
EEA General Request Claim Authorization Form



EEA ePlace Portal

Overview

- ❑ This presentation is to assist in completing a **Claim Authorization Request**
- ❑ Use this form to link to an existing authorization that is not currently available in the EEA ePlace Portal.
- ❑ You will need to complete this process first before trying to Amend/Modify or Renew your current existing 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



EEA ePlace Portal

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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) 73-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. 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:

Password:

[Login »](#)

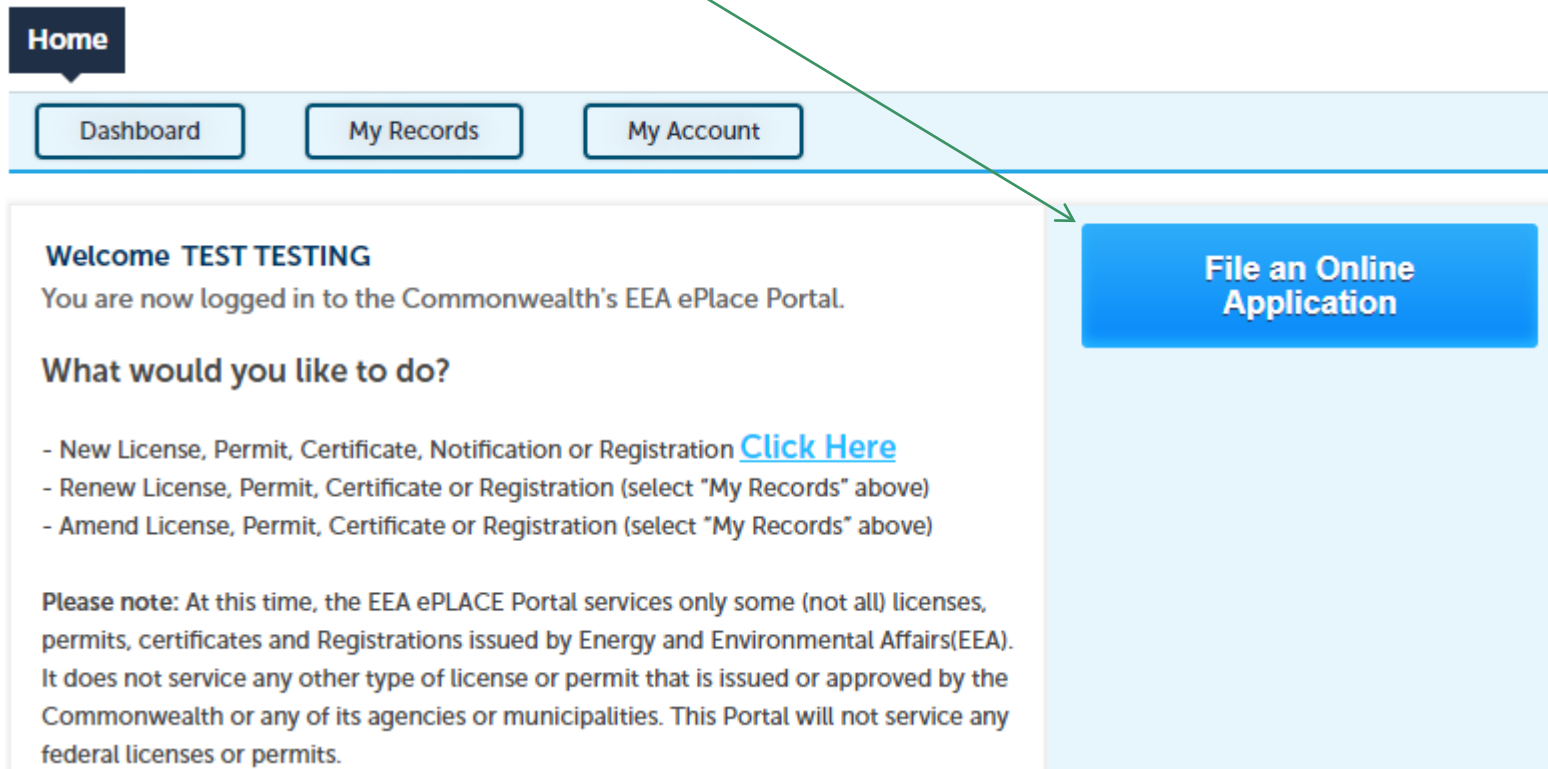
☐ Remember me on this computer

[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

File an Online Application

❑ Click here 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.

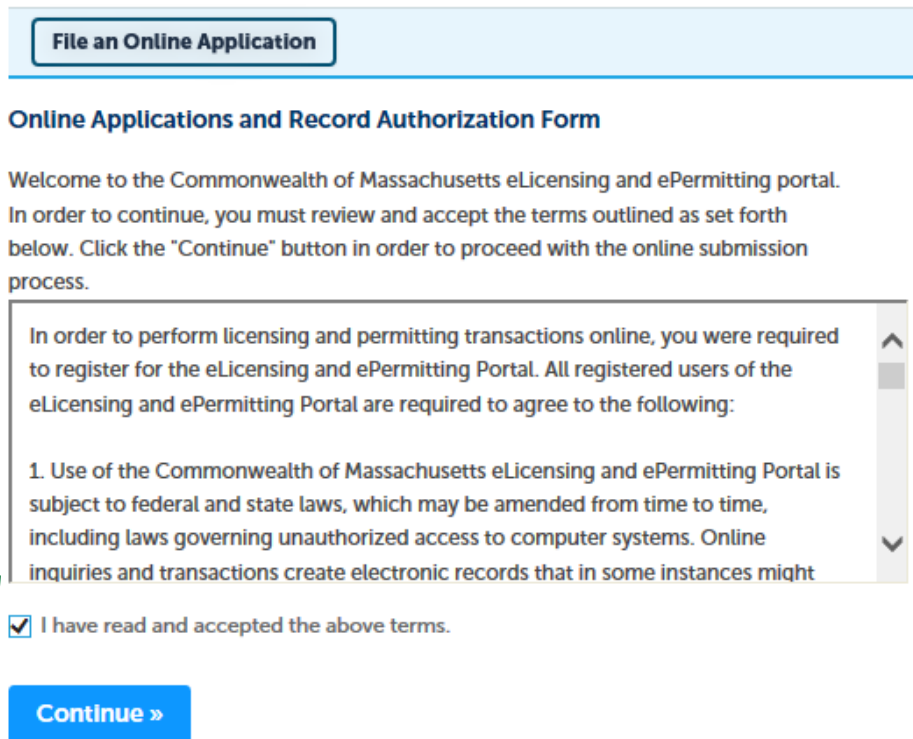
File an Online Application



EEA ePlace Portal

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 “Apply for an EEA General Request” and select “Claim Authorization Form”.

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.

- ▶ 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 (WP)
- ▶ Apply for a DEP Authorization - Toxic Use Reduction (TUR)
- ▶ Apply for a MDAR Authorization
- ▶ Apply for an EEA General Request
 - ☒ Claim Authorization Form
 - ☐ Request Record Access Form
- ▶ Link Your Account



EEA ePlace Portal

Step 1: Contact Information

- ❑ Click and Select whether you are claiming this record for yourself or on behalf of someone else.
- ❑ Click “Continue Application”

Home

EEA Applications

Claim Authorization Form

1 Contact Information	2 Application Information	3 Document	4 Review	5 Record Submitted
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Step 1: Contact Information > Page 1 of 2

* indicates a required field.

Contact Information

* Are you claiming this record for yourself or on behalf of someone else?:

--Select--

--Select--

Myself (Permittee/Licensee)

Someone else (Authorized Representative)

Continue Application »

Save and resume later



Step 1: Contact Information

- ☐ If you are claiming this record for yourself, please select “Myself” and click continue.

Home

EEA Applications

Claim Authorization Form

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Step 1: Contact Information > Page 1 of 2

* indicates a required field.

Contact Information

*Are you claiming this record for yourself or on behalf of someone else?:

Myself (Permittee/Licens▼)

Continue Application »

Save and resume later



Step 1: Contact Information

- ☐ If you are claiming this record on behalf of someone else. Please specify “Who you are?” as you are submitting this application on behalf of someone else.

Home

EEA Applications

Claim Authorization Form

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Step 1: Contact Information > Page 1 of 2

Instructions

* indicates a required field.

Contact Information

* Are you claiming this record for yourself or on behalf of someone else?:

Someone else (Authorize)

Please Specify (E.g. Consultant, Attorney, Authorized Representative etc.): *

Continue Application »

Save and resume later



Step 1: Contact Information

❑ When you claim this record **on behalf of someone else**, you will need to enter the information of the person who holds the authorization

❑ Please read the instructions and add the information accordingly

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[EEA Applications](#)

Claim Authorization Form

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Step 1: Contact Information > Page 2 of 2

* indicates a required field.

Permittee

Permittee (as known as "Applicant") is the person who currently holds this Legacy Record (e.g., Permit, License, Certification etc.).

Since you are preparing this application on behalf of the Permittee, click [Add New](#) and enter all the required information for the Permittee. Please do not enter your name or contact information in the fields for the Permittee.

*If you are doing this for yourself, please go back to the previous page and select 'Myself' from the dropdown.

[Add New](#)

[Continue Application »](#)

[Save and resume later](#)



EEA ePlace Portal

Step 2: Application Information

❑ Please identify your agency, program and Legacy Record Type by clicking on each of the dropdown menus.

❑ **Note:** Legacy Record is your current Permit/License/Certification that you hold with a particular agency and program.

Claim Authorization Form

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Step 2: Application Information > Page 1 of 1

Instructions

* indicates a required field.

Agency Information

Legacy Record is your current Permit/License/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--

* Select the Legacy Record Type:

--Select--



Step 2: Application Information

- ❑ Please enter the information regarding your Legacy Record ID.
- ❑ **Note:** Legacy Record ID is your current Permit/License/Certification/EPA Number that you hold with the agency and program.
- ❑ For more information, please click on the Question mark button.

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 the City/Town for your Permitted Project:

Enter expiration date of your Legacy Record: ?

* Please enter a quick description for purpose of this claim to help the agency process this request in a timely manner: ?

Help x

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

Continue Application »

Save and resume later



Step 3: Document

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

❑ To begin attaching documents, click “Add” button

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EEA Applications

Claim Authorization Form

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Step 3: Document > Page 1 of 1

Instructions

* 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 [General information about the EEA ePLACE Portal](#)

Note: If you do not attach the required supporting document(s) as instructed by your agency/program, this might delay the process of your request.

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 »

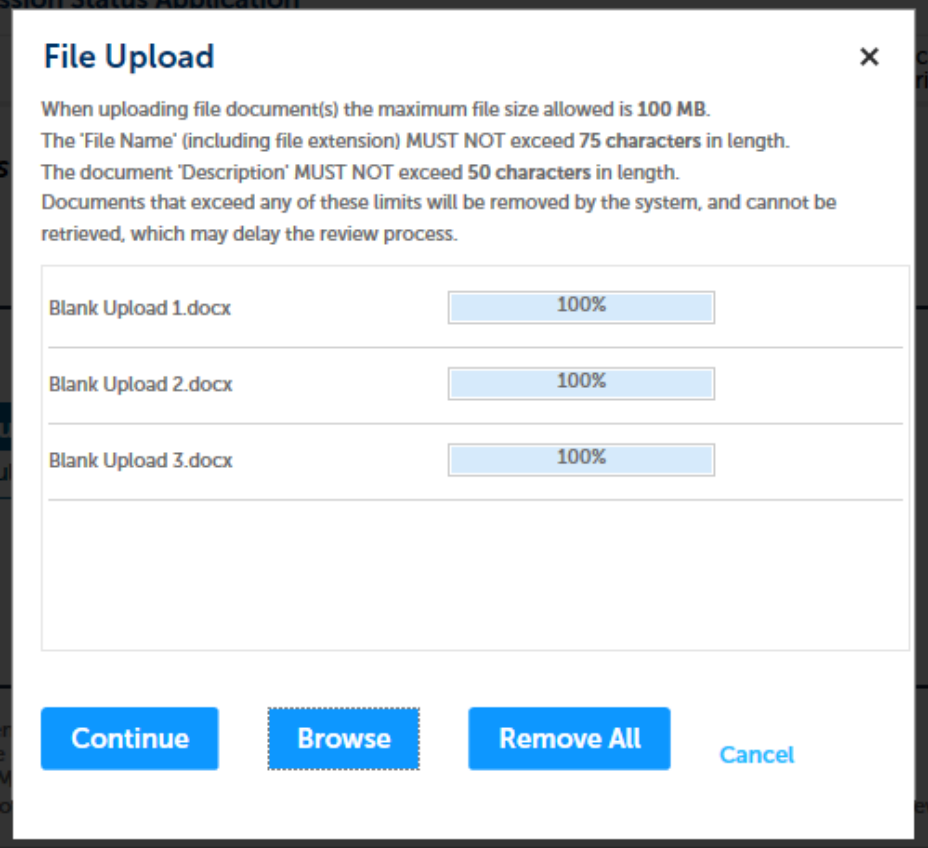
Save and resume later



EEA ePlace Portal

Step 3: 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 [X]

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 3: 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”

File:
Blank Upload 1.docx
100%

* Description (Maximum 50 characters):
A maximum of 50 characters.

* Type:
--Select--

Remove

File:
Blank Upload 2.docx
100%

* Description (Maximum 50 characters):
A maximum of 50 characters.

* Type:
--Select--

Remove

File:
Blank Upload 3.docx
100%

* Description (Maximum 50 characters):
A maximum of 50 characters.

Save Browse Remove All

Continue Application »

Save and resume later



Step 3: 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”



EEA ePlace Portal

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EEA Applications

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

Claim Authorization Form

1 Contact Information	2 Application Information	3 Document	4 Review	5 Record Submitted
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Step 3: Document > Page 1 of 1

[Instructions](#)

* indicates a required field.

Attachment

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

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Note: If you do not attach the required supporting document(s) as instructed by your agency/program, this might delay the process of your request.

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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_1.png	Supporting Attachment	88.12 KB	11/08/2021	Actions ▼

[Add](#)

[Continue Application »](#)

[Save and resume later](#)

Step 4: Review

- ❑ The application information can be reviewed at this step.
- ❑ If you need to change, click “Edit Application” button.
- ❑ Otherwise, continue to the bottom of the page

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Step 4: 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](#)



Step 4: 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

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](#)



Step 5: 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 to EEA ePlace Portal.

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EEA Applications

Claim Authorization Form

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Step 5 : Record Issuance



Successfully Completed.

Thank you for using our online services.

Your Record Number is 21-CLM-000007-APP.

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



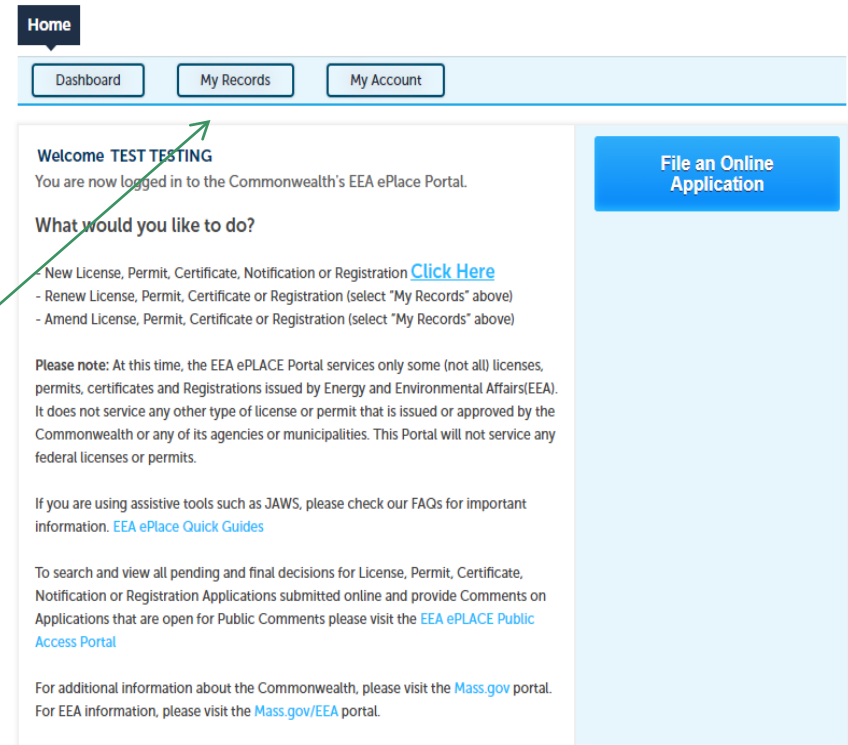
EEA ePlace Portal

Status of application

- ❑ Log on to EEA ePlace portal

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

- ❑ Go to your “My Records” page in ePlace to track the status of an application



Questions?

For technical assistance:

- ❑ Contact the ePlace Help Desk Team at (844) 733-7522
- ❑ Or send an email to: ePLACE_helpdesk@state.ma.us

