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# Waterways Authorization Recording Information Amendment

Bureau of Water Resources, Waterways and Wetlands



# Important Note:



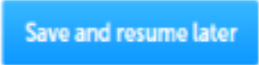

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- ❑ This presentation is to assist in completing a **Waterways Authorization Recording Information Amendment**
- ❑ Use of this form is to provide the Recording Information to the Agency as it is a required as part of your License/Certificate/Permit process completion. You will be required to provide a copy of your recorded information with this application
- ❑ This presentation will take you through the ePlace online permitting application process



# General Navigation

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- Always Click  to move to the next page.
- Do NOT use the Browser Back Button  as this will take you out of the system
- Any field with a red asterisk (\*) is required before you can move off the page.
- Click  to save your work and resume at a later time
- Click on the tool tips where applicable to get more detail 
- We strongly suggest using Internet Explorer as a preferred browser



# How to Apply

- ❑ Click or type this address on your browser

<https://eplace.eea.mass.gov/citizenaccess>

- ❑ Log into your account in ePlace using your username/password



EEA ePLACE Portal

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 733-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us). For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

Contact:  
[Energy and Environmental Affairs, MASSDEP](#)  
[Energy and Environmental Affairs, MDAR](#)  
[Energy and Environmental Affairs, DCR](#)

For DPL, DCAMP and ABCC permits or licenses, please [click here](#).

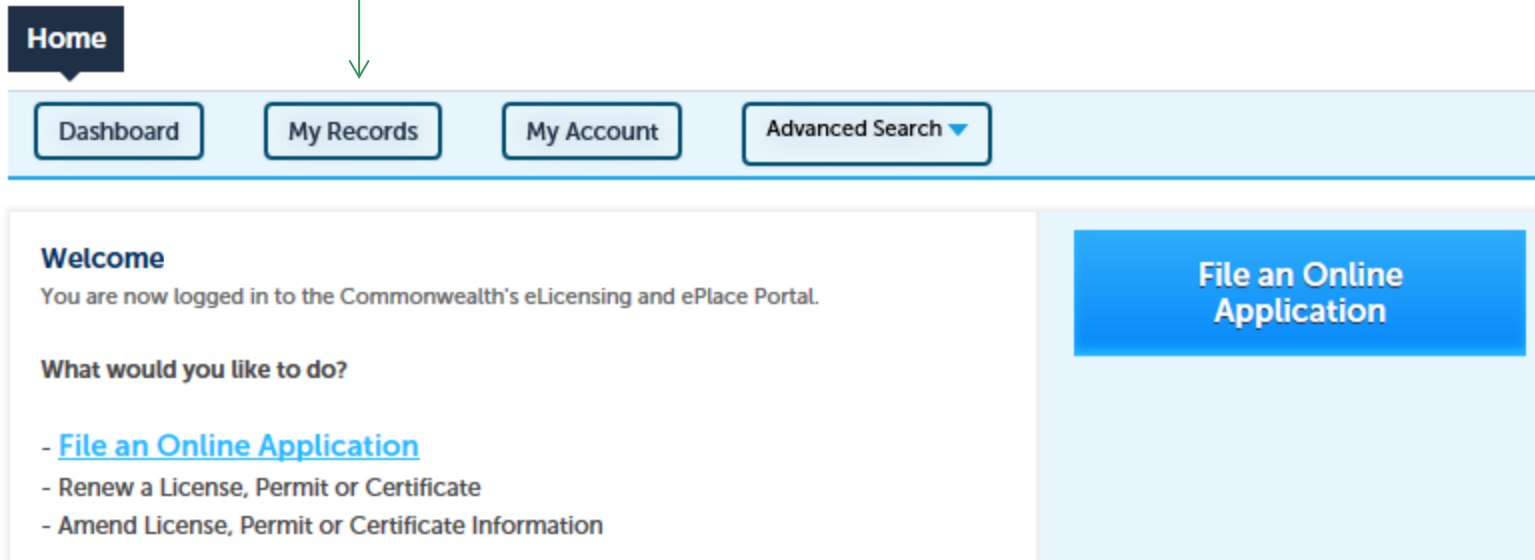
**Convenience Fee:** Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

The screenshot shows the login page of the EEA ePLACE Portal. At the top, there is a "Home" button. Below it, a "Welcome to the Commonwealth of Massachusetts ePLACE Portal" message is displayed. The main content area is divided into two columns. The left column contains a "Login" section with a "User Name or E-mail:" field and a "Password:" field, followed by a blue "Login »" button. Below the login fields are links for "I've forgotten my password" and "New Users: Register for an Account". The right column contains a "Please note:" section with a warning that the ePLACE Portal services only support some licenses, permits, and certificates issued by Energy and Environmental Affairs (EEA). The page also features a "Options for Licensees and Applicants" section with links for "Apply for, Renew, or Amend a License, Permit, Certificate, Notification or Registration" and "Make Payments Online". At the bottom, there is an "ePLACE Portal Account Registration" section with a note that users must first register for an account to use most services, followed by links for "Apply for a License, Permit, Certificate, Notification or Registration" and "Renew a License, Permit, Certificate or Registration".

# How to access your application

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- ❑ Click on “ My Records” tab to start



The screenshot shows the user interface of the EEA ePLACE Portal. At the top, there is a navigation bar with a 'Home' button and four main tabs: 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. A green arrow points from the text 'Click on “ My Records” tab to start' to the 'My Records' tab. Below the navigation bar, the main content area is divided into two columns. The left column contains a 'Welcome' message, a login confirmation, and a list of actions under the heading 'What would you like to do?'. The right column features a prominent blue button labeled 'File an Online Application'.

**Home**

Dashboard My Records My Account Advanced Search ▼

**Welcome**  
You are now logged in to the Commonwealth's eLicensing and ePlace Portal.

**What would you like to do?**

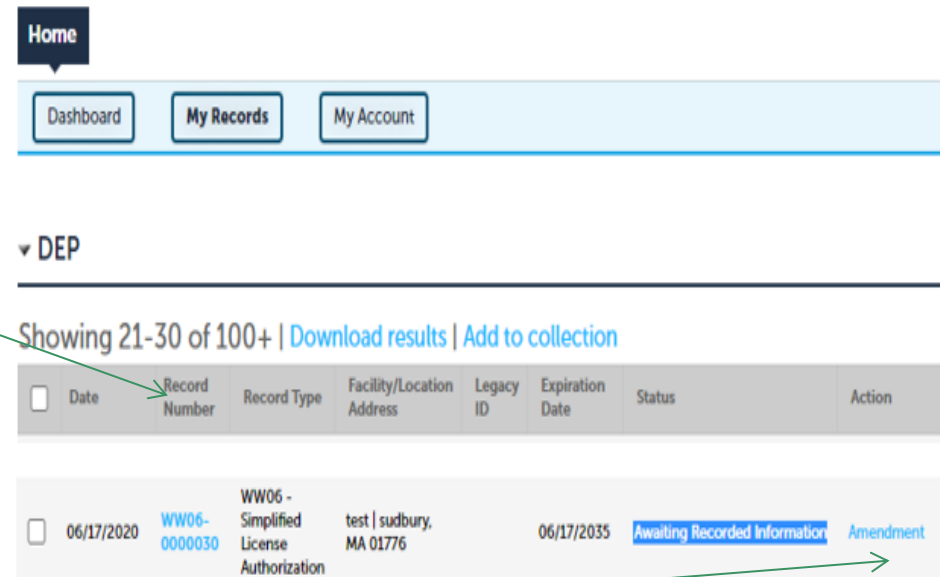
- [File an Online Application](#)
- Renew a License, Permit or Certificate
- Amend License, Permit or Certificate Information

**File an Online Application**



# Access your record

- ❑ A list of your records will be displayed
- ❑ Locate the permit record you need to amend
- ❑ The Amendment link is under Actions
- ❑ Click on Amendment link to continue



The screenshot shows the user interface of the EEA ePLACE Portal. At the top, there is a navigation bar with a 'Home' button and three tabs: 'Dashboard', 'My Records', and 'My Account'. Below this, there is a dropdown menu for 'DEP'. The main content area displays a table of records. The table has columns for Date, Record Number, Record Type, Facility/Location Address, Legacy ID, Expiration Date, Status, and Action. A green arrow points from the text 'Locate the permit record you need to amend' to the 'Record Number' column. Another green arrow points from the text 'Click on Amendment link to continue' to the 'Amendment' link in the 'Action' column of the first record row.

Date	Record Number	Record Type	Facility/Location Address	Legacy ID	Expiration Date	Status	Action
06/17/2020	WW06-0000030	WW06 - Simplified License Authorization	test   sudbury, MA 01776		06/17/2035	Awaiting Recorded Information	Amendment



# Step 1: General information

- ❑ Please enter your Waterways Authorization Registry/Land Court Information Amendment
  - ❑ Name of County Registry of Deeds
  - ❑ Date recorded or registered
  - ❑ Authorization Registry Record ID
  - ❑ Plan Registry Record ID
- ❑ Click “Continue Application” to proceed

Home

DEP Applications

Waterways Authorization Registry/Land Court Information Amendment

1 General Information 2 Documents 3 Review 4 Application Submitted

Step 1: General Information > Page 1 of 1

Instructions

\* indicates a required field.

Authorization Information


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Authorization Number :  
ww06-000030


Recording Information

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\* Name of County Registry of Deeds (include North, Middle, South if applicable):

\* Date the Authorization/Plans Recorded or Registered :  
 

\* Authorization Registry Record ID (e.g. Book/Page, Document No., Certificate No., etc.):

\* Plan Registry Record ID (e.g. Plan Book/Plan Page, Plan No., etc.). Please enter N/A for WW06/12 and WW24 only: 

Continue Application >

Save and resume later



# Step 2: Documents

- ❑ Upload all required documents for your application
- ❑ The required documents will be listed on the table
- ❑ To begin attaching documents, click “Browse”

Home

DEP Applications

Waterways Authorization Registry/Land Court Information Amendment

1 General Information	2 Documents	3 Review	4 Application Submitted
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Step 2: Documents > Page 1 of 1

\* indicates a required field.

List of Documents

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

1. Recorded Information
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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.  
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
No records found.					

Browse

Continue Application »

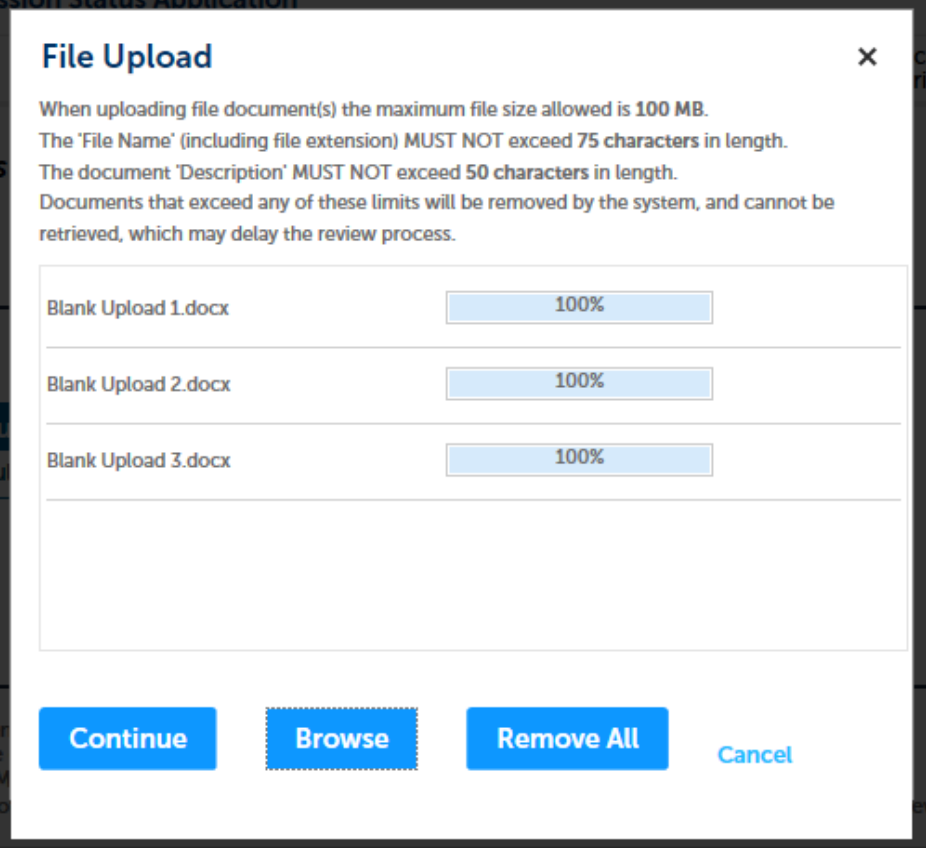
Save and resume later





# Step 2: Documents (Attaching)

- ❑ A “File Upload” window opens
- ❑ Click “Browse”
- ❑ Choose the file(s) you want to attach
- ❑ When all files reach 100%, click “Continue”



**File Upload** ✕

When uploading file document(s) the maximum file size allowed is **100 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.

Blank Upload 1.docx	100%
Blank Upload 2.docx	100%
Blank Upload 3.docx	100%

**Continue** **Browse** **Remove All** Cancel



# Step 2: 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”
- Click “Continue Application”

Step 2: Documents > Page 1 of 1

\* indicates a required field.

List of Documents

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

1. Recorded Information

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.  
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
No records found.					

\*Type:

Recorded Information

Remove

File:

File1.jpg

100%

\*Description (Maximum 50 characters):

Test

Save

Browse

Remove All

Continue Application »

Save and resume later




# Step 2: Documents (Attaching)

- ❑ You should see a message that you have successfully attached documents.
- ❑ Review the list of attached documents.
- ❑ When ready, click “Continue Application”

Home

DEP Applications

 **The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

Waterways Authorization Registry/Land Court Information Amendment

1 General Information | 2 Documents | 3 Review | 4 Application Submitted

Step 2: Documents > Page 1 of 1 \* indicates a required field.

List of Documents

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

1. Recorded Information

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.  
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
File1.jpg	Recorded Information	4.05 KB	06/30/2020	Test	Actions ▾

Browse

Continue Application »

Save and resume later



# Step 3: Review

- ❑ The entire application is shown on a single page for your review
- ❑ If you note something you want to change, click “Edit Application”
- ❑ Otherwise, continue to the bottom of the page

Home

DEP Applications

Waterways Authorization Registry/Land Court Information Amendment

1 General Information 2 Documents 3 Review 4 Application Submitted

Step 3: Review

Continue Application » Save and resume later

Please review all the information before submitting. Once this application has been submitted, you will not be able to make changes. To make changes you will need to contact the agency directly.

Review and Certification

Edit Application

Authorization Information

Authorization Number : WW06-0000030

Recording Information

Name of County Registry of Deeds (include North, Middle, South if applicable): Test

Date the Authorization/Plans Recorded or Registered : 06/11/2020

Authorization Registry Record ID (e.g. Book/Page, Document No., Certificate No., etc.): Authorization Registry Record ID (e.g. Book/Page, Document No., Certificate No., etc.):

Plan Registry Record ID (e.g. Plan Book/Plan Page, Plan No., etc.). Please enter N/A for WW06/12 and WW24 only.: Plan Registry Record ID (e.g. Plan Book/Plan Page, Plan No., etc.). Please enter N/A for WW06/12 and WW24 only

List of Documents

Documents: Required Documents: 1. Recorded Information

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.  
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
File1.jpg	Recorded Information	4.05 KB	06/30/2020	Test	Actions ▼



# Step 3: Review

- Read the Certification Statement
- Click the check box to complete your certification
- Click “Continue Application” to proceed with your submittal

## Application Submitter

Individual  
Testing Eipas  
Waltham, MA, 01752

Telephone #: 617-617-6177  
E-mail: testingeipas@gmail.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



# 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


Home

DEP Applications

Waterways Authorization Registry/Land Court Information Amendment

1 General Information	2 Documents	3 Review	4 Record Issuance
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Step 4: Record Issuance

 Successfully Completed.

Thank you for using our online services.  
Your Record Number is 20-WWRI-0016-AMD.

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

If applicable, if you are willing to make an Online Payment, please click on "DEP Applications" button and click the "Pay Fee Due Link" next to your Application Record.



# To check the status of an application

- ❑ Log on to EEA ePlace portal
  - ❑ <https://eplace.eea.mass.gov/citizenaccess/>
- ❑ Go to your “My Records” page in ePLACE to see or track the status of an application

Home

Dashboard My Records My Account

Welcome Jalila Jadidi  
You are now logged in to the Commonwealth's EEA ePLACE Portal.

What would you like to do?

- New License, Permit, Certificate, Notification or Registration [Click Here](#)
- Renew License, Permit, Certificate or Registration (select "My Records" above)
- Amend License, Permit, Certificate or Registration (select "My Records" above)

Please note: At this time, the EEA ePLACE Portal services only some (not all) licenses, permits, certificates and Registrations issued by Energy and Environmental Affairs (EEA). It does not service any other type of license or permit that is issued or approved by the Commonwealth or any of its agencies or municipalities. This Portal will not service any federal licenses or permits.

If you are using assistive tools such as JAWS, please check our FAQs for important information. [EEA ePlace Quick Guides](#)

To search and view all pending and final decisions for License, Permit, Certificate, Notification or Registration Applications submitted online and provide Comments on Applications that are open for Public Comments please visit the [EEA ePLACE Public Access Portal](#)

For additional information about the Commonwealth, please visit the [Mass.gov](#) portal. For EEA information, please visit the [Mass.gov/EEA](#) portal.

File an Online Application



# Questions?

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For technical assistance:

- ▶ Contact the ePlace Help Desk Team at (844) 733-7522
- ▶ Or send an email to: [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us)

For business related questions, please visit the links below:

<https://www.mass.gov/guides/chapter-91-the-massachusetts-public-waterfront-act>

