple or only one check box depending on the business rule.

❑ Click "Continue Application" to proceed to the next page of the application accordingly.

1 Pre-Application Information	2 Nursery Information	3 Amendment Information	4 Documents	5 Review	6

Step 3 : Amendment Information > Page 1 of 1

*indicates a required field.

Amendment Information

To update your Additional Nursery Site(s) or Supplier list, please choose the relevant option below and provide a detailed description of the requested changes in the text area.

Modify/Remove Additional Nursery Site(s):
☐

Add/Modify/Remove List of Suppliers:
☐

Continue Application »   **Save and resume later**

EEA ePlace Portal

Adding Application information – Dropdowns

- ❑ Please read the instructions under the section, if available

- ❑ Select a value from the dropdown list which is applicable to the application section.

- ❑ Click "Continue Application" to proceed to the next page of the application accordingly

Step 3: Application Information > Page 1 of 1

Nursery Information

*Please select the total acreage of your nursery: ⓘ

--Select-- ▾

--Select--
Less than one acre
1-5 acres
6-25 acres
26-100 acres
Over 100 acres
Stock predominantly grown in greenhouse(s)

Continue Application »   **Save and resume later**

EEA ePlace Portal

Uploading attachments
in the Document Section

EEA ePLACE Instructions

Uploading Documents

❑ A list of all required documents will be displayed on the Documents page, if applicable

❑ Note: It is mandatory step to upload the documents to submit the application

❑ To upload the attachments, click "Browse" button

1	2 Contact Information	3 Application Information	4 Documents	5 Review	6 Record Submitted

Step 4: Documents > Page 1 of 1

* indicates a required field.

List of Documents

Documents:

Please upload 1 Required Document(s) which are mandatory to submit this Application:

1. Product Information Sheet or Product Label

Documents

When uploading file document(s) the maximum file size allowed is 50 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.
.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;ade;adp;chm;cmd;com;cpl;hta;ins;isp;jar;jse;lib;lnk;mde;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application »   **Save and resume later**

EEA ePlace Portal
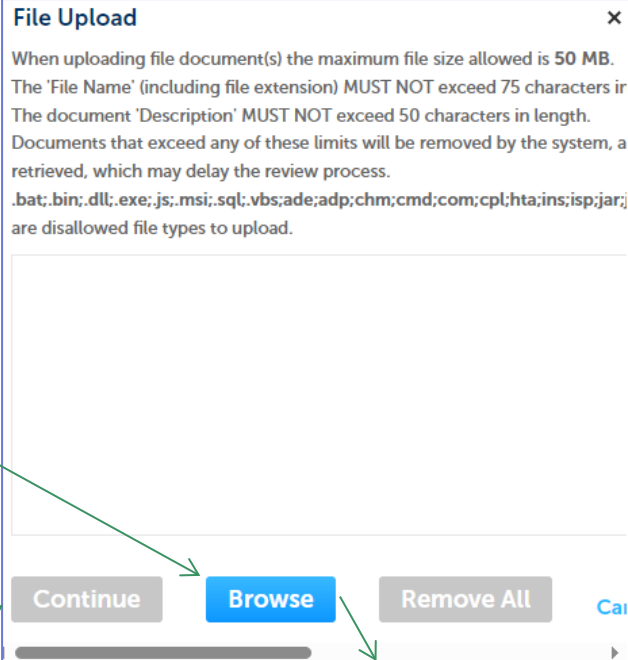
Uploading Documents (Attaching)

❑ A "File Upload" window opens

❑ Click "Browse"

❑ A pop-up will open and choose the file(s) you want to attach.

❑ **<u>Note :</u>** Ensure the name of attachment

   ❑ Has less than 75 characters.

   ❑ Does not contain any special characters such as commas, dashes etc.,

❑ When all files reach 100%, click "Continue"

File Upload ✕

When uploading file document(s) the maximum file size allowed is **50 MB**.
The 'File Name' (including file extension) MUST NOT exceed 75 characters ir
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, a
retrieved, which may delay the review process.
.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;ade;adp;chm;cmd;com;cpl;hta;ins;isp;jar;
are disallowed file types to upload.

Continue   **Browse**   Remove All   Ca

EEA ePlace Portal

Uploading Documents (Attaching)

❑ Select the document type

❑ Provide a description of each document that you uploaded

❑ Click "Browse" to add more documents

❑ When all documents are uploaded and described, click "Save"

* Type:

--Select--

File:
invite_1 - Copy - Copy - Copy.png
100%

* Description (Maximum 50 characters):

A maximum of 50 characters.

* Type:

--Select--

File:
invite_1 - Copy - Copy (2).png
100%

* Description (Maximum 50 characters):

A maximum of 50 characters.

* Type:

--Select--

File:
invite_1 - Copy - Copy.png
100%

* Description (Maximum 50 characters):

A maximum of 50 characters.

Save   Browse   Remove All

EEA ePlace Portal

Uploading Documents (Attaching)

❑ You should see a message that you have successfully attached documents

❑ Review the list of attached documents

❑ When ready, click on "Continue Application" to proceed to the next page of the application.

The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected. If you do not see your attachment(s), please make sure the file name and size comply with the specified limits below.

MDAR - Agricultural Lime Product Registration Application

1	2 Contact Information	3 Application Information	4 Documents	5 Review	6 Record Submitted

Step 4 : Documents > Page 1 of 1

*indicates a required field.

List of Documents

Documents:

Please upload 1 Required Document(s) which are mandatory to submit this Application:

1. Product Information Sheet or Product Label

Documents

When uploading file document(s) the maximum file size allowed is 50 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.
.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;ade;adp;chm;cmd;com;cpl;hta;ins;isp;jar;jse;lib;lnk;mde;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
invite_2 - Copy (3).png	Product Information Sheet or Product Label	51.99 KB	09/10/2024	Actions ▾

Add

Continue Application »

Save and resume later

EEA ePlace Portal

Review and submit your Application

EEA ePLACE Instructions

Review of your application

❑ The entire application information is shown on a summary page for your review

❑ If you need to make any changes, select "Edit Application" button. This will take you to the first page of your application

❑ Continue to the bottom of the page

EEA ePlace Portal

Certifying the application

❑ Read the Certification Statement

❑ Select the check the box to complete your certification

❑ Click "Continue Application" to proceed with the submittal of the application

Application Submitter

Individual
Testing Eipas
Melrose, MA, 01928

Telephone #:123-123-2323
E-mail:testing@eipas.com

I certify that I am familiar with the work proposed and that to the best of my knowledge and belief the information contained in this application is true, complete, and accurate.

☐ By checking this box, I agree to the above certification.

Date:

Continue Application »

Save and resume later

✓ Please note that some applications require specific certification steps; please check system email notifications. The notifications will provide instructions on how to complete the next steps.

EEA ePlace Portal

Application Submission Successful!

- When you submit your application, you will receive a Record ID so you can track the status of your application online

- Upon submission of your application please make sure to check your email for system notifications

- Note: A copy of your Application i.e., Proof of Record (POR) will be emailed

MDAR Applications

MDAR - Agricultural Lime Product Registration Application

1	2 Contact Information	3 Application Information	4 Documents	5 Review	6 Record Submitted

Step 6: Record Submitted

✓ Successfully Completed.

Thank you for using our online services for your submission.
Your Record Number is 24-LIME-0079-APP.

You will need this number to check the status of your application.

EEA ePlace Portal

Make a Payment for an Application

EEA ePLACE Instructions

Selecting the Payment Option

❑ As a part of application submission, the system will take you to the fee page, both online payment and pay by mail options are available

❑ Note - Online payment will require a service charge

❑ Click the appropriate box to continue

MDAR Applications

MDAR - Nursery Grower License Renewal

1	2	3 Application Information	4 Documents	5 Review	6 Pay Fees	7 Record Submitted

Step 6: Pay Fees

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is $0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your application will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

Application Fees

Fees	Amount
MDAR - Nursery Grower Renewal	$30.00
Total Fees	**$30.00**

[Pay Online »] [Pay by Mail»]

EEA ePlace Portal

Pay Online

❑ **If you choose "Pay Online", you will be brought to this screen**

  ❑ Provide all payment and billing information

  ❑ Accept the terms and conditions and click submit

❑ **You will be e-mailed a receipt.**

❑ **The application will be submitted to the Agency**

Billing Information

First Name
Enter First Name

Last Name
Enter Last Name

Street
Enter Street

City
Enter City

State/Territory
Select State

Zip
Enter Zip

Phone Number
(___) ___-____

Email
Enter Email Address

Confirm Email
Enter Email Address

Payment Information

Credit/Debit Card | Electronic Check/ACH

Card Type
Select Card Type

Card Number
TEST MODE

CVV Code
123

Expiration
01 | 2018

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.
☑ I Accept
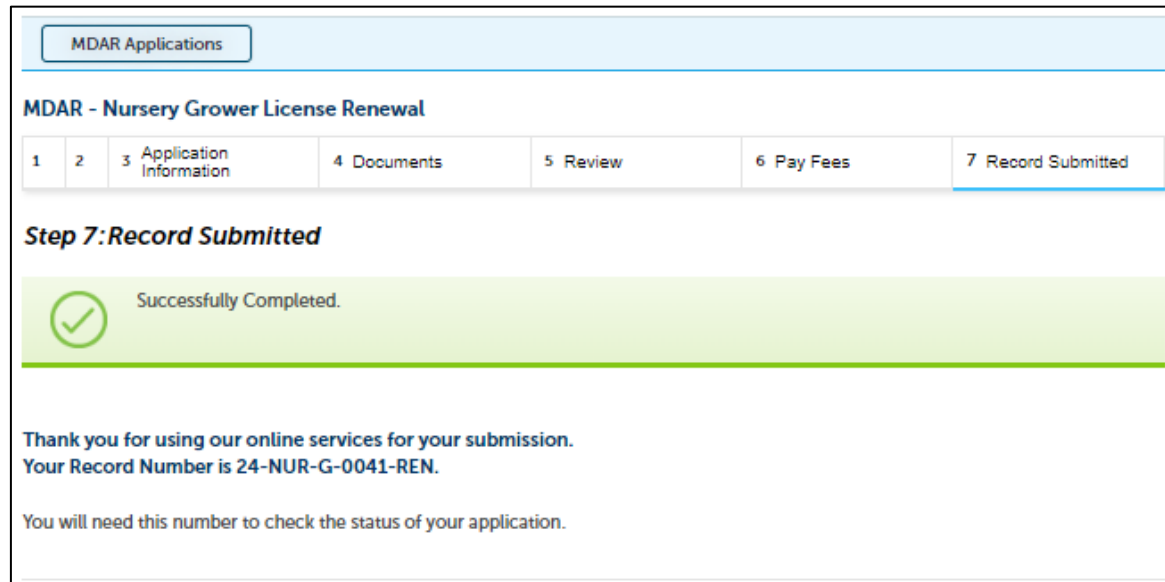
Please Verify above information before the Submit Payment Button is pressed. Do not click Submit Payment button more than one time.

Submit Payment

EEA ePlace Portal

Application Submission Successful!

❑ When the online payment is completed successfully, the Record ID page will be displayed

❑ Note: Use this number to track the status of your application online

❑ Upon submission of your application please make sure to check your email for system notifications

EEA ePlace Portal

Pay by Mail

- ❑ If you choose "Pay by mail"

  - ❑ Check your email for instructions

  - ❑ Note – A payment instructions will be attached to your notification

  - ❑ Please note – If you decide to pay online, you can access the payment link. Go to Slide 7 for instructions

EEA ePlace Portal

How to make a payment via PAY FEES DUE link

❑ If your application is assessed with additional fees, you can pay online by logging into your account in EEA ePLACE using your username/ password - Mass.gov Licensing and Permitting Portal

❑ Click on the "My Records" tab

EEA ePlace Portal

Accessing Payment Link on the Application Record

❑ The Application Record will be listed

❑ Select "Pay Fees Due" link

❑ The system will take you to the Fee Page, where you can select the payment option

❑ Follow instructions from page 3 – 6 to complete your payment accordingly

EEA ePlace Portal

Questions?

For technical assistance:

▶ Contact the ePlace Help Desk Team at (844) 733-7522

▶ Or send an email to: ePLACE_helpdesk@state.ma.us

For assistance with MDAR – Plant Industries Agency

▶ Fertilizer, Lime or Specialty Product

 ▪ https://www.mass.gov/fertilizer-or-lime-registration

EEA ePlace Portal