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# EEA General Request Claim Authorization Form



**EEA ePlace Portal**

# Overview

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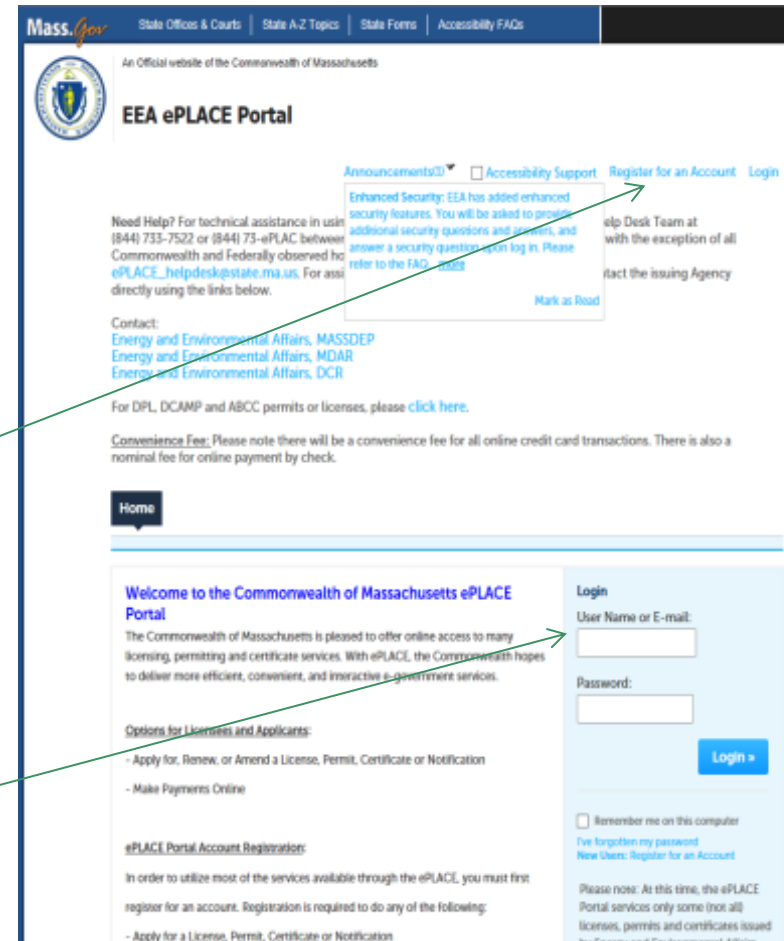
- ❑ This presentation is to assist in completing a **Claim Authorization Request**
- ❑ Use this form to link to a prior/existing approval that is not currently available in the EEA ePlace Portal. You will need to completed this process first before trying to Amend/Modify and/or Renew your current approval
- ❑ This presentation will take you screen by screen through the ePlace online permitting application process



# How to Apply

## 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
- ▶ Log into your account in ePlace using your username/password



The screenshot displays the EEA ePLACE Portal website. At the top, there is a navigation bar with links for "State Offices & Courts", "State A-Z Topics", "State Forms", and "Accessibility FAQs". Below this, the page title is "EEA ePLACE Portal". A prominent "Home" button is visible. The main content area includes a "Welcome to the Commonwealth of Massachusetts ePLACE Portal" message, followed by "Options for Licensees and Applicants" (Apply for, Renew, or Amend a License, Permit, Certificate or Notification; Make Payments Online) and "ePLACE Portal Account Registration" information. On the right side, there is a "Login" section with input fields for "User Name or E-mail:" and "Password:", a "Login" button, and a "Remember me on this computer" checkbox. A "Register for an Account" link is also present. A green arrow points from the text "Log into your account in ePlace using your username/password" to the login fields. Another green arrow points from the text "Follow the prompts to create a new user account" to the "Register for an Account" link.



# File an Online Application

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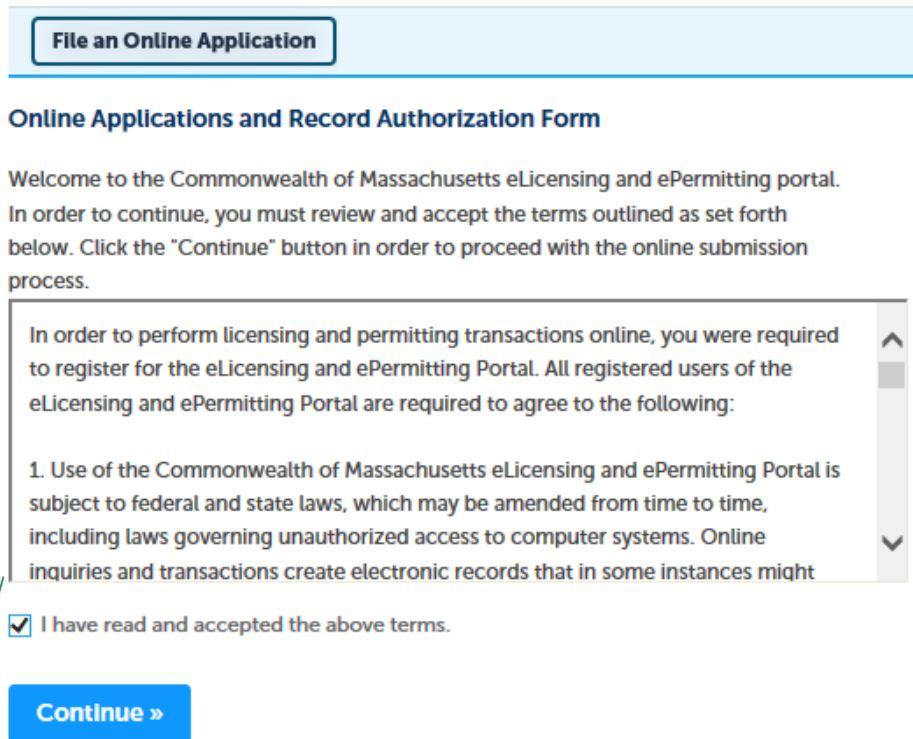
- Click here to start

The screenshot shows the user interface of the EEA ePlace Portal. At the top, there is a dark blue 'Home' button. Below it is a light blue navigation bar containing four buttons: 'Dashboard', 'My Records', 'My Account', and 'Advanced Search' with a dropdown arrow. The main content area is white and contains a 'Welcome' message: 'You are now logged in to the Commonwealth's eLicensing and ePlace Portal.' Below this, it asks 'What would you like to do?' and lists three options: '- [File an Online Application](#)', '- Renew a License, Permit or Certificate', and '- Amend License, Permit or Certificate Information'. On the right side of the page, there is a large blue button with the text 'File an Online Application'. A green arrow originates from the bullet point 'Click here to start' and points directly to this blue button.



# File an Online 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 »**



# Apply for EEA General Request

- Click on “Energy and Environmental Affairs” and “Apply for an EEA General Request”

Home

[File an Online Application](#)

## 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.



Search

### ▼ Energy and Environmental Affairs (EEA, DEP, MDAR, DCR)

- Apply for a DEP Authorization
- Apply for a MDAR Authorization
- Apply for a DCR Authorization
- Apply for a EEA General Request

### ▶ Link Your Account

Continue »



EEA ePlace Portal

# Step 1: Application Information

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## Agency Information:

- ❑ Please identify your agency and program by clicking on each of the dropdown menus.

### Agency Information

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Legacy record could be your permit, license or certification that you hold with a particular agency and program.

Please identify your agency and program below:

\*Which agency is the Legacy Record from?:

DEP - Department of Environmental Protection

\*Which program is the Legacy Record from?:

--Select--



# Step 1: Application Information

## General Information:

- ❑ Please enter the information below accordingly and click continue
- ❑ Legacy record ID is your current Permit/ License/ Certification/ EPA Number that you hold with the agency and program that you specified above

### General Information

Legacy record ID is your current Permit/ License/ Certification/ EPA Number that you hold with the particular agency and program that you specified above.

Please enter the information below accordingly:

\*Enter the current Legacy Record ID, you are trying to claim:

\*Enter expiration date of your Legacy Record Permit: ?



Please enter any additional relevant information that could help the agency to process this claim :

Continue Application »

Save and resume later





# Step 2: Document

## Attachment

- Please attach any supporting documents as specified by your previously selected agency and program
- To begin attaching documents, click “Add”

Home

EEA Applications

Claim Authorization Form

|                           |            |          |                    |
|---------------------------|------------|----------|--------------------|
| 1 Application Information | 2 Document | 3 Review | 4 Record Submitted |
|---------------------------|------------|----------|--------------------|

Step 2: Document > Page 1 of 1

\* indicates a required field.

### Attachment

Please attach any supporting documents as specified by your agency and program.

For more details on the attachments, please visit [mass.gov](http://mass.gov)

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 | Action |
|-------------------|------|------|---------------|--------|
| No records found. |      |      |               |        |

Add

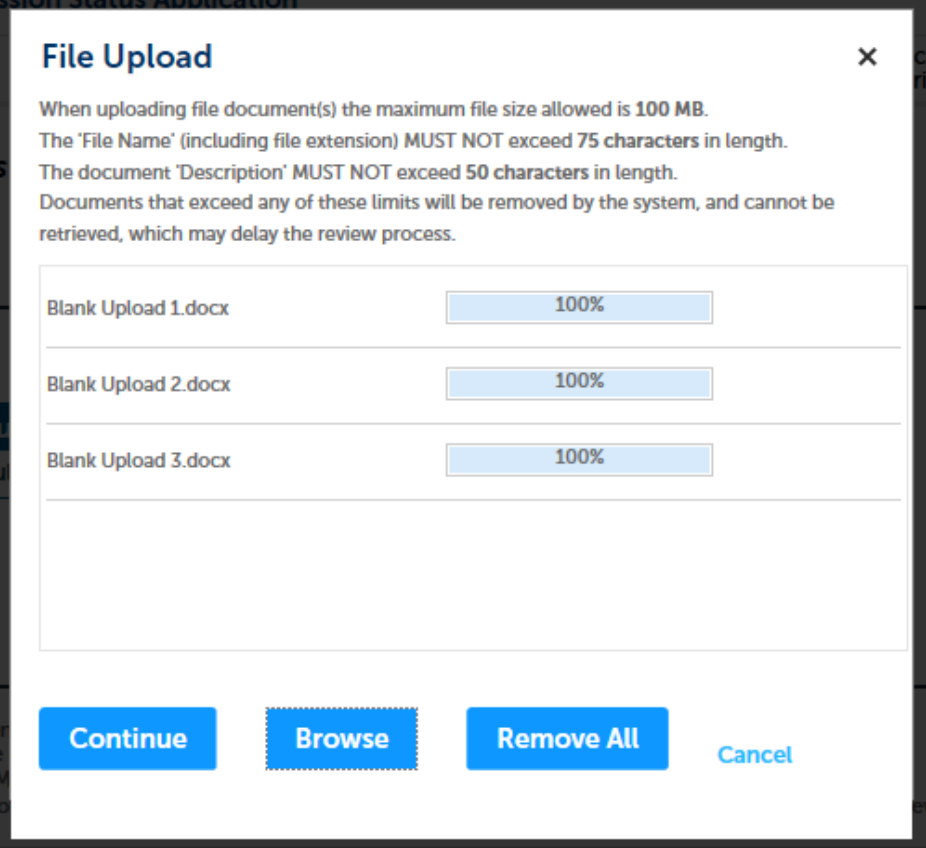
Continue Application »

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”

The screenshot displays a web interface for uploading documents. It features three identical document entry forms stacked vertically. Each entry includes:

- File:** Blank Upload 1.docx, Blank Upload 2.docx, and Blank Upload 3.docx respectively.
- Progress:** A blue progress bar indicating 100% completion.
- Description:** A text area with the label "Description (Maximum 50 characters):" and a placeholder "A maximum of 50 characters."
- Type:** A dropdown menu with "--Select--" as the current selection.
- Action:** A blue "Remove" link to the right of each entry.

At the bottom of the interface, there are five blue buttons: "Save", "Browse", "Remove All", "Continue Application", and "Save and resume later". Green arrows from the text on the left point to the "Type" dropdown, the "Description" text area, the "Continue Application" button, and the "Save" button.




# Step 2: 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”

Home

EEA Applications

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

Claim Authorization Form

|                           |            |          |                    |
|---------------------------|------------|----------|--------------------|
| 1 Application Information | 2 Document | 3 Review | 4 Record Submitted |
|---------------------------|------------|----------|--------------------|

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

Attachment

Please attach any supporting documents as specified by your agency and program.

For more details on the attachments, please visit [mass.gov](http://mass.gov)

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 | Action    |
|-----------------|-----------------------|----------|---------------|-----------|
| Test doc 1.docx | Supporting Attachment | 41.90 KB | 06/03/2020    | Actions ▾ |

Add

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

EEA Applications

Claim Authorization Form

|                           |            |          |                    |
|---------------------------|------------|----------|--------------------|
| 1 Application Information | 2 Document | 3 Review | 4 Record Submitted |
|---------------------------|------------|----------|--------------------|

Step 3: Review

Continue Application »

Save and resume later

Please review all information below. Click the “Edit Application” button to make changes, if needed.

## Review and Certification

Edit Application

Agency Information



# Step 3: Review

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

## Application Submitter

Individual  
Jalila Jadidi  
1 main st  
sudbury, MA, 01776  
United States

Home Phone:617-617-6177

E-mail:jalila.el-jadidi@mass.gov

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

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 when you log back in to ePlace.
- ❑ The Agency will review your application and you will receive an email with the next steps.

Home

EEA Applications

Claim Authorization Form

|                           |            |          |                   |
|---------------------------|------------|----------|-------------------|
| 1 Application Information | 2 Document | 3 Review | 4 Record Issuance |
|---------------------------|------------|----------|-------------------|

Step 4: Record Issuance



Successfully Completed.

Thank you for using our online services.

Your Record Number is 20-CLM-000046-APP.

Agency will review your application and you will receive an email with next steps.



# Status of 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)

