

## LINKING TO YOUR EXISTING PERMIT

Some application types have been pre-populated in ePLACE . This means that applicants should link to their existing approvals in order to modify or renew those permits. This is a one-time exercise only. Once the permit is linked, you do not need to re-link for future modifications or renewals.

The other instance where linking is required is if there is a change in staffing. If the person who is currently linked to the approval leaves the company or a new person is assigned the responsibility of filing a renewal or modification application, the new person will also need to be linked to the permit. CONTACT MassDEP for the Codes needed to complete the Linking.

The following are the steps needed to link a permit to your account.

### Step 1. Account Link Notification Email:

To link accounts, you will have first had to receive a **Record Identification Code** and an **Authorization Code** notification/letter from MassDEP. Each license/permit/certification type has only one unique code. You'll receive multiple codes if you have multiple licenses to link.



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Martin Suuberg  
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## ACCOUNT LINK INFORMATION

You are receiving this notification because you have an existing authorization (Permit/ License/ Certification/ Notification) that needs to be linked to your Accela account.

Authorization Type: DEP - DW - Cross Connection Certification Authorization

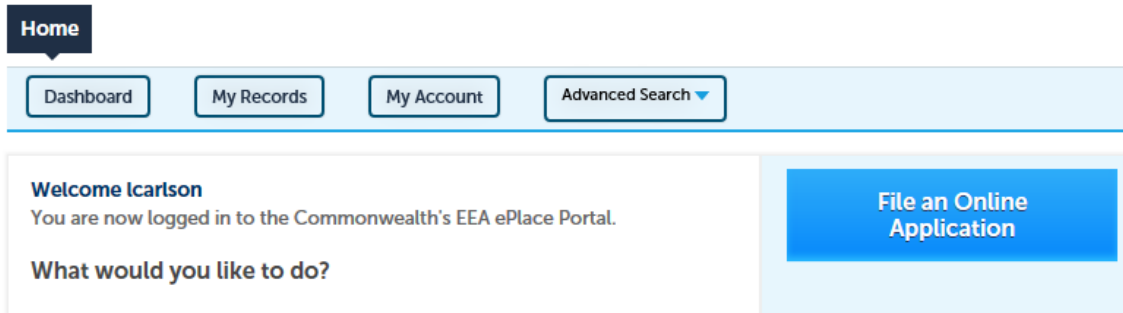
Record Identification Code: WS10-0003023

Authorization Code: 393618

Applicant Name:

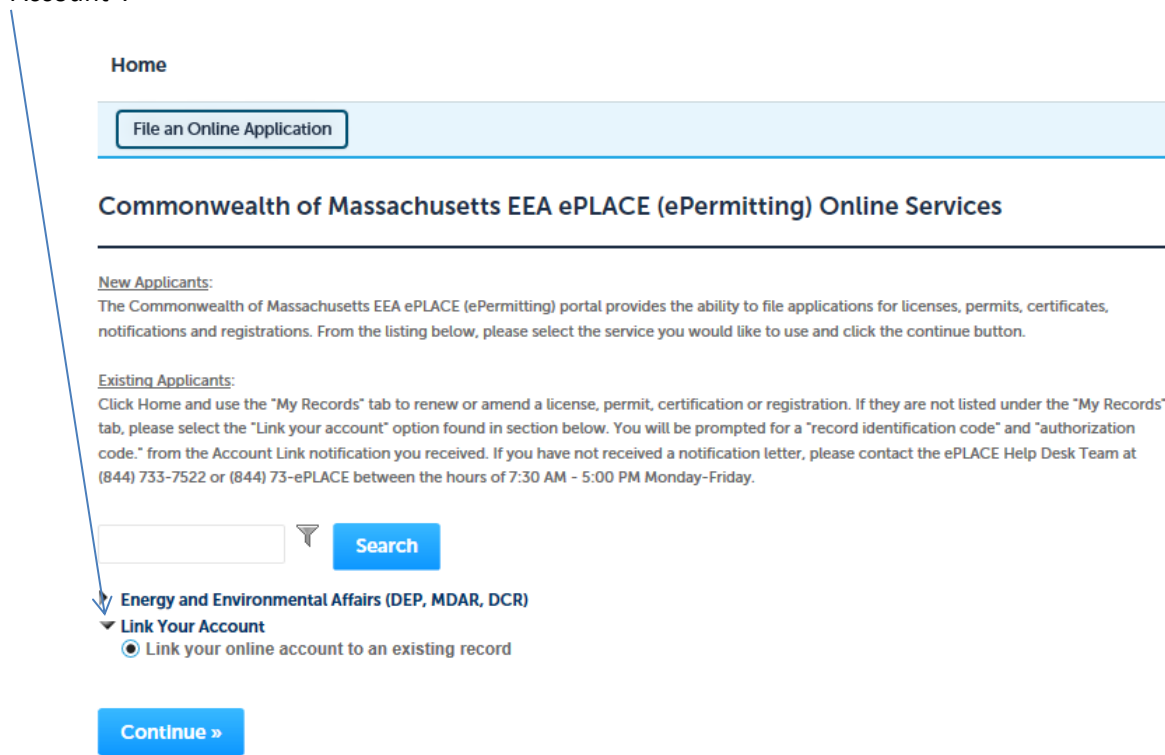
### Step 2. Login to ePLACE

You will need to login to your ePLACE account. Click on "File an Online Application" (Big Blue Button)



### Step 3. Access the Linking Tool

You will come to this section of the system, and instead of searching for a permit; you will click on “Link Account”.



### Step 4. Enter the Linking Codes

In the following screen, you enter the **Record Identification Code** and the **Authorization Code** from the **Account Link Notification Letter** you received. Note that ALL fields are required to advance. Click “Continue”.

## Record Authorization Form

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### RECORD LINK

\* Agency:

\* Record Identification Code:

ENTER Record ID Code

\* Authorization Code:

ENTER Authorization Code

[Continue »](#)

### Step 5. Congratulations!

You have now linked a record to your account! Remember that you'll receive multiple codes if you have multiple licenses to link.