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# Finding a record type in EEA ePLACE Portal




EEA ePLACE Instructions



**EEA ePlace Portal**

# General Navigation

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- ❑ Click  button to move to the next page.
- ❑ Any field with a red asterisk (\*) is required before you continue to the page.
- ❑ Click  button to save your work and resume later.
- ❑ Click on the tool tips  where applicable to get more details.
- ❑ Suggested preferred browsers are Chrome and Microsoft Edge



# Login to EEA ePLACE Portal

## First time users:

- ❑ Click or type this address on your browser: <https://eplace.eea.mass.gov/CitizenAccess>
- ❑ Follow the prompts to create a new user account

## Existing users:

- ❑ Log into your account in EEA ePLACE using your username/password

The screenshot shows the EEA ePLACE Portal homepage. At the top is the Mass.gov header with navigation links: State Offices & Courts, State A-Z Topics, State Forms, and Accessibility FAQs. Below this is the EEA ePLACE Portal title and a navigation bar with links: Announcements, Accessibility Support, Register for an Account, Reports (2), and Login. A 'Home' button is located below the navigation bar. The main content area includes a 'Need Help?' section with contact information for the ePLACE Help Desk Team, a 'Contact' section with links to Energy and Environmental Affairs, MASSDEP, MDAR, and DCR, and a 'Convenience Fee' section. On the right side, there is a 'Login' section with fields for 'User Name or E-mail' and 'Password', a 'Remember me on this computer' checkbox, and a 'Login' button. Below the login section, there is a 'Welcome to the Commonwealth of Massachusetts ePLACE Portal' section with a brief description of the portal's services. A green arrow points from the URL in the text to the top of the page. Another green arrow points from the 'Login' section in the text to the login form on the right. A third green arrow points from the 'Options for Licensees and Applicants' section in the text to the 'Options for Licensees and Applicants' section on the page.

Mass.gov State Offices & Courts | State A-Z Topics | State Forms | Accessibility FAQs

An Official website of the Commonwealth of Massachusetts

### EEA ePLACE Portal

[Announcements](#) [Accessibility Support](#) [Register for an Account](#) [Reports \(2\)](#) [Login](#)

**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.

**Home**

#### Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

**Options for Licensees and Applicants:**

- Apply for, Renew, or Amend a License, Permit, Certificate, Notification or Registration
- Make Payments Online

**ePLACE Portal Account Registration:**

In order to utilize most of the services available through the ePLACE, you must first register for an account to do any of the following:

- Apply for a License, Permit, Certificate, Notification or Registration

**Login**

User Name or E-mail:  
[Text Field]

Password:  
[Text Field]

☐ Remember me on this computer

[I've forgotten my password](#)  
[New Users: Register for an Account](#)

Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs (EEA). It does

**Login »**



EEA ePlace Portal

# Finding a Record Type

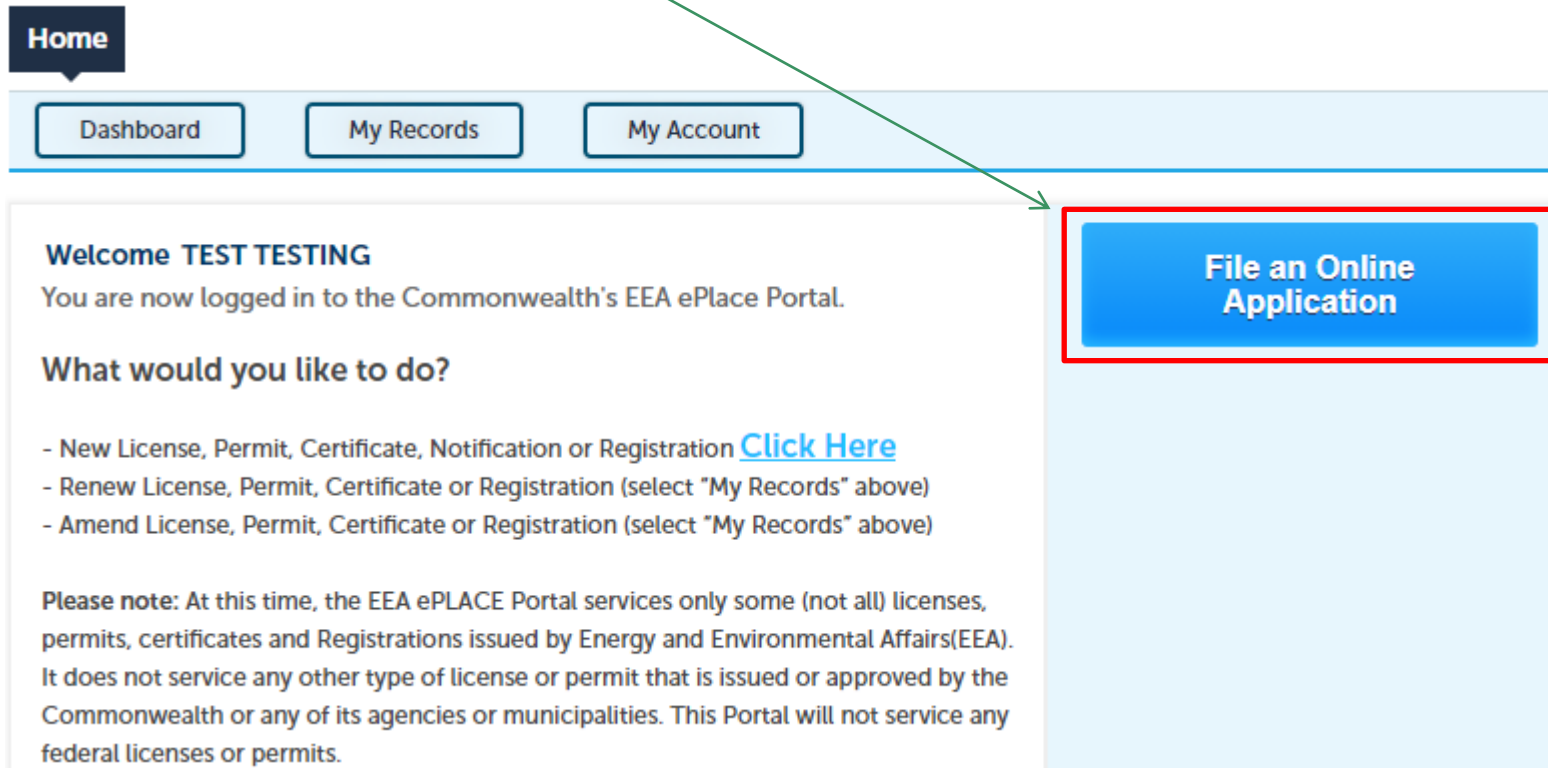
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1. [Initial Application](#)
2. [Renewal Application](#)
3. [Amendment/Modification Application](#)



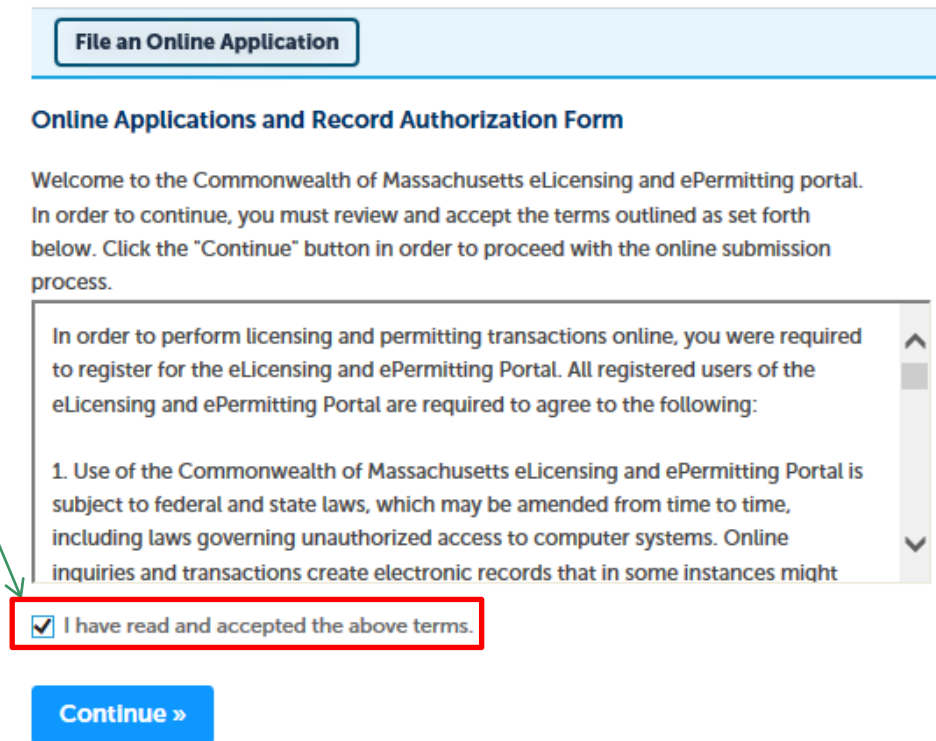
# 1. How to find an Initial Application

- ❑ After logging in to the EEA ePLACE Portal, click here to start



# How to find an Initial 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 »**



# Select the DEP Program

- ❑ Click on appropriate DEP Program from the list of options
- ❑ You can also search for the application on the search bar field

## Commonwealth of Massachusetts EEA ePLACE (ePermitting) Online Services

### New Applicants:

The Commonwealth of Massachusetts EEA ePLACE (ePermitting) portal provides the ability to file applications for licenses, permits, certificates, notifications and registrations. From the listing below, please click on the appropriate link to expand the options, select the service that you would like to use and click the continue button.

### Existing Applicants:

Click Home and use the "My Records" tab to renew or amend a license, permit, certification or registration. If they are not listed under the "My Records" tab, please select the "Link your account" option found in section below. You will be prompted for a "record identification code" and "authorization code." from the Account Link notification you received. If you have not received a notification letter, please contact the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLACE between the hours of 7:30 AM - 5:00 PM Monday-Friday.

For easier and quicker way to find your application from the list below, Use Search Bar. Type in the name of your application or a keyword in the search field and click search for results.

- ▶ Apply for a DCR Authorization - Construction and Vehicle Access Permits
- ▶ Apply for a DCR Authorization - Special Use Permits
- ▶ Apply for a DEP Authorization - Air Quality (AQ)
- ▶ Apply for a DEP Authorization - Drinking Water (DW)
- ▶ Apply for a DEP Authorization - Hazardous Waste (HW)
- ▶ Apply for a DEP Authorization - NPDES (WM)
- ▶ Apply for a DEP Authorization - Solid Waste (SW)
- ▶ Apply for a DEP Authorization - Watershed Management (WM)
- ▶ Apply for a DEP Authorization - Waterways Chapter 91 (WW)
- ▶ Apply for a DEP Authorization - Water Pollution Wastewater (WP)
- ▶ Apply for a DEP Authorization - Water Pollution Residuals (WP)
- ▶ Apply for a DEP Authorization - 401 Water Quality Certification (WW)
- ▶ Apply for a DEP Authorization - Toxic Use Reduction (TUR)
- ▶ Apply for a MDAR Authorization
- ▶ Apply for an EEA General Request
- ▶ Link Your Account - For MassDEP Only

Continue »



EEA ePlace Portal

# Select the Initial Application

❑ Once a DEP program is selected, a list of applicable initial applications will be visible.

❑ Select the application and click continue at the bottom of the page to start your application.

- ▶ Apply for a DCR Authorization - Construction and Vehicle Access Permits
- ▶ Apply for a DCR Authorization - Special Use Permits
- ▶ Apply for a DEP Authorization - Air Quality (AQ)
- ▶ Apply for a DEP Authorization - Drinking Water (DW)
- ▶ Apply for a DEP Authorization - Hazardous Waste (HW)
- ▶ Apply for a DEP Authorization - NPDES (WM)
- ▶ Apply for a DEP Authorization - Solid Waste (SW)
- ▶ Apply for a DEP Authorization - Watershed Management (WM)
- ▼ Apply for a DEP Authorization - Waterways Chapter 91 (WW)
  - ☐ Waterways Pre-Application for WW06 and WW24
  - ☒ WW01 - Water-Dependent License/Permit Application
  - ☐ WW04 - Determination of Applicability Application
  - ☐ WW05 - Certificate of Compliance
  - ☐ WW06 - Simplified License Application
  - ☐ WW14 - Nonwater-Dependent License/Permit Application
  - ☐ WW16 - Nonwater-Dependent License/Permit in a MHP Area Application
  - ☐ WW17 - Nonwater-Dependent License/Permit Joint MEPA/EIR Application
  - ☐ WW24 - General License Certification Application
  - ☐ WW25 - Test Project Permit Application
- ▶ Apply for a DEP Authorization - Water Pollution Wastewater (WP)
- ▶ Apply for a DEP Authorization - Water Pollution Residuals (WP)
- ▶ Apply for a DEP Authorization - 401 Water Quality Certification (WW)
- ▶ Apply for a DEP Authorization - Toxic Use Reduction (TUR)
- ▶ Apply for a MDAR Authorization
- ▶ Apply for an EEA General Request
- ▶ Link Your Account - For MassDEP Only

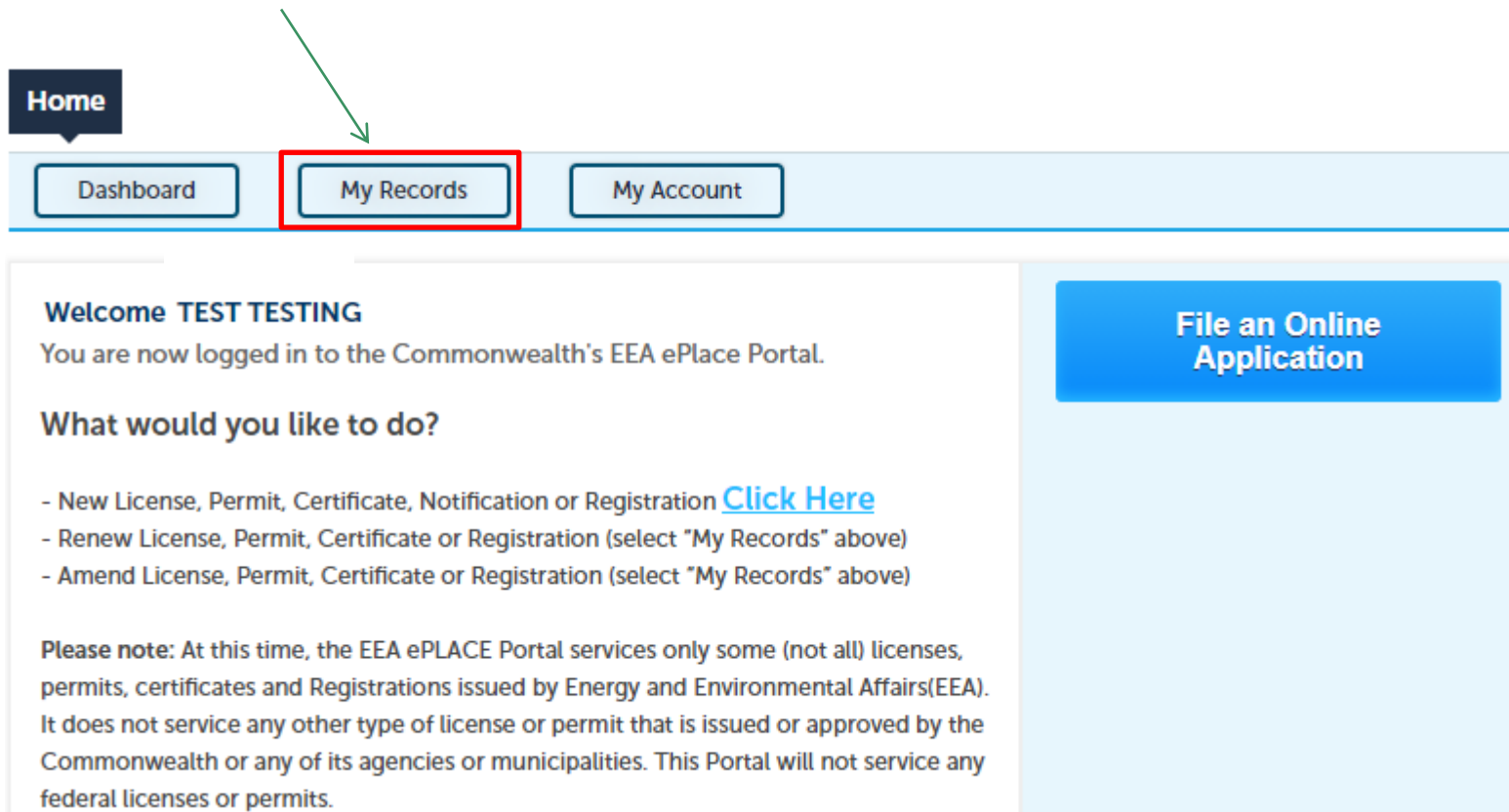
Continue »





## 2. How to find a Renewal Application

- ❑ After logging in to the EEA ePLACE Portal, click on “My Records” tab to start



Home

Dashboard My Records My Account

**Welcome TEST TESTING**  
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)

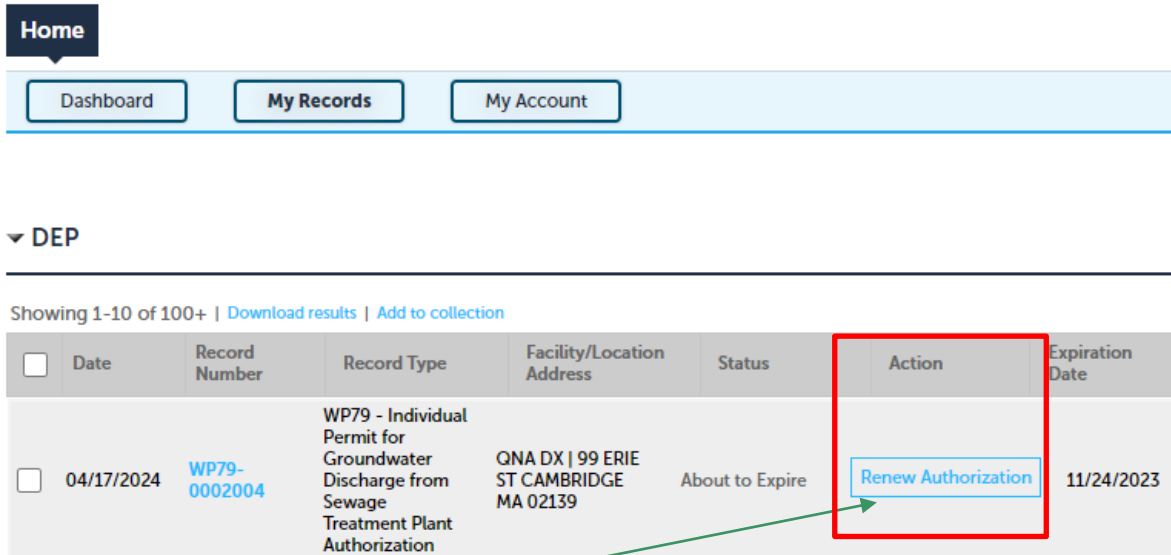
**Please note:** At this time, the EEA ePLACE Portal services only some (not all) licenses, permits, certificates and Registrations issued by Energy and Environmental Affairs (EEA). It does not service any other type of license or permit that is issued or approved by the Commonwealth or any of its agencies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

**File an Online Application**



# Access your Renewal Application

- ❑ A list of your records will be displayed
- ❑ Locate the Authorization record you need to Renew
- ❑ For that record, under the “Action” column, you will have a “Renew Authorization” button
- ❑ Click on “Renew Authorization” button to start your renewal application



Home

Dashboard My Records My Account

▼ DEP

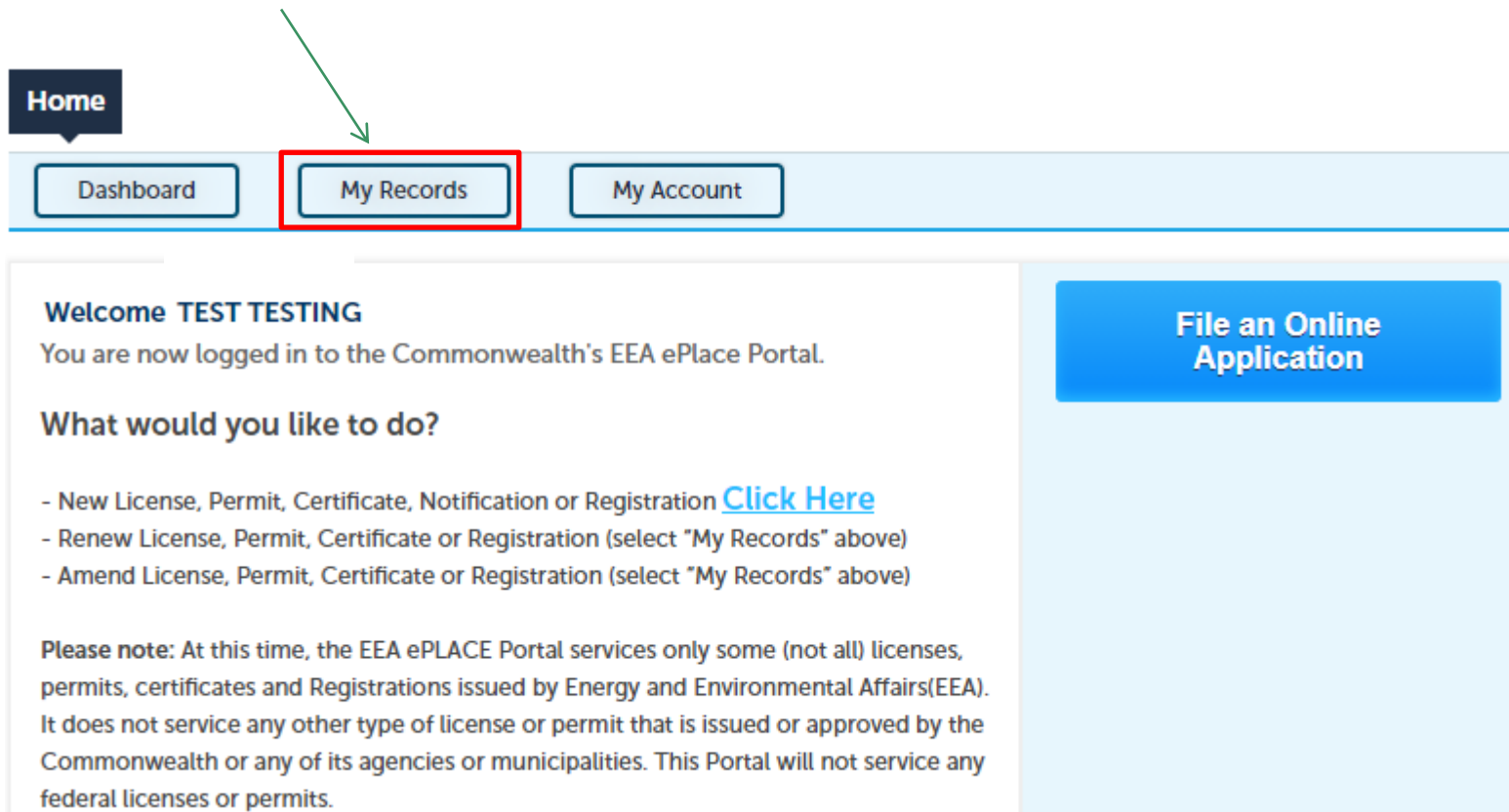
Showing 1-10 of 100+ | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Facility/Location Address	Status	Action	Expiration Date
<input type="checkbox"/>	04/17/2024	WP79-0002004	WP79 - Individual Permit for Groundwater Discharge from Sewage Treatment Plant Authorization	QNA DX   99 ERIE ST CAMBRIDGE MA 02139	About to Expire	<a href="#">Renew Authorization</a>	11/24/2023



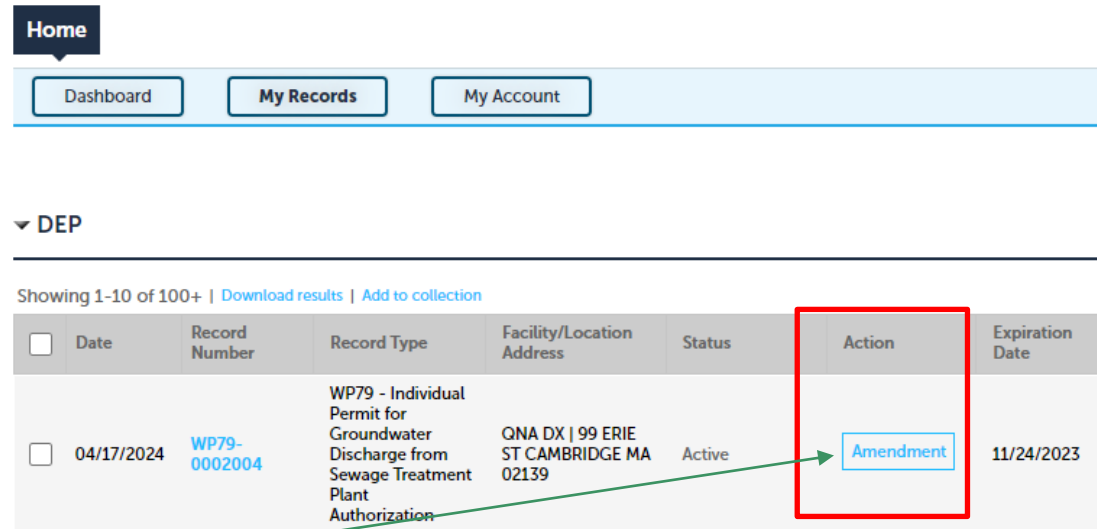
### 3. How to find an Amendment/Modification Application

- ❑ After logging in to the EEA ePLACE Portal, click on “My Records” tab to start



# Access your Amendment/Modification Application

- ❑ A list of your records will be displayed
- ❑ Locate the Authorization record you need to Amend/Modify
- ❑ For that record, under the “Action” column, you will have an “Amendment” button
- ❑ Click on the “Amendment” button to start your amendment/modification application



The screenshot shows the EEA ePlace Portal interface. At the top, there is a navigation bar with a 'Home' button and three tabs: 'Dashboard', 'My Records', and 'My Account'. Below the navigation bar, there is a section for 'DEP' (Department of Environmental Protection). Under this section, there is a table of records. The table has columns for 'Date', 'Record Number', 'Record Type', 'Facility/Location Address', 'Status', 'Action', and 'Expiration Date'. A green arrow points from the 'Amendment' button in the 'Action' column of the first record to the text 'Click on the “Amendment” button to start your amendment/modification application' in the list of instructions.

	Date	Record Number	Record Type	Facility/Location Address	Status	Action	Expiration Date
<input type="checkbox"/>	04/17/2024	WP79-0002004	WP79 - Individual Permit for Groundwater Discharge from Sewage Treatment Plant Authorization	QNA DX   99 ERIE ST CAMBRIDGE MA 02139	Active	<a href="#">Amendment</a>	11/24/2023



# 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 other instruction documents, please visit the link below  
[Energy and Environmental Affairs ePLACE Portal Documents](#)



**EEA ePlace Portal**