

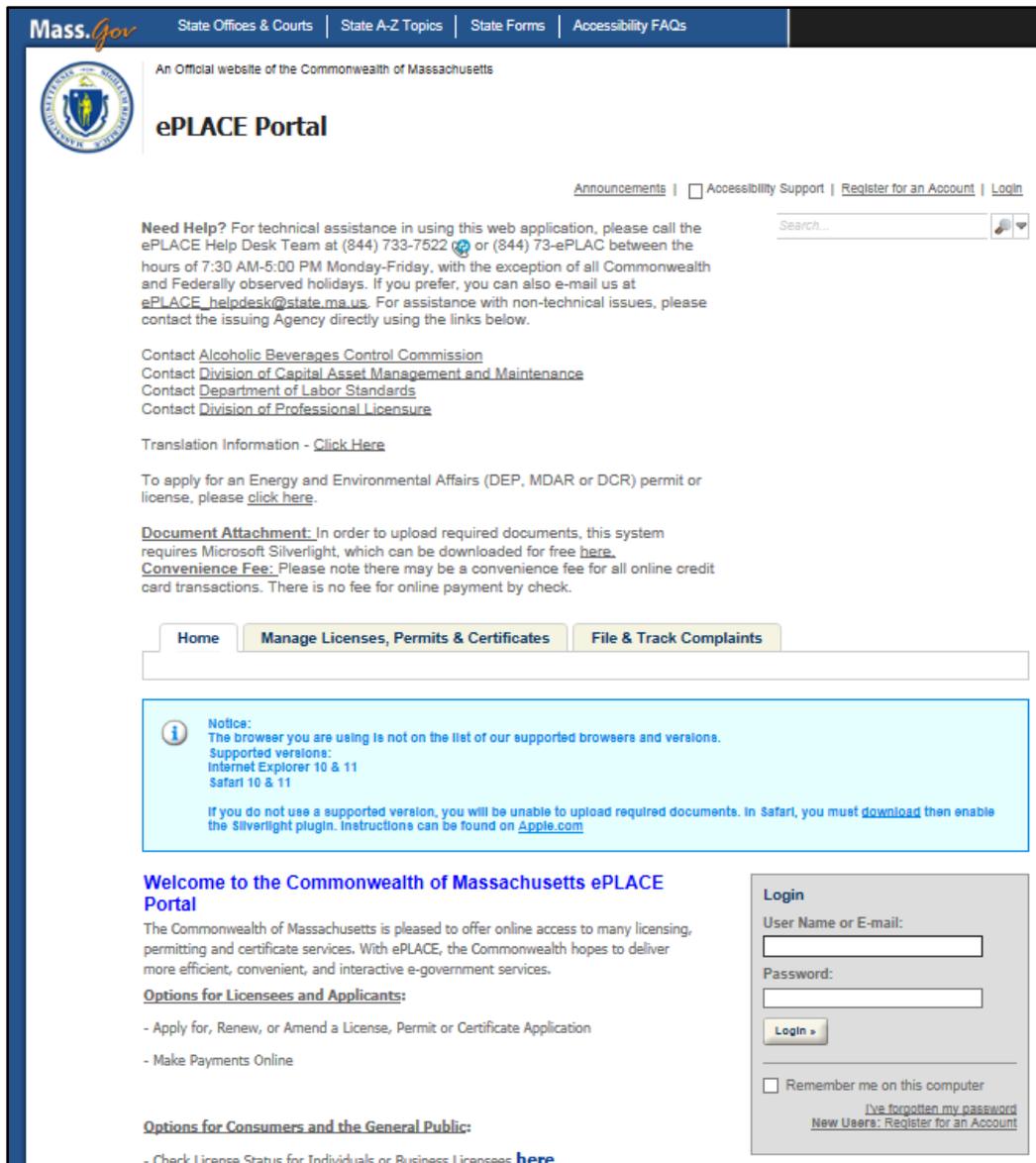
Creating an ePLACE Portal Account; Linking a License and Renewing a License via ePLACE Portal

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.

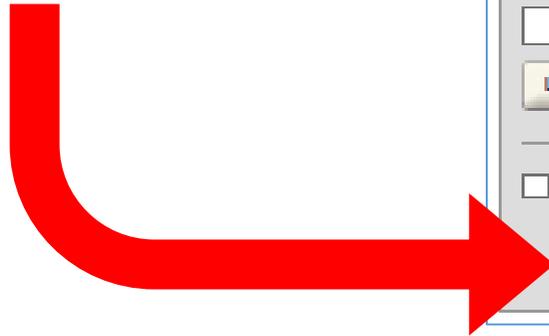
Directions

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



The screenshot shows the ePLACE Portal homepage. At the top, there is a navigation bar with links for "State Offices & Courts", "State A-Z Topics", "State Forms", and "Accessibility FAQs". Below this is the "ePLACE Portal" header with the Massachusetts state seal. A search bar is located on the right side. The main content area includes a "Need Help?" section with contact information for the ePLACE Help Desk Team. Below this are links to contact various state agencies: "Alcoholic Beverages Control Commission", "Division of Capital Asset Management and Maintenance", "Department of Labor Standards", and "Division of Professional Licensure". There is also a "Translation Information" link and a link to apply for an Energy and Environmental Affairs permit. A "Document Attachment" section explains the requirements for uploading documents, including the need for Microsoft Silverlight and a convenience fee. A navigation menu at the bottom of the main content area includes "Home", "Manage Licenses, Permits & Certificates", and "File & Track Complaints". A blue notice box states that the user's browser is not supported and lists supported versions: Internet Explorer 10 & 11 and Safari 10 & 11. Below the notice is a "Welcome to the Commonwealth of Massachusetts ePLACE Portal" section with a brief description of the portal's services. To the right of the welcome message is a "Login" form with fields for "User Name or E-mail:" and "Password:", a "Login" button, and a "Remember me on this computer" checkbox. Below the login form are links for "I've forgotten my password" and "New Users: Register for an Account".

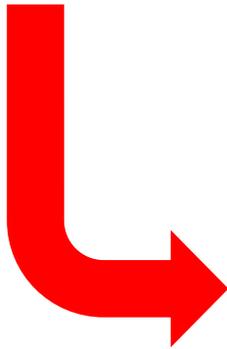
2 In the grey Login box, click on the link [New Users: Register for an Account](#)

A screenshot of a grey login box. It contains fields for 'User Name or E-mail:' and 'Password:', a 'Login »' button, and a checkbox for 'Remember me on this computer'. Below these is a link for 'I've forgotten my password' and a link for 'New Users: Register for an Account', which is highlighted with a red box.

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

A screenshot of the 'Account Registration' page. It shows navigation tabs for 'Home', 'Manage Licenses, Permits & Certificates', and 'File & Track Complaints'. Below the title, it lists required information: 'User Name and Password', 'Contact Information', and 'E-mail'. A scrollable area contains the terms of service, with the first item starting with '1. Use of the Commonwealth of Massachusetts ePLACE Portal is subject to federal and state laws...'. Below the terms, a checkbox is checked and labeled 'I have read and accepted the above terms.', and a yellow 'Continue Registration »' button is highlighted with a red box.

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

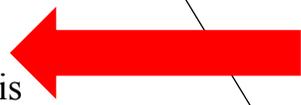
A screenshot of the 'Account Registration for the Commonwealth of Massachusetts ePLACE Portal' web page. The page has a navigation bar with 'Home', 'Manage Licenses, Permits & Certificates', and 'File & Track Complaints'. The main heading is 'Account Registration for the Commonwealth of Massachusetts ePLACE Portal' with a sub-heading 'Enter / Confirm Your Account Information'. A note states '* indicates a required field.' Below this is a 'Login Information' section with a note: '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 registration fields are: '* User Name:', '* E-mail Address:', '* Password:', '* Type Password Again:', '* Select a Security Question:', and '* Answer:'. A red circle highlights these fields. Below is a 'Contact Information' section with a note: '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.' It explains that contact information pertains to the account registration and that two types of contacts can be associated: 'Individual' and 'Organization'. A red box highlights the 'Add New' button. Below it is a 'Continue Registration >' button.

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.

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



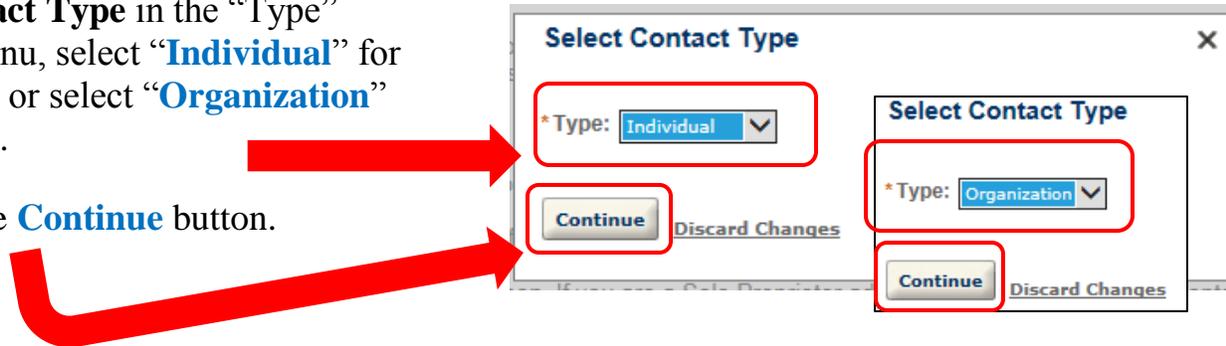
When selecting a **Contact Type**, choose “**Individual**” if this account is for a person, or choose “**Organization**” if this account is for a business entity.

A screenshot of a 'Select Contact Type' dialog box. It has a title bar with 'on: Select Contact Type' and a close button 'X'. The main content area has a label '* Type:' followed by a dropdown menu with 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.

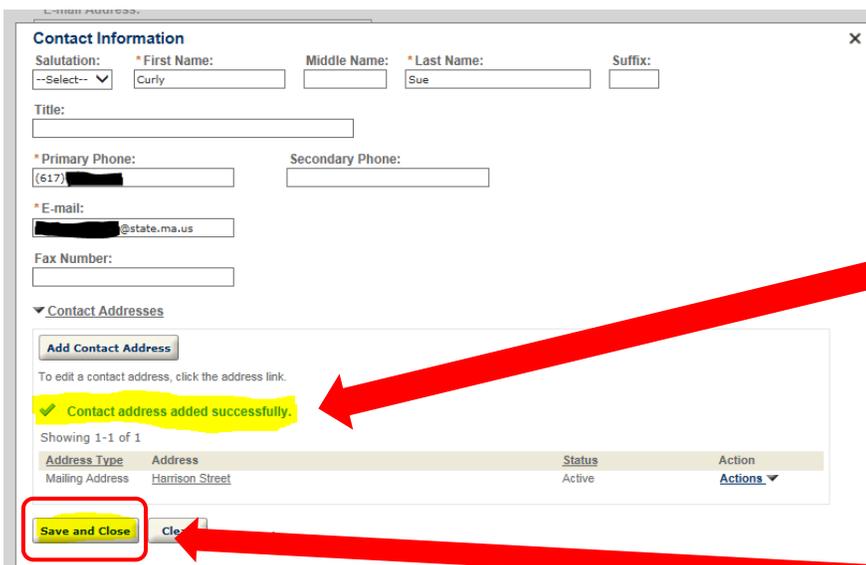
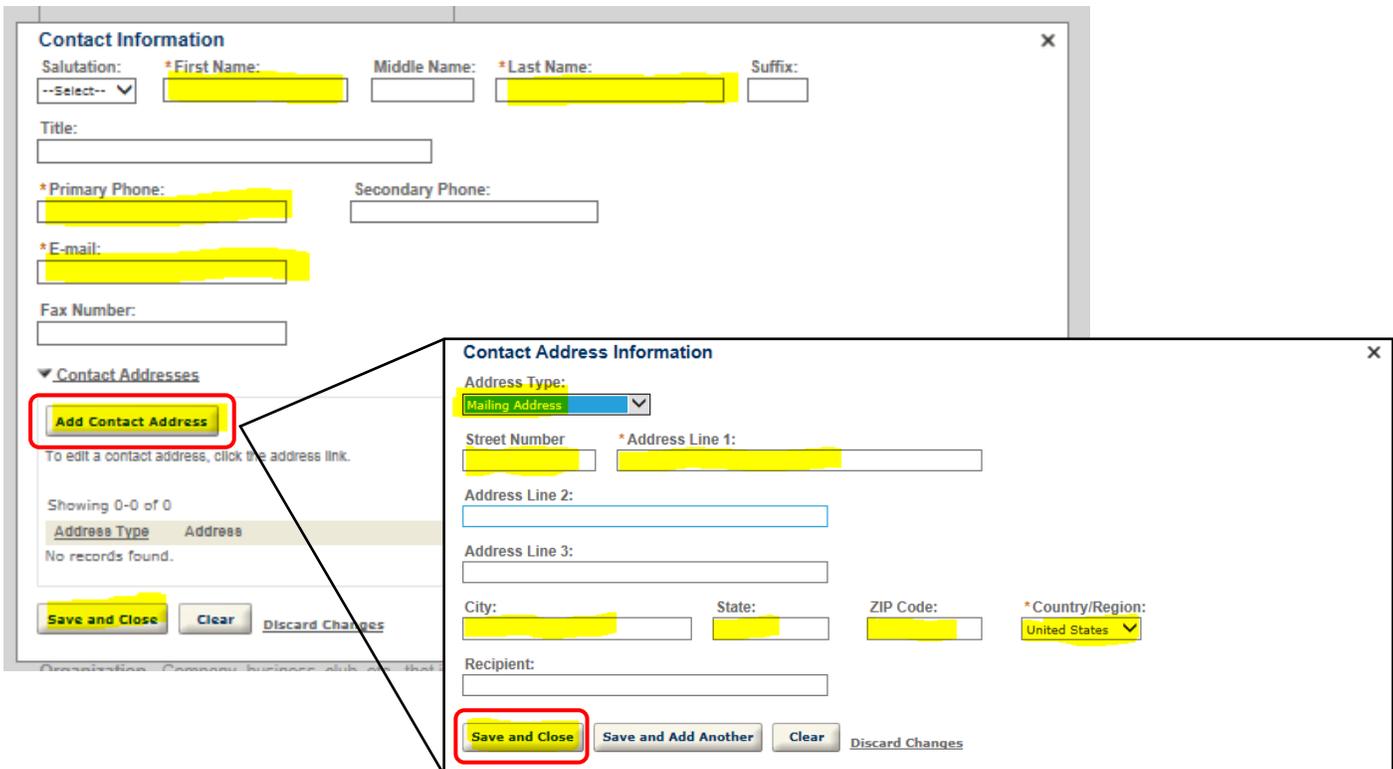
Then click the **Continue** button.



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.

The image shows two overlapping screenshots of the 'Contact Information' form. The left screenshot is for an individual and includes fields for Salutation, *First Name, Middle Name, *Last Name, Suffix, Title, *Primary Phone, Secondary Phone, *E-mail, and Fax Number. The right screenshot is for an organization and includes fields for *Name of Business If Different from DBA, FEIN, DBA/Trade Name, *Primary Phone, Secondary Phone, Mobile Phone, *E-mail, Fax Number, *Business Type, *Are you a Foreign Entity?, and Country. Both screenshots have red arrows pointing to the 'Add Contact Address' button. The bottom of the left screenshot shows a table with columns for Address Type, Address, and a 'Save and Close' button.

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.



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](#)

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 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](#)

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: ██████████@state.ma.us
 Password: *****
 Security Question: What is the brand of your first car?

Contact Information

Curly Sue ██████████@state.ma.us
 Primary Phone: (617)727-██████████
 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.

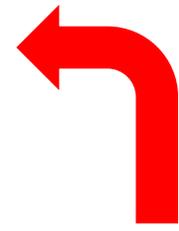
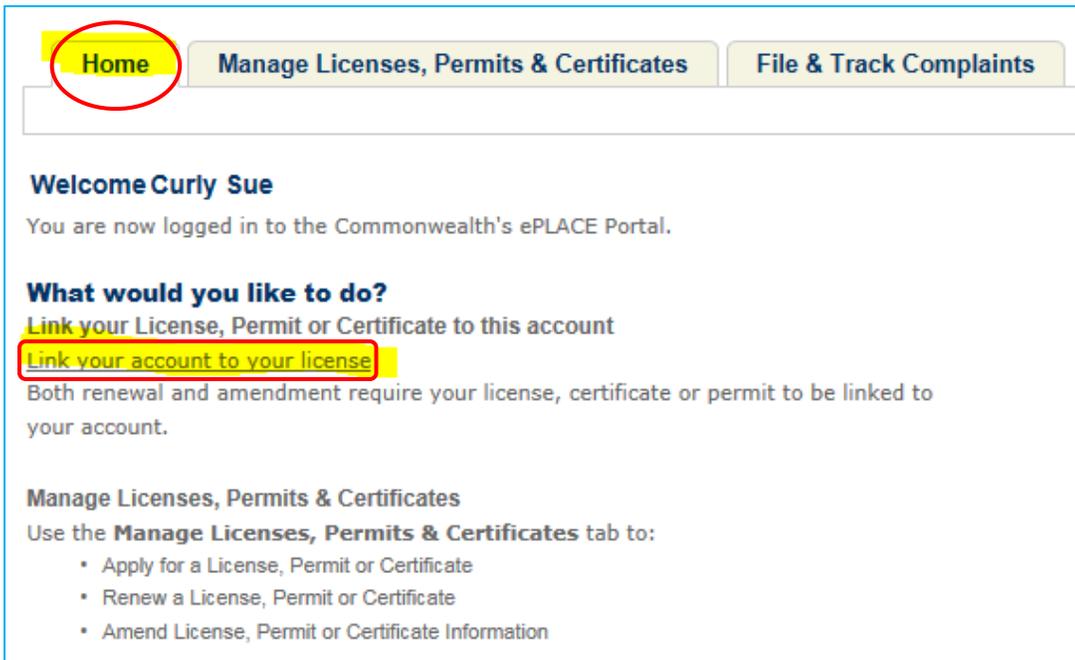
Simply type in your User Name (or email address) and Password. Then click on the **Login** button.

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

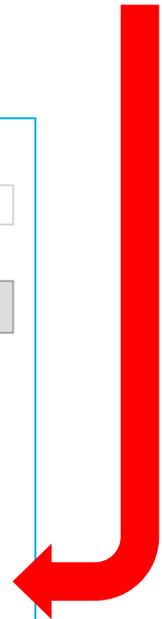
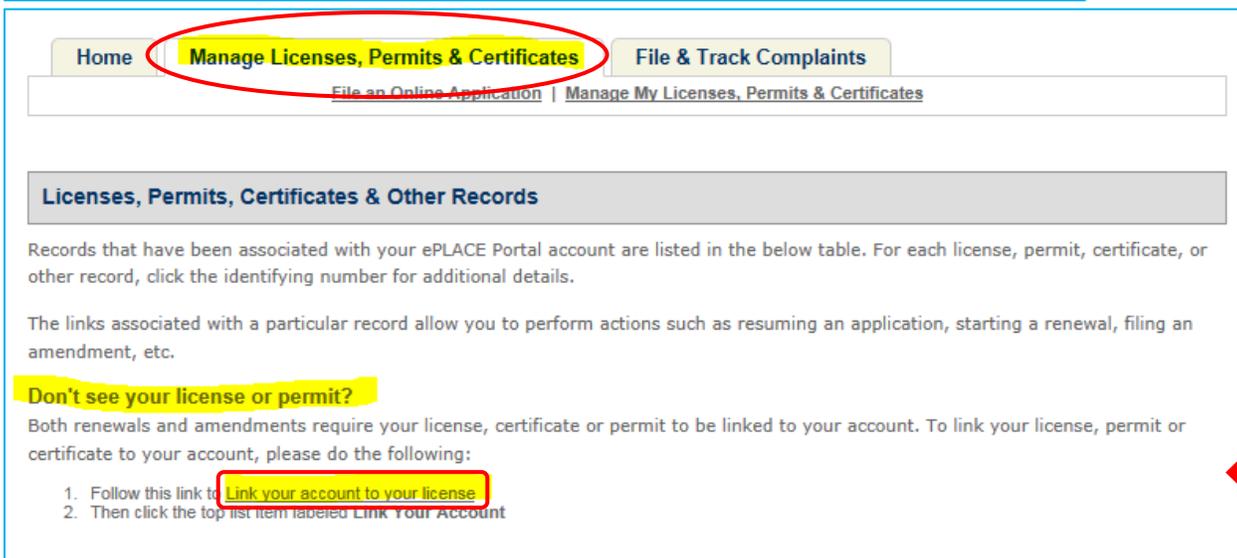
The screenshot shows the ePLACE Portal interface. At the top, there are three navigation tabs: "Home", "Manage Licenses, Permits & Certificates", and "File & Track Complaints". Below the tabs is a welcome message: "Welcome to the Commonwealth of Massachusetts ePLACE Portal". The message states that the Commonwealth offers access to many licensing, permitting, and certificate services online. Below the welcome message, there are two sections: "Options for Licensees & Applicants" and "Options for Consumers and the General Public". The "Options for Licensees & Applicants" section includes two bullet points: "- 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 includes one bullet point: "- Check License Status for a Individuals or Business Licensee [here](#)". On the right side of the page, there is a "Login" form. The form has two input fields: "User Name or E-mail:" and "Password:". Both fields are highlighted in yellow. Below the input fields is a "Login »" button, which is also highlighted in yellow. A red arrow points to the "Login" button, and another red arrow points to the "User Name or E-mail:" field.

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**



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

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

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.

▼ Link Your License/Permit/Certificate to Your Account
 Link your license / permit / certificate to your portal account

- ▶ 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.

The screenshot shows the 'Record Link' section of a web portal. At the top, there are navigation tabs: 'Home', 'Manage Licenses, Permits & Certificates', and 'File & Track Complaints'. Below this is a progress indicator with three steps: '1 Link your existing record' (highlighted in blue), '2 Review', and '3 Application Submission'. The main heading is 'Record Link' followed by 'Step 1: Link your existing record > Record Authorization Form'. A paragraph explains that the ePLACE Portal services only some 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). Another paragraph states that to associate an existing license or permit to the portal account, the user must select the applicable Agency and enter the 'Record Identification Code' and the associated 'Authorization Code'. A note indicates that an asterisk (*) denotes a required field. The 'Record Authorization Form' section contains three input fields: '* Agency:' with a dropdown menu showing 'DPL', '* Record Identification Code:', and '* Authorization Code:'. A red box highlights these three fields and the 'Continue »' button below them. Red arrows point from the right towards the 'Continue' button and from the right towards the 'Record Identification Code' field.

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.

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: [Redacted]

Password: [Redacted]

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](#)

Date	Identifying Number	Record Type	Entity Name	Expiration Date	Status	Action
12/11/2014	[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 | Ma

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: Mailing Address * Country: United States

Street Number: 1000 * Address Line 1: Washington Street

Address Line 2: Suite 710

Address Line 3:

City: * Boston State: * MA * ZIP Code: 02130

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.**

The screenshot shows the 'Master Electrician Renewal' process at the 'Documentation' step. The navigation bar includes 'Home', 'Manage Licenses, Permits & Certificates', and 'File & Track Complaints'. Below the navigation bar, there are links for 'File an Online Application' and 'Manage My Licenses, Permits & Certificates'. The process flow consists of eight steps: 1 Contact Information, 2 Application Information, 3 Documentation (current step), 4 Attestation, 5 E-Signature, 6, 7, and 8. The 'Documentation' step is titled 'Step 3: Documentation > Documentation'. A note indicates that an asterisk (*) indicates a required field. Below the title, there is a section for 'Documentation' with a note that the maximum file size allowed is 20 MB. A table with columns for Name, Type, Size, Latest Update, and Action is shown, with the message 'No records found.' below it. The 'Add' button is highlighted with a red box and a red arrow pointing to it. A text box next to the 'Add' button says 'To upload files to the Documentation tab, click on the **Add** button.' The 'Continue >' button is also highlighted with a red box. In the bottom right corner, there is a 'Save and resume later:' button.

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 arrow on the left points to the 'E-Signature' step in the progress bar. The page contains a certification statement, a warning not to e-sign until the statement is read, and a form for the electronic signature. The form includes a checkbox for 'I agree' and a text field for 'My full name'. Red arrows point to the 'I agree' checkbox and the 'My full name' field. A red box highlights the 'Continue »' button at the bottom left, with a red arrow pointing to it from the right. A 'Save and resume later' button is visible at the bottom right. A note indicates that an asterisk (*) denotes a required field.

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

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

Master Electrician Renewal

1 2 3 4 Application 5 **Review** 6 Pay Fee 7 Record Issuance

Step 6: Review

Continue > Save and resume later: [icon]

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

[icon] Edit

Date of Birth: 08/23/1982 Preferred Communication: Postal Mail
www.m... [icon]

Licenses

[icon] Edit

LICENSE
Type: Master Electrician
Inspector:

Associated Business

[icon] Edit

ASSOCIATED BUSINESS
Company Name:
DBA Name:

Licenses in Other Jurisdictions

[icon] Edit

LICENSE IN OTHER JURISDICTIONS

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

Documentation

The maximum file size allowed is 20 MB.

Name	Type	Size	Latest Update	Action
Koala.jpg	Other	782.29 KB	05/06/2018	Actions
Passport.jpg	Other	729.40 KB	05/06/2018	Actions

Renewal Attestation

[icon] Edit

RENEWAL ATTESTATION

1. I AM IN COMPLIANCE WITH G.L.c.42C §§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, §12A, I HAVE REPORTED MY SOCIAL SECURITY NUMBER.: Yes
6b. Explanation:

Electronic Signature

[icon] Edit

ELECTRONIC SIGNATURE

I agree: Yes
My full name: First Last

Continue > Save and resume later: [icon]

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.

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.

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.

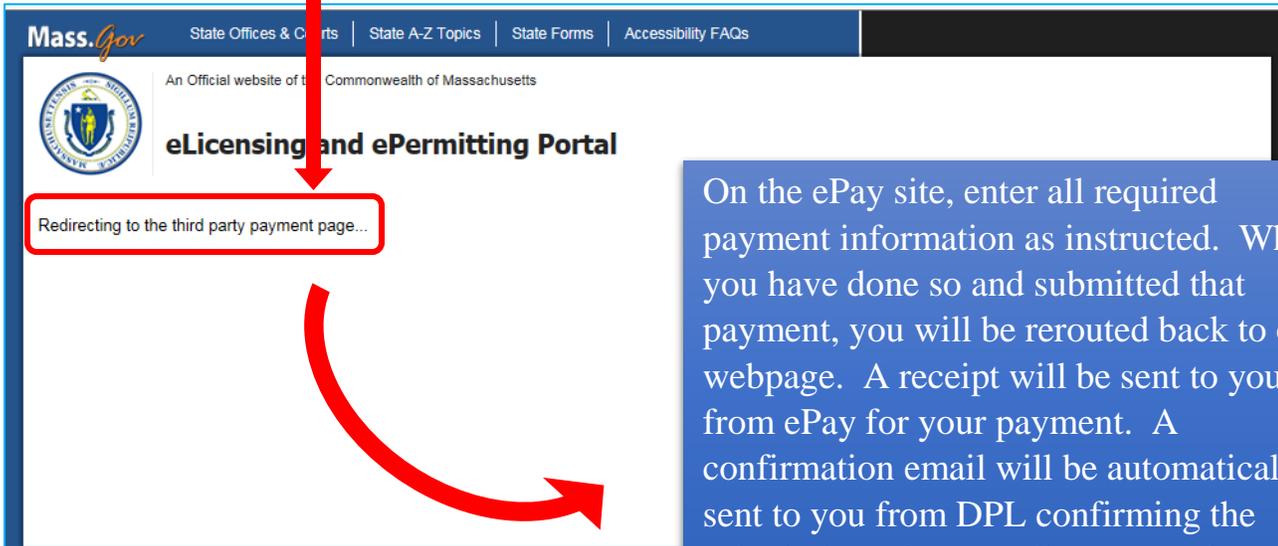
Payment Options

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.

