



Commonwealth of Massachusetts  
Executive Office of Energy & Environmental Affairs

## Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

### Important Electronic Signature Agreement (ESA) Details

When you submit your **ESA** via RCRAinfo, the system evaluates and scores the information you submit to prove your identity. Depending on your score, the system will either:

- ▶ Record your identity and allow you to proceed as an authorized RCRAinfo user;
- ▶ Give you the opportunity to revise the information you have submitted and try again; or
- ▶ Require you to submit a hard copy of your ESA to the Department of Environmental Protection (MassDEP) for verification.

If you need to complete the paper process, RCRAinfo will email once it has received your ESA.

After this happens, you should login to the system with your user ID/password, click on the **My Sites** tab, and then click on **Requested Site ID**.

Your application will appear. To the right of your screen, you will see an **Action** tab.

Click on the **Pen** icon, scroll to the bottom of your application, click on **Review**, scroll down to the bottom again, click on **Submit**, and answer the security questions.

Now click on **Sign**. Your application will change from Draft to Pending Approval.