

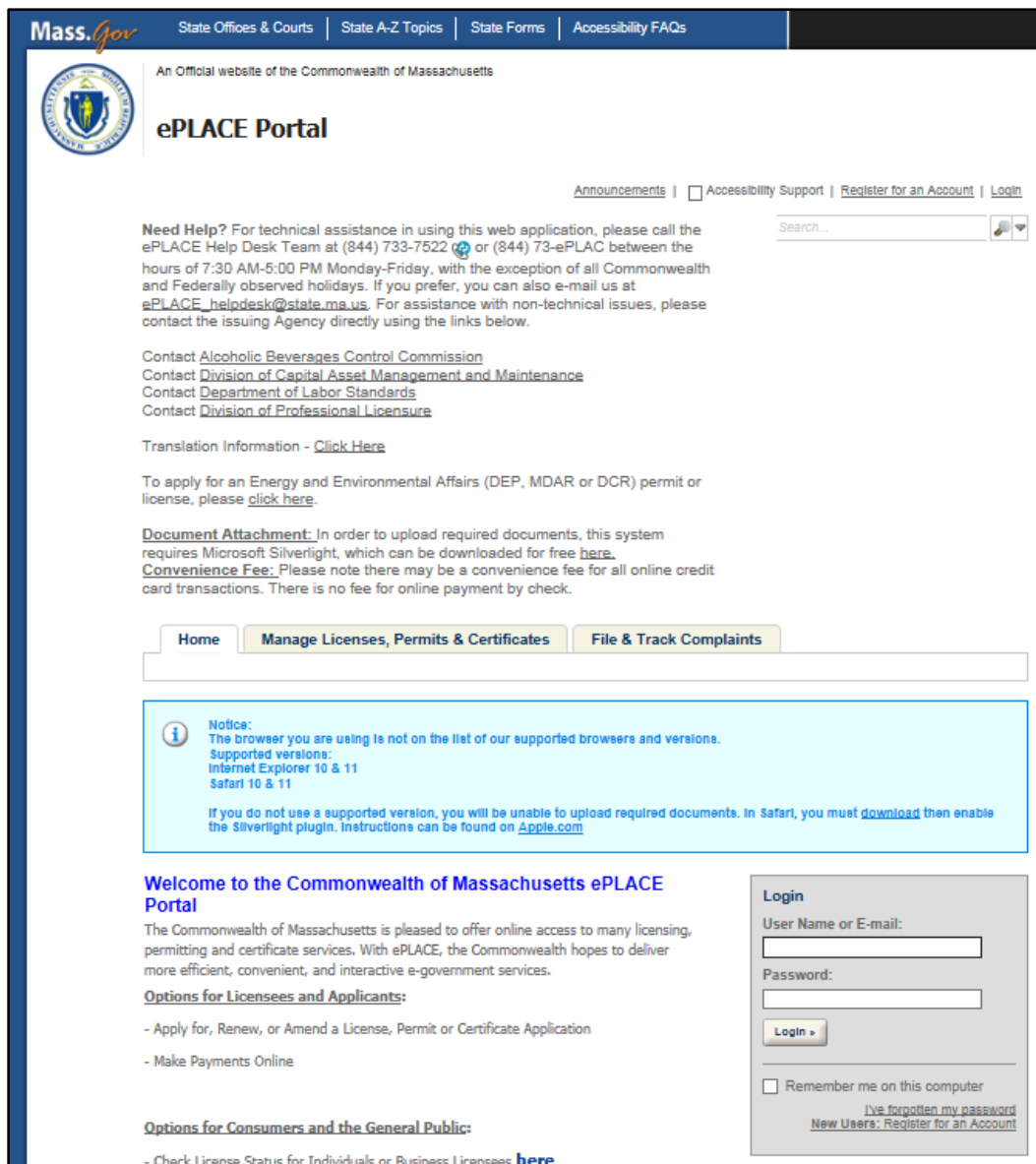
Creating an ePLACE Portal Account; Linking a License and Renewing a License via ePLACE Portal

Overview

This document provides step-by-step instructions on how to register and create an account on the ePLACE Portal, linking your ePLACE Portal account to your license, and renewing your license via the ePLACE Portal.

Directions

1 Navigate to the ePLACE Portal webpage: <https://elicensing21.mass.gov/CitizenAccess/Default.aspx>



The screenshot shows the 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 ePLACE Portal logo and a search bar. The main content area includes a 'Need Help?' section with contact information for the ePLACE Help Desk Team, a 'Document Attachment' section with links to download Microsoft Silverlight, and a 'Welcome to the Commonwealth of Massachusetts ePLACE Portal' section. On the right side, there is a 'Login' box with fields for 'User Name or E-mail' and 'Password', a 'Login' button, and links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'. A red arrow points from the URL in the directions section to the ePLACE Portal logo.

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

An Official website of the Commonwealth of Massachusetts

ePLACE Portal

Announcements | ☐ Accessibility Support | [Register for an Account](#) | [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. For assistance with non-technical issues, please contact the issuing Agency directly using the links below.

Contact [Alcoholic Beverages Control Commission](#)
Contact [Division of Capital Asset Management and Maintenance](#)
Contact [Department of Labor Standards](#)
Contact [Division of Professional Licensure](#)

Translation Information - [Click Here](#)

To apply for an Energy and Environmental Affairs (DEP, MDAR or DCR) permit or license, please [click here](#).

Document Attachment: In order to upload required documents, this system requires Microsoft Silverlight, which can be downloaded for free [here](#).
Convenience Fee: Please note there may be a convenience fee for all online credit card transactions. There is no fee for online payment by check.

[Home](#) [Manage Licenses, Permits & Certificates](#) [File & Track Complaints](#)

Notice:
The browser you are using is not on the list of our supported browsers and versions.
Supported versions:
Internet Explorer 10 & 11
Safari 10 & 11
If you do not use a supported version, you will be unable to upload required documents. In Safari, you must [download](#) then enable the Silverlight plugin. Instructions can be found on [Apple.com](#)

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 or Certificate Application
- Make Payments Online

Options for Consumers and the General Public:

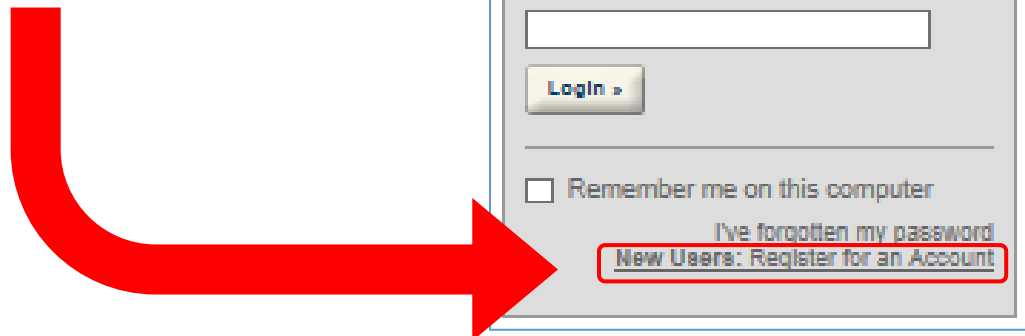
- Check License Status for Individuals or Business Licensees [here](#)

Login
User Name or E-mail:

Password:

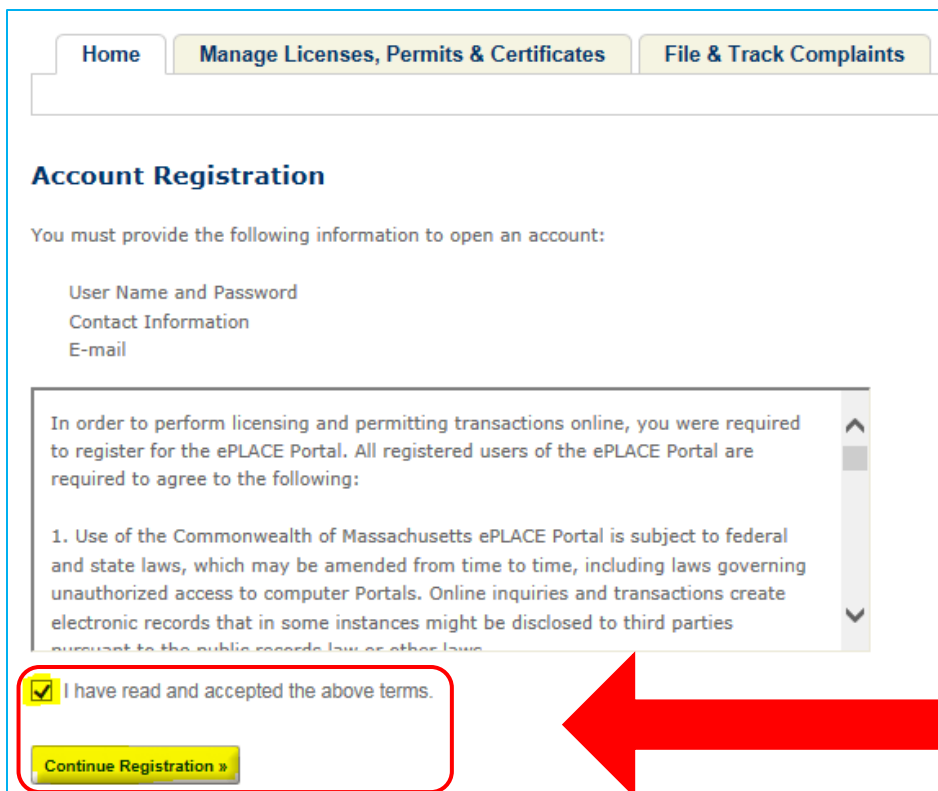
☐ Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

- 2 In the grey Login box, click on the link
[New Users: Register for an Account](#)



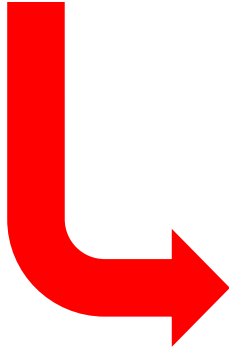
The screenshot shows a grey login box with the following elements: a 'Login' heading, 'User Name or E-mail:' and 'Password:' labels with corresponding input fields, a 'Login »' button, a 'Remember me on this computer' checkbox, and a link 'I've forgotten my password' with a sub-link 'New Users: Register for an Account' below it. A large red arrow points from the text in step 2 to the 'New Users: Register for an Account' link.

- 3 Review the terms of service and mark the checkbox below it. Then click on the
[Continue Registration](#) button.



The screenshot shows the 'Account Registration' page with navigation tabs 'Home', 'Manage Licenses, Permits & Certificates', and 'File & Track Complaints'. It lists required information: 'User Name and Password', 'Contact Information', and 'E-mail'. A scrollable box contains the terms of service. Below the terms, there is a checkbox labeled 'I have read and accepted the above terms.' and a 'Continue Registration »' button. A large red arrow points from the text in step 3 to the checkbox and button area.

- 4 Complete all required fields (required fields have a red asterisk*).

The screenshot shows the 'Account Registration for the Commonwealth of Massachusetts ePLACE Portal' page. At the top are navigation tabs: 'Home', 'Manage Licenses, Permits & Certificates', and 'File & Track Complaints'. Below is the title 'Account Registration for the Commonwealth of Massachusetts ePLACE Portal' and the sub-header 'Enter / Confirm Your Account Information'. A note states: 'E-mail addresses must be current in order to receive important legal and other notices relating to your use of this site. An e-mail will be sent to the e-mail address provided during the registration process.' The 'Login Information' section contains several required fields marked with a red asterisk: '* User Name:', '* E-mail Address:', '* Password:', '* Type Password Again:', '* Select a Security Question:', and '* Answer:'. Each field has a yellow highlight. A red circle is drawn around the entire 'Login Information' section. To the right of this section is a blue box with white text: 'For future reference, make a note of your user name (or email address) and password. You will need this information after you have created your ePLACE Portal account.' Below the 'Login Information' section is the 'Contact Information' section, which includes instructions and a red-bordered 'Add New' button. At the bottom of the form is a 'Continue Registration >' button.

- 5 Once the required fields are completed. Click the **Add New** button to provide contact information.



When selecting a **Contact Type**, choose “**Individual**” if this account is for a person, or choose “**Organization**” if this account is for a business entity.

The 'Select Contact Type' dialog box is shown. It has a title bar with 'on:' and a close button 'X'. Inside, there is a label '* Type:' followed by a dropdown menu. The dropdown menu is open, showing two options: 'Individual' and 'Organization'. Below the dropdown are two buttons: 'Continue' and 'Discard Changes'.

6 Creating a Contact Type

For the **Contact Type** in the “Type” dropdown menu, select “**Individual**” for an individual, or select “**Organization**” for a business.

Then click the **Continue** button.

Select Contact Type

*Type: Individual ▼

Continue Discard Changes

Select Contact Type

*Type: Organization ▼

Continue Discard Changes

In the Contact Information pop-up window that appears, complete all the required fields. The required fields may vary depending on the Contact Type you selected.

Contact Information

Salutation: --Select-- ▼ *First Name: Middle Name: *Last Name: Suffix:

Title:

*Primary Phone: Secondary Phone:

*E-mail:

Fax Number:

▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Address
No records found.	

Save and Close Clear Discard Changes

Contact Information

*Name of Business If Different from DBA: FEIN:

DBA/Trade Name:

*Primary Phone: Secondary Phone: Mobile Phone:

*E-mail:

Fax Number:

*Business Type: --Select-- ▼

*Are you a Foreign Entity?:
☐ Yes ☐ No

Country: --Select-- ▼

▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Address	Status	Action
No records found.			

After you have completed the required fields in the Contact Information window, click on the **Add Contact Address** button. The Contact Address Information pop-up window will appear. Complete the required fields and then click on the **Save and Close** button.

The screenshot shows two overlapping windows. The background window is titled 'Contact Information' and contains fields for Salutation, First Name, Middle Name, Last Name, Suffix, Title, Primary Phone, Secondary Phone, E-mail, and Fax Number. Below these fields is a section titled 'Contact Addresses' which includes an 'Add Contact Address' button (highlighted with a red box) and a table showing no records. The foreground window is titled 'Contact Address Information' and contains fields for Address Type (set to 'Mailing Address'), Street Number, Address Line 1, Address Line 2, Address Line 3, City, State, ZIP Code, Country/Region (set to 'United States'), and Recipient. The 'Save and Close' button in this window is also highlighted with a red box.

The screenshot shows the 'Contact Information' window after the address has been added. A yellow banner at the top of the 'Contact Addresses' section displays the message 'Contact address added successfully.' (highlighted with a red box). Below this, a table shows one record with the address 'Harrison Street'. The 'Save and Close' button at the bottom left of the window is also highlighted with a red box.

Once you have saved and closed the Contact Address Information window, a message displays confirming that the “Contact address added successfully”.

Then click the **Save and Close** button in this Contact Information window.

Contact Information

Please select "Add New" to provide contact information. E-mail addresses must be current in order to receive important legal and other notices relating to your use of this Portal. An e-mail will be sent to the e-mail address provided during the registration process.

This contact information pertains to the account registration for this Portal. All other changes to contact information should be made through the application or amendment process with the applicable Agency.

You can associate two types of contacts with your registration an "Individual" and/or and "Organization".

Individual - Individual is a person. If you are a Sole Proprietor add yourself as an "Individual" contact.

Organization - Company, business, club, etc., that is formed for a particular purpose. Entity being licensed permitted and/or certified to do business in the Commonwealth of Massachusetts. When adding an Organization contact type, you will be required to provide a FEIN number.

✔ **Contact added successfully.**

Curly Sue
[REDACTED]@state.ma.us
Primary Phone: (617)727-[REDACTED]
Mobile Phone:
Alternate Phone:
Fax Number:
[Edit](#) [Remove](#)

▼ **Contact Addresses**

[Add Contact Address](#)

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Address	Status	Action
Mailing Address	Harrison Street	Active	Actions ▼

Continue Registration »

After you have saved and closed the Contact Information pop-up window, a message displays confirming that the “**Contact added successfully**”.

Then click the **Continue Registration** button at the bottom of the page.

[Announcements](#) | [Register for an Account](#) | [Login](#)

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Convenience Fee: Please note there may be a convenience fee for all online credit card transactions. There is no fee for online payment by check.

[Home](#) | [Manage Licenses, Permits & Certificates](#) | [File & Track Complaints](#)

☒ **Congratulations.** You have successfully created an account with the Commonwealth of Massachusetts ePLACE Portal. You will receive a confirmation by e-mail.

Reminder: If you are a current license, permit or certificate holder, you must link this Portal account to your record before you can complete transactions such as a renewal or amendment.

Click on the "Home" tab to login and continue.

Your account has been successfully created.

Account Information

User Name: CurlySue
E-mail: [REDACTED]@state.ma.us
Password: *****
Security Question: What is the brand of your first car?

Contact Information

Curly Sue
[REDACTED]@state.ma.us
Primary Phone: (617)727-[REDACTED]
Alternate Phone:
Fax Number:

Contact Address List

[Contact Addresses](#)

Showing 1-1 of 1

Address Type	Address	Status	Action
Mailing Address	Harrison Street	Active	

Upon completing account registration, a message appears confirming that your ePLACE Portal account has been successfully created!

If you wish to renew or amend your license, you must now follow the steps to link your license.

Proceed for directions on linking your license to your ePLACE Portal account.

7 Linking a License to Your ePLACE Portal Account (for Licensed Individuals and Businesses)

7A To link your license to your ePLACE Portal account, you will need your license Record Identification code and Authorization Code. This information is provided in the paper renewal form you may have received in the mail or you can contact your licensing Board and request it.

Immediately after you create your ePLACE Portal account and click on any of the tabs (Home, Manage Licenses, or File & Track Complaints), you will be automatically signed out and required to login using the User Name (or email address) and Password you used to create your ePLACE Portal account.

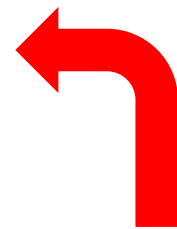
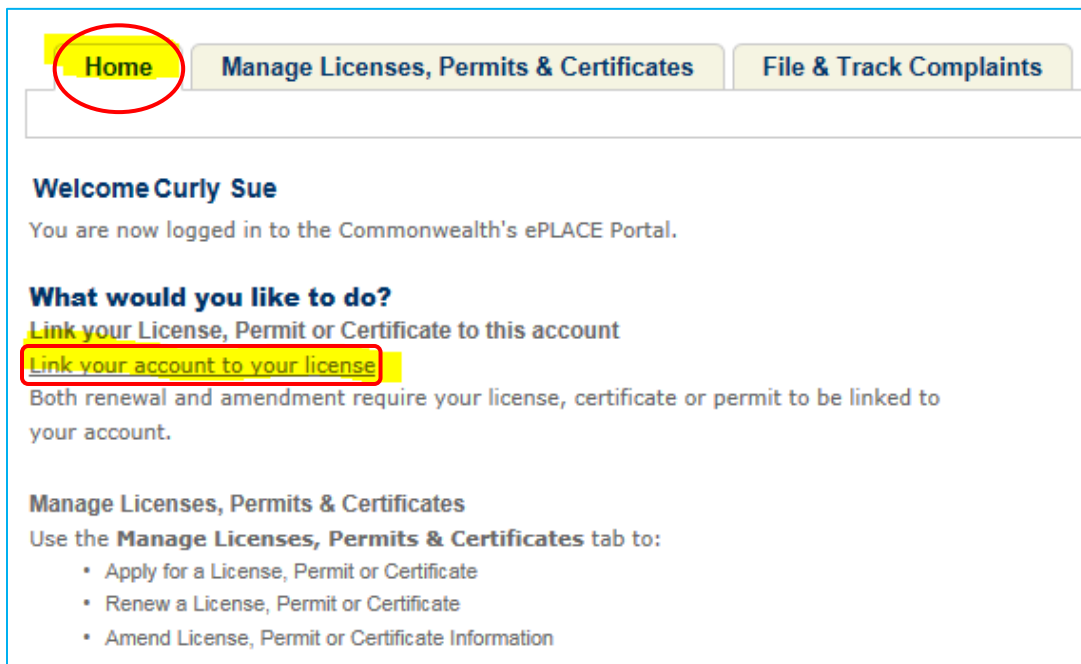
Simply type in your User Name (or email address) and Password. Then click on the **Login** button.

You must follow these steps for each and every license you have under DPL that you wish to link to your ePLACE Portal account.

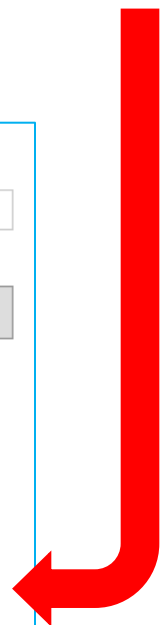
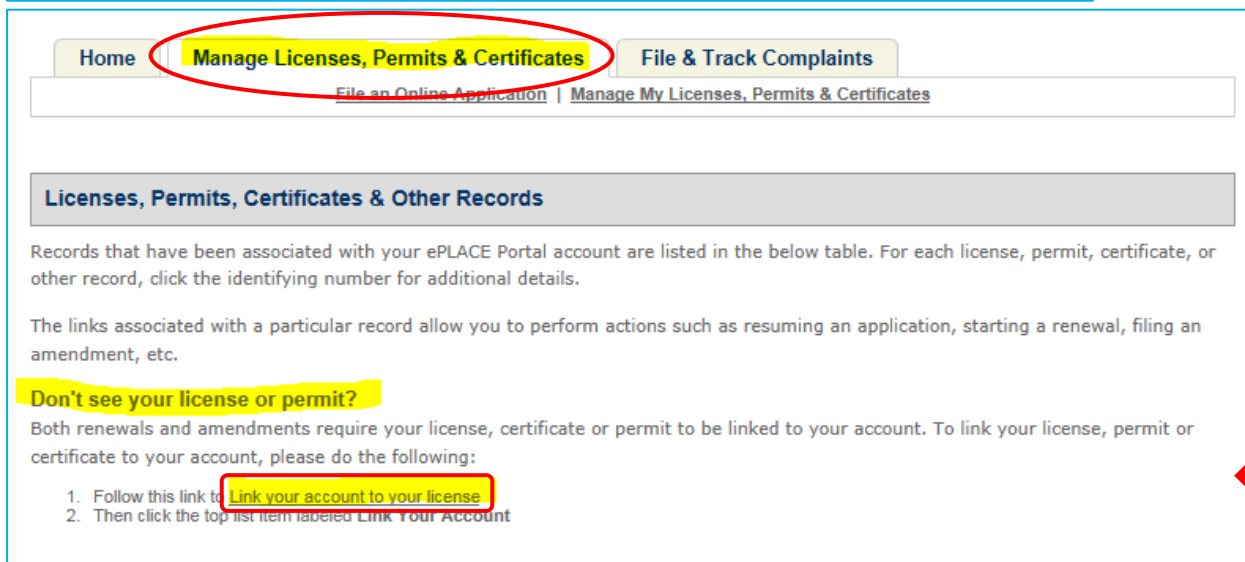
The screenshot shows the ePLACE Portal interface. At the top, there are three tabs: "Home", "Manage Licenses, Permits & Certificates", and "File & Track Complaints". Below the tabs, the main heading reads "Welcome to the Commonwealth of Massachusetts ePLACE Portal". A paragraph follows, stating: "The Commonwealth of Massachusetts is pleased to offer access to many licensing, permitting and certificate services online. With this Portal, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services." Below this, there are two sections: "Options for Licensees & Applicants:" and "Options for Consumers and the General Public:". The "Options for Licensees & Applicants:" section lists two items: "- Apply for, Renew, or Amend a License, Permit or Certificate Application" and "- Make Required Payments Online". The "Options for Consumers and the General Public:" section lists one item: "- Check License Status for a Individuals or Business Licensee [here](#)". On the right side of the page, there is a "Login" box. It contains two input fields: "User Name or E-mail:" and "Password:". Both fields are highlighted with a yellow background. Below the input fields is a "Login »" button, which is also highlighted with a yellow background. A red arrow points from the top right towards the login box, and another red arrow points from the left towards the "Login »" button. Below the input fields, there is a checkbox labeled "Remember me on this computer". At the bottom of the login box, there are two links: "I've forgotten my password" and "New Users: Register for an Account".

7B If you are on the HOME tab, under the “What would you like to do?” section, click on the [Link your account to your license](#) link.

Or, if you are on the MANAGE LICENSES, PERMITS & CERTIFICATES tab, under the “Don’t see your license or permit?” section, click on the [Link your account to your license](#) link.



**HOME tab
OR
MANAGE
LICENSES tab**



The screenshot shows the ePLACE Online Services portal. At the top, there are three tabs: "Home", "Manage Licenses, Permits & Certificates", and "File & Track Complaints". Below the tabs, there are two links: "File an Online Application" and "Manage My Licenses, Permits & Certificates". The main heading is "ePLACE Online Services".

New Applicants and Consumers:
The Commonwealth of Massachusetts ePLACE portal provides the ability to file applications for licensure, permits, and certificates and submit complaints. From the listing below, please select the service you would like to use and click the continue button.

Existing Licensees, Permit or Certificate Holders:
You may use the "Manage Licenses, Permits, & Certificate" tab to renew or amend a license, permit or certificate. **NOTE:** The Division of Professional Licensure's "License Amendment" service below can be used to update information, such as mailing address, across multiple licenses.

If your license or permit is not listed under the "Manage Licenses, Permits & Certificates" tab, please select the "Link your online account to an existing record" option found under the "Link Your Account" section below. You will be prompted for a "record identification code" and "authorization code." This information was provided to you on your renewal notice or other recent communication from the Agency.

Below the text, there is a search bar with a "Search" button. Below the search bar, there is a section titled "Link Your License/Permit/Certificate to Your Account" with a red box around it. This section contains a list of links, each preceded by a right-pointing triangle. The first link is "Link your license / permit / certificate to your portal account", which is also circled in red. A red arrow points from this link to a text box on the right. At the bottom of the list, there is a "Continue" button with a red box around it and a red arrow pointing to it from the same text box on the right.

- ▶ Alcoholic Beverages Control Commission - Retail
- ▶ Alcoholic Beverages Control Commission - State
- ▶ Board of Allied Health Professions
- ▶ Board of Allied Mental Health and Human Services
- ▶ Board of Certification of Health Officers
- ▶ Board of Embalming and Funeral Directing
- ▶ Board of Examiners of Sheet Metal Workers
- ▶ Board of Hearing Instrument Specialists
- ▶ Board of Operators of Drinking Water Supply Fac.
- ▶ Board of Public Accountancy
- ▶ Board of Radio and Television Technicians
- ▶ Board of Registration in Optometry
- ▶ Board of Registration in Podiatry
- ▶ Board of Registration in Veterinary Medicine
- ▶ Board of Registration of Architects
- ▶ Board of Registration of Chiropractors
- ▶ Board of Registration of Cosmetology and Barbering
- ▶ Board of Registration of Dietitians and Nutritionists
- ▶ Board of Registration of Dispensing Opticians
- ▶ Board of Registration of Electrologists
- ▶ Board of Registration of Landscape Architects
- ▶ Board of Registration of Home Inspectors
- ▶ Board of Registration of Massage Therapy
- ▶ Board of Registration of Professional Engineers and of Land Surveyors
- ▶ Board of Registration of Psychologists
- ▶ Board of Registration of Real Estate Appraisers
- ▶ Board of Registration of Real Estate Brokers and Salespersons
- ▶ Board of Registration of Sanitarians
- ▶ Board of Registration of Social Workers
- ▶ Board of Speech-Language Pathology and Audiology
- ▶ Board of State Examiners of Electricians
- ▶ Board of State Examiners of Plumbers and Gas Fitters
- ▶ Division of Capital Asset Management and Maintenance
- ▶ Department of Labor Standards
- ▶ Office of Private Occupational School Education

7C On the next page, in the list of links click on the first link **Link Your License/Permit/Certificate to Your Account**.

Below that, click on the circle next to **Link your license/permit/certificate to your portal account**.

Then scroll to the bottom of the page and click on the **Continue** button.

7D You are then directed to step 1 of the Record Link page.

- For **Agency**, select DPL.
- For **Record Identification Code**, type in your license record ID which is your license number (hyphen) Board code (hyphen) Type class (Example: 123455-EL-A)
- For **Authorization Code**, type in your Authorization Code provided on your paper renewal form or obtain this information by *contacting the Board staff. (Example: 123654788)

Then click the **Continue** button.

*If you contact the Board staff, you will need to provide your name, license information, date of birth, and last four digits of your Social Security Number for purposes of identification and authentication.

Home Manage Licenses, Permits & Certificates File & Track Complaints

Record Link

1 Link your existing record 2 Review 3 Application Submission

Step 1: Link your existing record > Record Authorization Form

At this time, the ePLACE Portal services only some (not all) licenses and permits issued by the Alcoholic Beverages Control Commission (ABCC), the Division of Capital Asset Management and Maintenance (DCAMM), the Department of Labor Standards (DLS), and the Division of Professional Licensure (DPL).

To associate your existing license or permit to your portal account, select the applicable Agency and enter the "Record Identification Code" and the associated "Authorization Code." This information was provided on your renewal notice or other recent communication from the Agency.

* indicates a required field.

Record Authorization Form

RECORD LINK

* Agency: ? DPL

* Record Identification Code:

* Authorization Code:

Continue »

Save and resume later:

Home Manage Licenses, Permits & Certificates File & Track Complaints

Record Link

1 Link your existing record 2 Review 3 Application Submission

Step 2: Review

Continue » Save and resume later:

Please review all information below. Click the "Edit" button to make changes. If there are no changes needed, please click the "Continue" button.

Record Type

Record Link

Record Authorization Form

RECORD LINK

Agency: DPL

Record Identification Code: EL-A

Authorization Code: [REDACTED]

Continue » Edit

Save and resume later:

7E You are then directed to step 2 of the Record Link page.

Review the information you entered for accuracy. Should you need to edit anything, click on the Edit button shown on the right.

If the information displayed is correct, click the **Continue** button.

At this point, you are directed to step 3 of the Record Link page and a message appears confirming that your license has been successfully linked to your ePLACE Portal account!

Now, follow those same steps for each and every license you have under DPL that you wish to link to your ePLACE Portal account.

Home Manage Licenses, Permits & Certificates File & Track Complaints

Record Link

1 Link your existing record 2 Review 3 Application Submission

Step 3: Application Submission

☒ **Successfully Completed.**
Go to Manage my Licenses, Permits, & Certificates to renew or amend the license you just linked to your account.

Thank you for using our online services.
Your Record Number is 18CAP-00014674.

Choose "Manage Licenses & Permits" to view your linked licenses and/or permits.

8 Renewing a License Via ePLACE Portal

Home **Manage Licenses, Permits & Certificates** **File & Track Complaints**

Welcome to the Commonwealth of Massachusetts ePLACE Portal

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

Options for Licensees & Applicants:

- Apply for, Renew, or Amend a License, Permit or Certificate Application
- Make Required Payments Online

8A Login to your ePLACE Portal account if you have not already done so.

Login

User Name or E-mail:

Password:

Login »

☐ Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

8B Click on the **Manage Licenses, Permits & Certificates** tab.

Home **Manage Licenses, Permits & Certificates** **File & Track Complaints**

[File an Online Application](#) | [Manage My Licenses, Permits & Certificates](#)

Licenses, Permits, Certificates & Other Records

Records that have been associated with your ePLACE Portal account are listed in the below table. For each license, permit, certificate, or other record, click the identifying number for additional details.

The links associated with a particular record allow you to perform actions such as resuming an application, starting a renewal, filing an amendment, etc.

Don't see your license or permit?

Both renewals and amendments require your license, certificate or permit to be linked to your account. To link your license, permit or certificate to your account, please do the following:

1. Follow this link to [Link your account to your license](#)
2. Then click the top list item labeled **Link Your Account**

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

<input type="checkbox"/> <u>Date</u>	<input type="checkbox"/> <u>Identifying Number</u>	<u>Record Type</u>	<u>Entity Name</u>	<u>Expiration Date</u>	<u>Status</u>	<u>Action</u>
<input type="checkbox"/> 12/11/2014	<input type="checkbox"/> [REDACTED]-EL-A	Master Electrician License		07/31/2016	Expired	Renew Application

8C The license you linked will be listed there with a link to renew if you are eligible for license renewal. Click on the Renew Application link.

Home Manage Licenses, Permits & Certificates
File an Online Application | Me

Master Electrician Renewal

1 Contact Information 2 Application Information 3 Documentation

Step 1: Contact Information > Contact Information

Licensed Individual

If your mailing address has changed, you may update your address by selecting the address link. Licensees must maintain at least one mailing address. Only a mailing address you wish to update it now you must submit the change via a paper license renewal form or by submitting a name change amendment. A name change amendment can be found under the "file an online application" link on the home page. If you need a duplicate paper renewal to be provided please contact the board.

Leija.T.Meadows@mass.gov
Primary Phone:
Mobile Phone:
Alternate Phone:
[Edit](#)

▼ Contact Addresses

[Add Contact Address](#)

To edit a contact address, click the address link.
Required contact address type(s): Mailing Address

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing Address		FRAMINGHAM, MA, 01701-2633, United States	Actions ▼

[Continue »](#) Save and resume later:

8D On the next page, the first tab of the renewal is displayed: **Contact Information**.

If the Board allows for it, Licensed Individuals (not Businesses) may update their Mailing Address here.

If not updating an address, click the **Continue** button.

To update your Mailing Address, simply click on the address link. A Contact Address Information window appears. Update the required fields and click the **Save and Close** button. If multiple addresses appear here, select the one at the top.

After you have saved and closed the Contact Address Information window, a message displays confirming that the **"Contact address updated successfully"**.

Then click the **Continue** button at the bottom of the page.

Contact Address Information

* Address Type: * Country:

Street Number: * Address Line 1:

Address Line 2:

Address Line 3:

City: * State: * * ZIP Code:

[Save and Close](#) [Save and Add Another](#) [Discard Changes](#)

[Add Contact Address](#)

To edit a contact address, click the address link.
Required contact address type(s): Mailing Address

✓ **Contact address updated successfully.**

Showing 1-1 of 1

Address Type	Recipient	Address
Mailing Address		1000 Washington Str

[Continue »](#)

8E On the following page, the next tab of the online license renewal is displayed. On this and all subsequent tabs, update information where applicable, answer all required questions, and proceed through the rest of the online renewal. Proceed by clicking on the **Continue** button.

When additional information is required as part of your license renewal, instructional text is provided on the page to explain what information is captured there and how to update the renewal record with that information.

8F On the Documentation tab of the online renewal, you are able to **upload any saved or scanned files from your hard drive. If you do not need to upload files, click on the **Continue** button to proceed.

****NOTE: Users will need to install Microsoft Silverlight in order to upload files to the Documentation tab.**

Home Manage Licenses, Permits & Certificates File & Track Complaints

File an Online Application | Manage My Licenses, Permits & Certificates

Master Electrician Renewal

1 Contact Information 2 Application Information 3 Documentation 4 Attestation 5 E-Signature 6 7 8

Step 3: Documentation > Documentation

* indicates a required field.

Documentation

The maximum file size allowed is 20 MB.

Name	Type	Size	Latest Update	Action
No records found.				

Add **Continue >**

To upload files to the Documentation tab, click on the **Add** button.

Save and resume later:

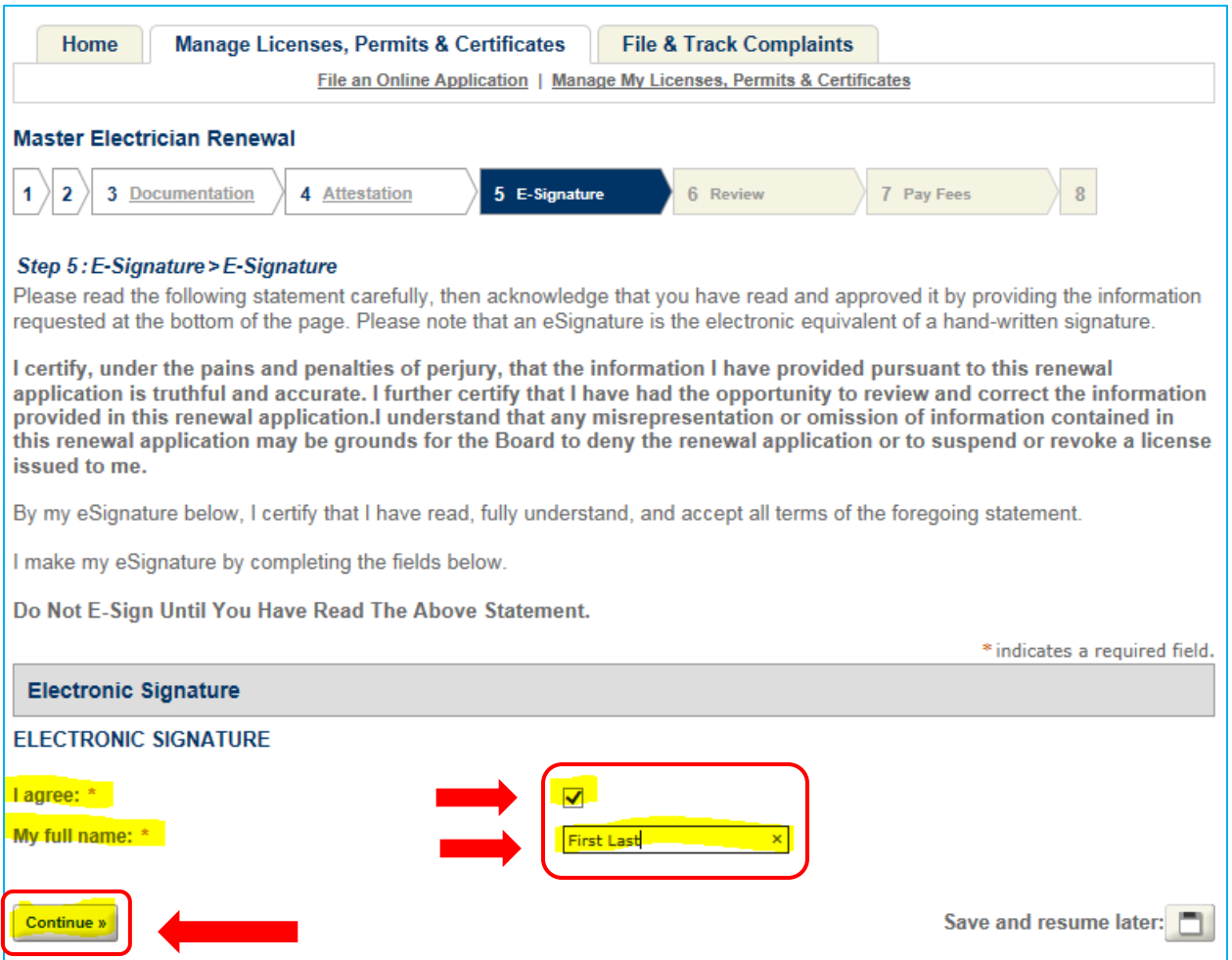
Follow the prompts to select the chosen file. Select the type of file from the **Type** dropdown menu, and type a description of the file in the **Description** field.

Click the **Add** button to upload another file. Click the **Save** button to save your changes. Click the **Continue** button when finished.

8G On the Attestation tab of the online renewal, review the attestation statements and respond **Yes** or **No** by clicking on the circle next to your response. If you are prompted to provide an explanation, type your explanation in the Explanation text box that appears.

After you have responded to all the attestations, click the **Continue** button.

8H On the E-Signature tab of the online renewal, review the electronic signature statement. Then mark the checkbox for “I agree” and type your full name in the field corresponding to “My full name”. Click the **Continue** button.



The screenshot shows the 'Master Electrician Renewal' process at Step 5: E-Signature. A red curved arrow points from the left towards the 'E-Signature' step in the progress bar. The progress bar includes steps 1 through 8, with 'E-Signature' being the current step. The main content area contains a certification statement and a warning: 'Do Not E-Sign Until You Have Read The Above Statement.' Below this, there is a section titled 'ELECTRONIC SIGNATURE' with two required fields: 'I agree: *' and 'My full name: *'. The 'I agree' field has a checked checkbox. The 'My full name' field contains the text 'First Last'. Two red arrows point from the 'I agree' and 'My full name' fields towards the 'Continue »' button at the bottom left. The 'Continue »' button is highlighted with a red box. A 'Save and resume later:' button is located at the bottom right. A red asterisk indicates a required field.

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Master Electrician Renewal

1 2 3 Documentation 4 Attestation 5 E-Signature 6 Review 7 Pay Fees 8

Step 5: E-Signature > E-Signature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

I certify, under the pains and penalties of perjury, that the information I have provided pursuant to this renewal application is truthful and accurate. I further certify that I have had the opportunity to review and correct the information provided in this renewal application. I understand that any misrepresentation or omission of information contained in this renewal application may be grounds for the Board to deny the renewal application or to suspend or revoke a license issued to me.

By my eSignature below, I certify that I have read, fully understand, and accept all terms of the foregoing statement.

I make my eSignature by completing the fields below.

Do Not E-Sign Until You Have Read The Above Statement.

* indicates a required field.

Electronic Signature

ELECTRONIC SIGNATURE

I agree: * ☒

My full name: *

Continue »

Save and resume later:

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Master Electrician Renewal

1 2 3 4 **Application** 5 **Review** 6 Pay Fees 7 Record Insurance

Step 6: Review

[Continue >](#) Save and resume later:

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Master Electrician Renewal

Licensed Individual

[Edit](#)

Date of Birth: 08/23/1963 Preferred Communication: Postal Mail
www.m...

Licensee

[Edit](#)

LICENSEE

Type: Master Electrician

Inspector:

Associated Business

[Edit](#)

ASSOCIATED BUSINESS

Company Name:

DBA Name:

Licenses in Other Jurisdictions

[Edit](#)

LICENSE IN OTHER JURISDICTIONS

License Type	License Number	License Jurisdiction	Issue Date	Status
1	1	1	02/02/2017	1

Documentation

[Edit](#)

The maximum file size allowed is 50 MB.

Name	Type	Size	Latest Update	Action
Koski.jpg	Other	782.29 KB	05/30/2018	Actions ▾
Pennette.jpg	Other	729.40 KB	05/30/2018	Actions ▾

Renewal Attestation

[Edit](#)

RENEWAL ATTESTATION

1. I AM IN COMPLIANCE WITH G.L.c.62C §§47A & 49A.: Yes

1b. Explanation:

2. I HAVE REPORTED TO THE BOARD ALL DISCIPLINE TAKEN AGAINST ANY PROFESSIONAL LICENSE ISSUED TO ME.: Yes

2b. Explanation:

3. I HAVE REPORTED TO THE BOARD ALL CRIMINAL CONVICTIONS OR GUILTY PLEAS.: Yes

3b. Explanation:

4. I HAVE REPORTED TO THE BOARD ALL PLEAS OF NOLO CONTENDERE/NO CONTEST.: Yes

4b. Explanation:

5. I HAVE REPORTED IF I WAS A DEFENDANT IN A CIVIL PROCEEDING RESULTING IN SETTLEMENT OR JUDGEMENT.: Yes

5b. Explanation:

6. AS REQUIRED BY M.G.L. C. 206, §13A, I HAVE REPORTED MY SOCIAL SECURITY NUMBER.: Yes

6b. Explanation:

Electronic Signature

[Edit](#)

ELECTRONIC SIGNATURE

I agree: Yes

My full name: First Last

[Continue >](#) Save and resume later:

8I On the final tab of the online renewal, the Review tab, you have the opportunity to glance over the information you provided.

To edit any of the information you provided, click **Edit** button and update the information accordingly.

When you are ready to complete your online renewal and pay, click on the **Continue** button.

8J On Pay Fees tab, the renewal fee (and a late fee if applicable) will be displayed.

Click the **Continue** button to proceed.

The screenshot shows the 'Master Electrician Renewal' application process at Step 7: Pay Fees. The progress bar indicates steps 1 through 8, with Step 7 being the current step. Below the progress bar, a message states: 'Listed below are fees based upon the information you've entered. Please review the fees and then click the "Continue" button to proceed. You will be redirected to the Commonwealth's payment site to provide all required payment information.'

Application Fees

Fees	Qty.	Amount
Late Renewal Fee	1	\$57.00
Master Electrician License - Renewal	1	\$117.00

TOTAL FEES
Note: This does not include additional fees, such as licensure fees, which may be assessed later.

\$174.00

Continue »

On the second part of the Pay Fees tab, select the preferred payment method: Credit Card or Bank Account (Electronic Check). Click on the **Submit Payment** button.

*The Credit Card payment method includes a nominal convenience fee. Using the Bank Account (Electronic Check) payment method does **not** incur a convenience fee.

The screenshot shows the 'Master Electrician Renewal' application process at Step 7: Pay Fees. The progress bar indicates steps 1 through 8, with Step 7 being the current step. Below the progress bar, a message states: 'Please select a payment method and then click the "Submit Payment" button. You will be redirected to the Commonwealth's payment site to provide all required payment information.'

The available payment methods are:

- Bank Account (Electronic Check)
- Credit Card

* indicates a required field.

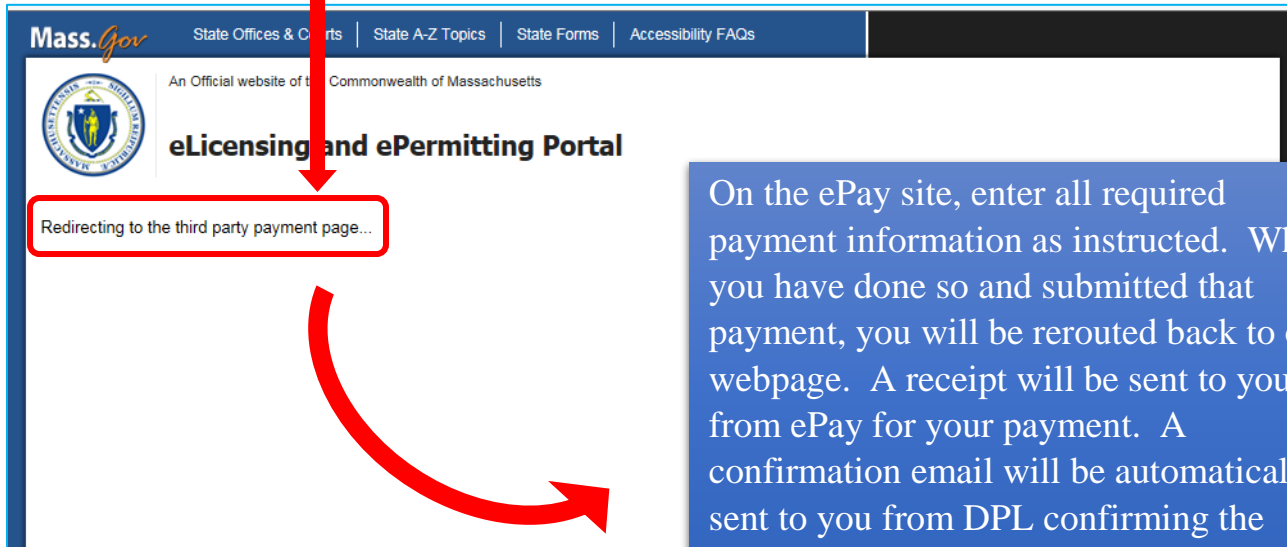
Payment Options

Amount to be charged: \$174.00

☒ Pay with Credit Card
☐ Pay with Bank Account

Submit Payment »

8K Upon clicking the Submit Payment button, you will be directed to our third party payment page for ePay.



On the ePay site, enter all required payment information as instructed. When you have done so and submitted that payment, you will be rerouted back to our webpage. A receipt will be sent to you from ePay for your payment. A confirmation email will be automatically sent to you from DPL confirming the submission of your online renewal.

8L After the payment piece is completed and you are returned to the ePLACE Portal, navigate to the **Manage Licenses, Permits & Certificates** tab to view your updated license information (expiration date will change and status will reflect as Current). The renewal record you just submitted will also appear with a status of Ready for Printing. You should receive your new license card approximately 4-6 weeks from the time you renewed.

The screenshot shows the 'Manage Licenses, Permits & Certificates' tab in the ePLACE Portal. It displays a table of license records with columns: Date, Identifying Number, Record Type, Entity Name, Expiration Date, Status, and Action. Two records are shown:

Date	Identifying Number	Record Type	Entity Name	Expiration Date	Status	Action
05/11/2016	2018-██████-EL-A-R	Master Electrician Renewal			Ready for Printing	
12/11/2014	██████-EL-A	Master Electrician License		07/31/2019	Current	Amendment

Below the table, there are instructions: '1. Follow this link to Link your account to your license' and '2. Then click the top list item labeled Link Your Account'. A second, smaller version of the table is shown below, with a red box highlighting the 'Ready for Printing' status and the '07/31/2019' expiration date for the 'Master Electrician License' record.