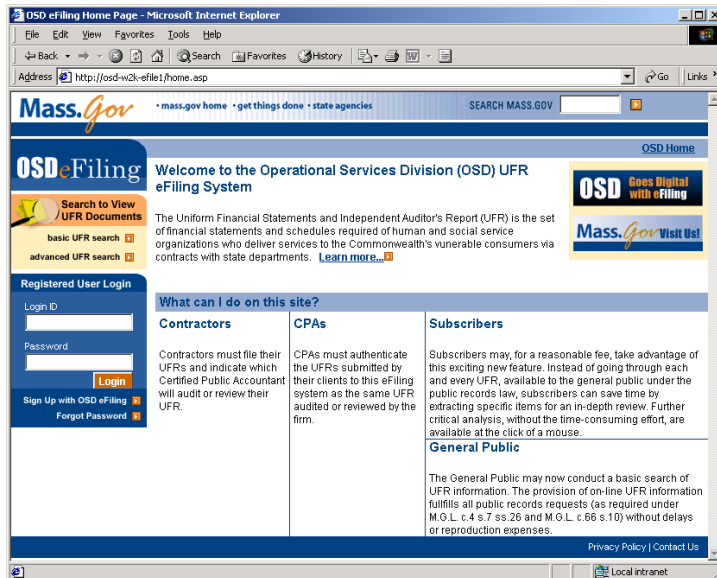


# Request New Profile

## Complete Profile Request

1. Go to the UFR eFiling Homepage



2. At the UFR eFiling home page, click on the **Sign Up with OSD eFiling** link in the **Registered User Login** box.

The **User Profile Request** screen will appear.

The following fields are required:

- Firm Type (Contractor/CPA)
- FEIN (Federal Employer Identification Number)
- Organization Name
- Address (Street, City, State, Zip)
- Primary Contact (Title, Name, Phone, Email)
- Fiscal Year End (Month and Day)

3. Once all the required fields have been completed, click **Submit**.

The **Review User Profile Request** screen will appear. Ensure that the information presented is valid and all your user information is as desired.

OSDeFiling Review User Profile Request

Please review the information you provided for your User Profile. If correct, click Proceed to send this information to the OSD for verification and approval. If changes are required, click on Continue Editing Request.

Firm Type	Contractor	Primary Contact Title	Mr.
FEIN	555979121	Primary Contact First Name	General
Organization Name	General Contractor	Primary Contact Last Name	Contractor
Address - Line 1	Address 1	Primary Contact Phone	666-333-4444
Address - Line 2	Address 2	Primary Contact Email	deloitte1@osd.state.ma.us
City	CO	Fiscal Year End *	June 8
State	01010		
Zip			

\* Fiscal Year End Date is only required for Contractors

Cancel Continue Editing Request Proceed

4. Click **Proceed**.

The **Profile Creation Request Confirmation** screen will appear.

OSDeFiling Profile Creation Request Confirmation

The following User Profile Request has been forwarded to the OSD for verification and approval. If approved, a confirmation containing your firm's login will be sent to the email address specified below. Please contact the OSD at [Uefilehelp@osd.state.ma.us](mailto:Uefilehelp@osd.state.ma.us) if you have any questions.

Firm Type	Contractor	User Status	Pending
FEIN	555979121	Primary Contact Title	Mr.
Organization Name	General Contractor	Primary Contact First Name	General
Address - Line 1	Address 1	Primary Contact Last Name	Contractor
Address - Line 2	Address 2	Primary Contact Phone	666-333-4444
City	CO	Primary Contact Email	deloitte1@osd.state.ma.us
State	01010	Fiscal Year End Month	June
Zip		Fiscal Year End Day	8

[Go Back to eFiling Home](#)

An email will be sent to the address listed in the Profile Request indicating that the profile request was submitted. Once the profile has been approved you will receive a confirmation email with the initial assigned password. Your account is now active and you can login using the FEIN and assigned password contained in the email.

**NOTE:** For security, it is recommended that you change your password after initially logging into the eFiling application.

## Update User Profile

### Change Password

At any non-transactional page, click the **Edit Profile** link on the top left of the page. The Edit Your Profile screen will appear. All the fields will contain the most current data.

**Edit Your Profile**

To edit your User Profile, update the appropriate fields and then click Submit.

<b>Login ID (FEIN)</b>	555999121	<b>Primary Contact Title</b>	<input type="radio"/> Mr. <input type="radio"/> Ms.
<b>Organization Name</b>	General Contractor	<b>Primary Contact First Name</b>	General
<b>Address - Line 1</b>	Address 1	<b>Primary Contact Last Name</b>	Contractor
<b>Address - Line 2</b>	Address 2	<b>Primary Contact Phone</b>	666-333-4444
<b>City</b>	City	<b>Primary Contact Email</b>	deloitte1@osd.state.ma.us
<b>State</b>	Colorado	<b>Fiscal Year End</b>	June 8
<b>Zip</b>	01010	<b>Old Password</b>	
		<b>New Password</b>	
		<b>Retype New Password</b>	

**Cancel** **Submit**

1. Enter your current password into the **Old Password** field.
2. Enter your new password into the New Password field.

Retype this password in the **Retype New Password** field to ensure there is no mistake.

3. Click **Submit**.

The **Review Edit Profile** screen will appear.

**Review Edited Profile**

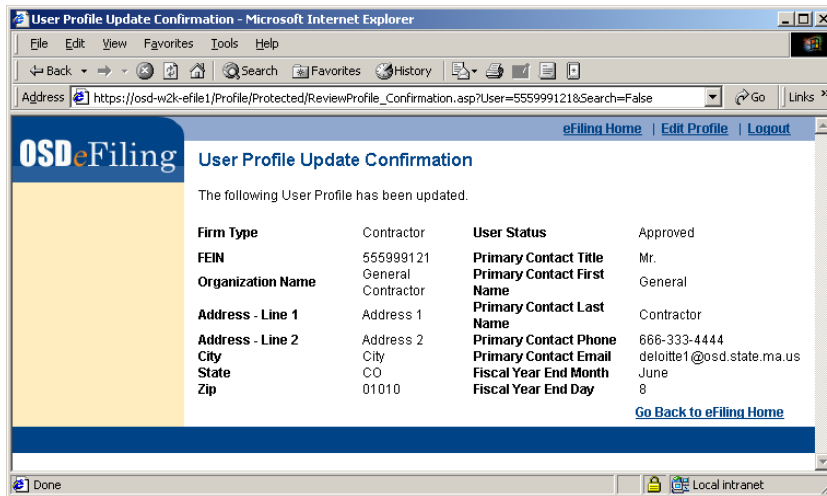
Please review the following updates to your profile. If correct, click Proceed. If additional updates are required, click Continue Editing Profile.

<b>Login ID (FEIN)</b>	555999121	<b>Primary Contact Title</b>	Mr.
<b>Organization Name</b>	General Contractor	<b>Primary Contact First Name</b>	General
<b>Address - Line 1</b>	Address 1	<b>Primary Contact Last Name</b>	Contractor
<b>Address - Line 2</b>	Address 2	<b>Primary Contact Phone</b>	666-333-4444
<b>City</b>	City	<b>Primary Contact Email</b>	deloitte1@osd.state.ma.us
<b>State</b>	CO	<b>Fiscal Year End</b>	June 8
<b>Zip</b>	01010		

You are attempting to change your password. This will be confirmed via email.

**Cancel** **Continue Editing Profile** **Proceed**

4. After the information has been verified as correct, click **Proceed**. The **User Profile Update Confirmation** screen will appear.



Click on the **Go Back to eFiling Home** to go back to your anchor page (**Contractor Anchor** page).

An e-Mail will be sent to the address listed in the Profile entitled **Profile Updated** from the UFR eFiling administrator address.

## Change Contact Information

5. At any non-transactional page, click the **Edit Profile** link on the top left of the page.

The Edit Your Profile screen will appear. All the fields will contain the most current data.

6. Enter your new information into the designated field.

The fields that can be edited are:

- Organization Information (Name, Address)
- Contact Information (Title, Name, Phone, Email)
- Password Information

7. Click **Submit**. The **Review Edit Profile** screen will appear.

**OSDeFiling** [eFiling Home](#) | [Edit Profile](#) | [Logout](#)

**Review Edited Profile**

Please review the following updates to your profile. If correct, click Proceed. If additional updates are required, click Continue Editing Profile.

<b>Login ID (FEIN)</b>	555999121	<b>Primary Contact Title</b>	Mr.
<b>Organization Name</b>	General Contractor	<b>Primary Contact First Name</b>	General
<b>Address - Line 1</b>	Address 1	<b>Primary Contact Last Name</b>	Contractor
<b>Address - Line 2</b>	Address 2	<b>Primary Contact Phone</b>	666-333-4444
<b>City</b>	City	<b>Primary Contact EMail</b>	deloitte1@osd.state.ma.us
<b>State</b>	CO	<b>Fiscal Year End</b>	June 8
<b>Zip</b>	01010		

[Cancel](#) [Continue Editing Profile](#) [Proceed](#)

8. After the information has been verified as correct, click **Proceed**.

The **User Profile Update Confirmation** screen will appear.

**OSDeFiling** [eFiling Home](#) | [Edit Profile](#) | [Logout](#)

**User Profile Update Confirmation**

The following User Profile has been updated.

<b>Firm Type</b>	Contractor	<b>User Status</b>	Approved
<b>FEIN</b>	555999121	<b>Primary Contact Title</b>	Mr.
<b>Organization Name</b>	General Contractor	<b>Primary Contact First Name</b>	General
<b>Address - Line 1</b>	Address 1	<b>Primary Contact Last Name</b>	Contractor
<b>Address - Line 2</b>	Address 2	<b>Primary Contact Phone</b>	666-333-4444
<b>City</b>	City	<b>Primary Contact Email</b>	deloitte1@osd.state.ma.us
<b>State</b>	CO	<b>Fiscal Year End Month</b>	June
<b>Zip</b>	01010	<b>Fiscal Year End Day</b>	8

[Go Back to eFiling Home](#)

Click on the **Go Back to eFiling Home** to go back to your anchor page (**UFR Filing for Contractors**).

An e-Mail will be sent to the address listed in the Profile entitled **Profile Updated** from the UFR eFiling administrator address.