

Submitting a Master Price List Amendment in the Public Portal

1. From the Manage Licenses & Permits Tab, select the Amendment link next to the Certificate of Compliance License Record.

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Licenses, Permits & Other Records

Records that have been associated with your eLicensing and ePermitting Portal account are listed in the following table. For each license, permit or other record, you may click on the identifying number to obtain 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.

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<input type="checkbox"/>	Date	Identifying Number	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	08/04/2015	2015-000056-CC-APP	Certificate of Compliance Application		Closed	
<input type="checkbox"/>	08/04/2015	CC-LIC-000148	Certificate of Compliance License	12/31/2015	Issued	Amendment
<input type="checkbox"/>	03/25/2015	2015-000050-CC-APP	Certificate of Compliance Application		Closed	
<input type="checkbox"/>	03/25/2015	2015-000050-CC-AMEND	Add Shipping Address for Certificate of Compliance		Submitted	
<input type="checkbox"/>	03/25/2015	CC-LIC-000141	Certificate of Compliance License	12/31/2015	Ready for Renewal	Renew Application
<input type="checkbox"/>	03/25/2015	CC-LIC-000143	Certificate of Compliance License	12/31/2015	Ready for Renewal	Renew Application
<input type="checkbox"/>	03/25/2015	CC-LIC-000142	Certificate of Compliance License	12/31/2015	Ready for Renewal	Renew Application
<input type="checkbox"/>	03/25/2015	2015-000049-CC-APP	Certificate of Compliance Application		Closed	
<input type="checkbox"/>	03/24/2015	2015-000048-CC-APP	Certificate of Compliance Application		Closed	
<input type="checkbox"/>	03/17/2015	2015-000041-CC-APP	Certificate of Compliance Application		Closed	

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2. Select the Master Price List Amendment option from the list.

The screenshot shows the eLicensing and ePermitting Portal on the Mass.gov website. The page header includes the Mass.gov logo and navigation links for State Offices & Courts, State A-Z Topics, State Forms, and Accessibility FAQs. Below the header, the page title is "eLicensing and ePermitting Portal" and it identifies the user as "Lisa Thompson".

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 Monday-Friday, with the exception of all Commonwealth and Federal 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.

Translation Information - [Click Here](#)

[Alcoholic Beverages Control Commission](#)
[Division of Professional Licensure](#)

Browser Compatibility:

- **For Application/Renewal:** If your application requires a file upload, Microsoft Silverlight is required to do so. Please see the link below for instructions to download Microsoft Silverlight.
[Silverlight Download](#)
- **File a Complaint:** Instructions above apply for filing a complaint if you are uploading a file/picture.

Navigation buttons: Home, Manage Licenses & Permits, File & Track Complaints

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Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

- Add Shipping Address for Certificate of Compliance
- Certificate of Compliance Amendment
- Master Price List Amendment

[Continue »](#)

3. Complete the Applicant section for the Master Price List Amendment before clicking the 'Continue' button. In most cases it is just updating contact information.

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Master Price List Amendment

1 Applicant & Contact Info | 2 Documents | 3 Attestation | 4 Review | 5 Pay Fees | 6

Step 1: Applicant & Contact Info > Contact


Please note: You will be able to review and edit all Amendment information on the "Review" tab before it is submitted to the ABCC. Some changes will require the full application process and Commission approval.

* indicates a required field.

Applicant

Please update the Contact Information in the Applicant Section. This contact is responsible for this Amendment. They must have the authority to sign the amendment or in certain circumstances on behalf of the Licensee or Applicant (please refer to the Agency for more information).
To add new contacts, click "Add New" button. To edit the information, click the "Edit" link


[Select from Account](#) [Add New](#)

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

* indicates a required field.

Applicant

Please update the Contact Information in the Applicant Section. This contact is responsible for this Amendment. They must have the authority to sign the amendment or in certain circumstances on behalf of the Licensee or Applicant (please refer to the Agency for more information).
To add new contacts, click "Add New" button. To edit the information, click the "Edit" link

 **Contact added successfully.**

Jane Doe
janedoe@email.com
Primary Phone: (123)456-7890
Mobile Phone:
Alternate Phone:
[Edit](#) [Remove](#)


▼ **Contact Addresses**

[Add Contact Address](#)

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

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

- Upload the Master Price Posting for the Amendment request and click Continue.

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

Master Price List Amendment

1 Applicant & Contact Info

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Step 2 : Documents > Documents

The following document is required and must be attached to submit the application for processing:
 - **Master Price Posting:** Please attach the Master Price Posting. This document can be found at www.mass.gov/abcc/pdf/forms/priceposting.xlsx.

Note: A document cannot be deleted once it is uploaded. However, you may upload additional documents, if necessary. Please use the description field to add notes.

* indicates a required field.

Manage Documents

The maximum file size allowed is 20 MB.
 This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
 Master Price Posting

Name	Type	Size	Latest Update	Action
Master Price Posting.xlsx	Master Price Posting	7.84 KB	08/04/2015	Actions ▼

Add

Continue »

Save and resume later:

- Complete the Attestation Statement page and select Continue.

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Master Price List Amendment

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Step 3 : Attestation > Attest

The undersigned licensee (or his duly authorized representative) files the following schedule of prices pursuant to the requirements of Sections 25A and 25B, Chapter 138 of the General Laws, as amended. This schedule is signed under the penalties of perjury.

* indicates a required field.

Signature

SIGNATURE

* Signature:

* Title:

Continue »

Save and resume later:

- Review the information provided and check the Attestation Statement, select the checkbox located near the bottom of the Review page, and click Continue.

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Master Price List Amendment

1 | 2 Documents | 3 Attestation | **4 Review** | 5 Pay Fees | 6 Record Issuance

Step 4: Review

| [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 Price List Amendment

Applicant

Jane Doe
 Date of Birth: 01/01/1971
 ***-**-1912
 United States
 Primary Phone: (123)456-7890
 Email: janedoe@email.com
 Preferred Communication: Email

Stockholder: No
 Sole Proprietor: No
 Officer: No
 LLC Manager: No
 LLC Member: No
 Director: No
 Partner: No
 Landlord: No
 Contractual: No
 Revenue Sharing: No
 Management/ Operating Agreement: No
 Other: Yes
 Massachusetts Resident: No
OTHER BENEFICIAL INTEREST
 No ASIT data for the sub group above.

Manage Documents

The maximum file size allowed is 20 MB.
 This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Master Price Posting

Name	Type	Size	Latest Update	Action
Master Price Posting.xlsx	Master Price Posting	7.84 KB	08/04/2015	Actions ▼

Signature

SIGNATURE
 Signatures: J DOE
 Title: CEO

I, hereby submit this application (hereinafter the "Application"), to the Alcoholic Beverages Control Commission ("ABCC") for consideration and approval. I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations herein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:
 I understand that each representation in this Application is material to the ABCC's decision regarding the Application and that the ABCC will rely on each and every answer in the Application and accompanying documents in reaching its decision.
 I affirm that the details including personal information location, description of the proposed licensed premises or applicant as well as the proposed business does not violate any requirement of the ABCC or other regulation, state law or local ordinances.
 I understand that while the Application is pending, I must notify the ABCC of any change in the information submitted therein. I understand that failure to give such notice to the ABCC may result in disapproval of the Application.
 I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with a beneficial interest in the license.

By checking this box, I agree to the above certification. Date: 08/04/2015

| [Save and resume later:](#)

- Once the Master Price Posting amendment has been successfully submitted, the user will be directed to the Record Issuance confirmation page.


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1 | 2 Documents | 3 Attestation | 4 Review | 5 Pay Fees | 6 Record Issuance

Step 6: Record Issuance

 **Successfully Completed.**

Thank you for using our online services.
Your Record Number is 2015-000004-MP-AMEND.