



DPS: Inspections and Permitting System (IPS)

**IPS Customer Portal
User Guide and Training Documentation
May 25, 2016
Version 6**

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1.0 Introduction

This document contains guidelines for the DPS Inspections and Permitting System (IPS) customer portal user to be able to sign-up, navigate, and perform business functions on the IPS Customer Portal.

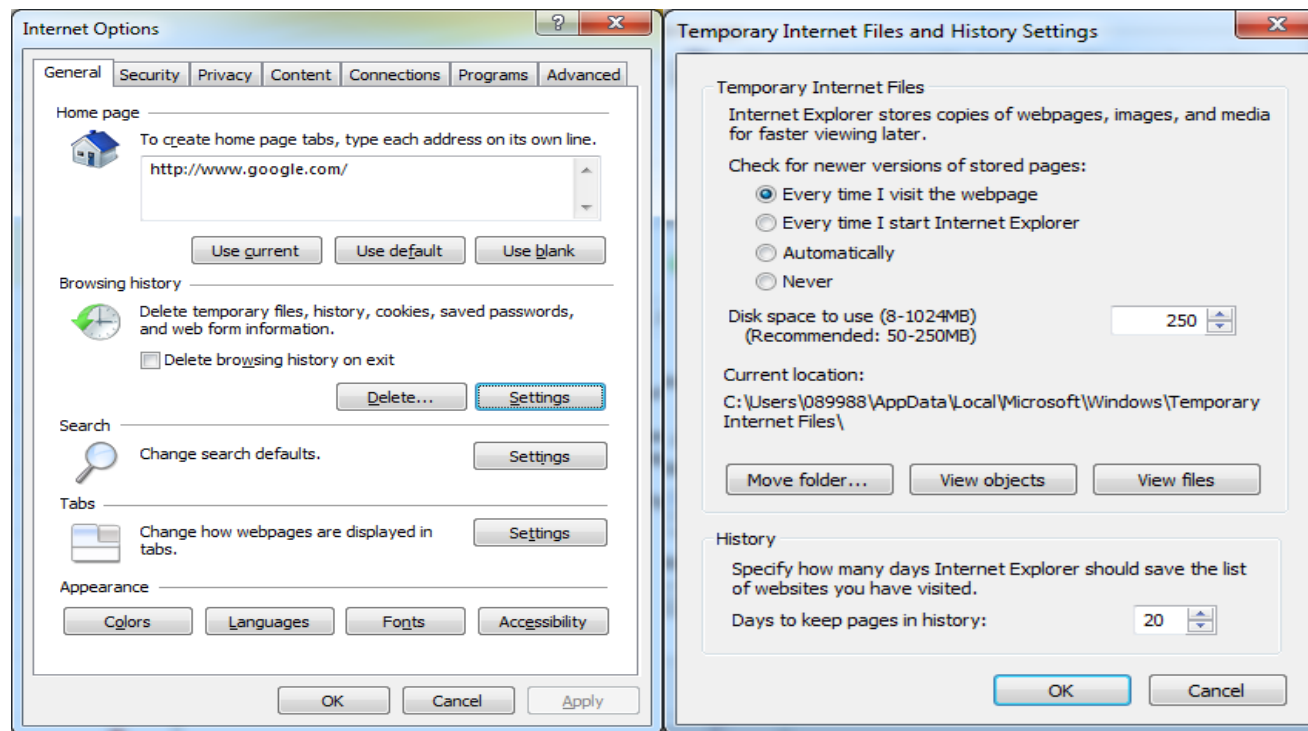
The following DPS business areas are developed for Customer Portal:

- Electrical
- Building
- Certificate of Inspection
- Elevator
- Manufactured Buildings
- Native Lumber
- Concrete Testing Labs
- Horse and Carriage
- Regulated Activity
- Variance and Appeal
- Civil Fines

In addition to the functional portal processes, this document covers: Customer Registration Process, Home screen and general portal features.

2.0 Browser Settings

When using Internet Explorer browser, go to Internet Options → (Browsing history) Settings, and insure that the “Check for newer versions of stored pages” is set to option “Every time I visit the webpage”.



The User Registration screen entails:

- 1) Entering User Information
- 2) Searching for an existing company, or creating a new one. (Note: “Company Information” section does not apply to the Individual building owners, and will not be displayed when the “Building Owner – Individual” option is selected from the “Type” dropdown)
- 3) Attesting.

3.0 Customer Registration Process


3.1 Accessing the IPS Customer Portal

The “IPS Customer – User Registration” screen is accessed from the DPS website @ www.mass.gov/dps



3.2 Customer Registration screen

The customer is able to register as a **“Building Owner”** (which is an Individual or Company) or a **“Contractor/Maintenance Company Representative”** (which is an Elevator Maintenance Company, Electrical Contractor, Registered Design Professional (RDP), or Building Contractor, TPIA, Promoter) or a **Company** (Concrete Labs, Horse and Carriage, Native Lumber) or Individual (Other) – using the **“User Type”** field. Required information is marked with a red bar next to it.



Department Of Public Safety
Inspections and Permitting System (IPS) Customer Portal

Mass.gov

Information

Welcome to the Department of Public Safety's (Department) Inspection and Permitting System (IPS). IPS is web-based and may be used to secure building permits and apply for related inspections on state construction projects, apply for elevator inspections, and a host of other Department activities. This system is not to be used to apply for or renew a Department license (such as construction supervisor or hoisting license).

In order to use the system, you must first register user and company information. Please select a value for the "User Type" field that accurately represents the capacity in which you or your company deals with DPS. Building Owners/representatives, select "Building Owner – Company" from the User Type list and the appropriate Type(s) (one or multiple) from the list provided.

The red-barred fields are required. Please enter the required user and company details in the appropriate sections and, and click on the Search button. Select the appropriate agency from the search result options displayed. If the contractor firm is not displayed in the search results, there will be an option to create a new company. You must search for the agency/company first in order to avoid creating duplicate contact information in the system.

Once you are registered as an IPS user, you will be able to log into the IPS system and create/manage (up to 5) additional users associated with your company.

User Registration

User Information = Required Information

User Type --None--

Street

First Name

City

Last Name

State

Email

Postal Code

Phone

Country

Additional Information = Required Information

Comments

Company Information = Required Information

Name

Street

Email

City

Phone

State

Zip Code

Clear

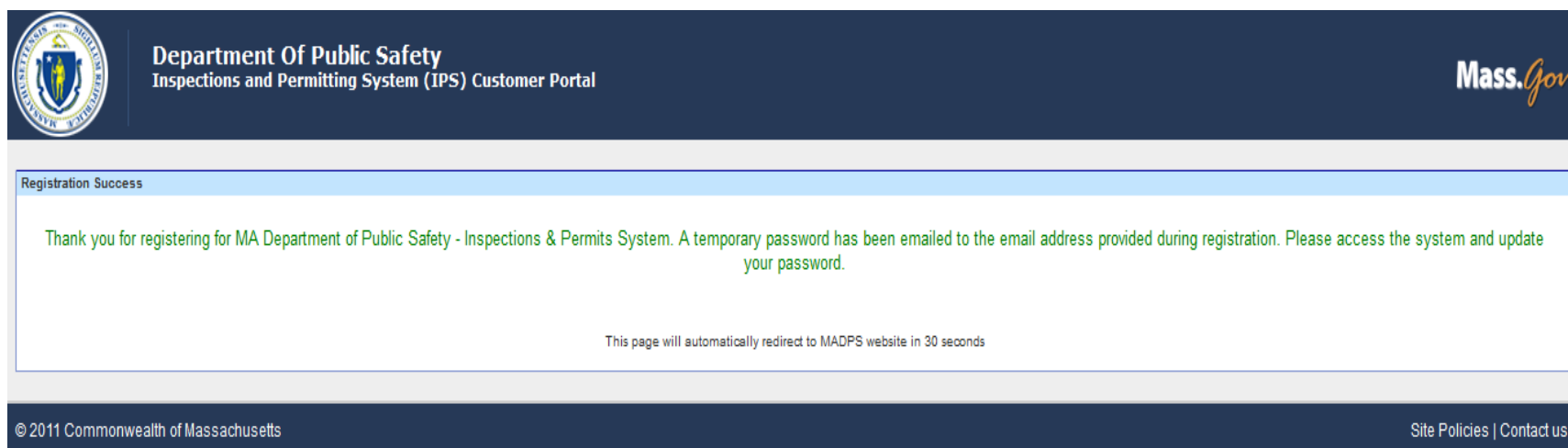
Search

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3.3 Building Owner User Registration Success Page

Once a **“Building Owner”** customer has registered with the IPS, an email with a temporary password will be sent to the registrant, and the following Registration Success page will be displayed on the portal. (See Section 2.4 for additional information.)



3.4 Contractor User Registration Success Page

“Contractor/Maintenance” company registrants need to be validated by a DPS staff person. Therefore, an email will not immediately be sent these registrants. Instead, the following Registration Success page will be displayed on the portal. Once information is verified, an email message will be sent to the registrant (See Sections 3.5 and 3.6 for additional information.)

3.5 Email sent to the registrant

Once information is reviewed and verified by a DPS staff person for a “**Contractor/Maintenance company**” user, the registrant will receive a message like the one pictured below. The “**Building Owner**” registrant email message contains similar information.

Upon receipt of the email message, the registrant (whether **Building Owner** or **Contractor/Maintenance** or **Company** or **Individual** user) will then be able to log into the system, update their password and begin use of the system.

Dear Tana Hudson,

Thank you for registering with IPS. Your new Customer Portal password can be found below.

Thank you,

Massachusetts Department of Public Safety Customer Support

Login URL : https://cs8.salesforce.com/secur/login_portal.jsp?orgId=00DL0000005srcX

Username: tinasapr.a1021@gmail.com.ips
Password: UCrgw5cS

3.6 Customer Portal Login screen – Initial Portal Login Screen


When the customer navigates to the IPS customer portal, the login screen is displayed.

The screenshot shows the login interface for the Department of Public Safety's Inspections and Permitting System (IPS) Customer Portal. The header includes the state seal, the department name, and the Mass.gov logo. The central login box contains fields for Username and Password, with links for password recovery and new user registration. To the right, a list of services is provided, along with an important note about credit/debit card usage and a list of requirements for using the portal.

Department Of Public Safety
Inspections and Permitting System (IPS) Customer Portal

Mass.gov

Department of Public Safety Online Permitting

Username 

Password

[Forgot your password?](#) [Not an IPS user?](#)

Login

Current issue and permitting services available are:

- Building
- Concrete Testing Labs
- Electrical
- Elevator
- Horse and Carriage
- Manufactured Buildings
- Native Lumber
- Regulated Activity
- Variance and Appeal

IMPORTANT: If you do not have access to your organization's credit card / debit card account information or your organization's bank routing and account number for electronic funds transfer, please **DO NOT PROCEED** using the IPS Portal; **INSTEAD** please process your application via paper and mail.

To use the IPS Customer Portal you must:

- Possess an email address to use during IPS registration and processing
- Have the ability to upload all supporting documents associated with your online IPS services processing
- Be able to pay for online services using a credit card / debit card (MasterCard only) or

3.7 Customer Portal Manager – User Management

3.7.1 *My Profile*

Customer portal users can use the “**My Profile**” link from the Home screen to:

- Edit their User Information
- Change their Password
- View Users associated with their company
- Add (up to 5 Active) sub-users associated with their company (**Managers ONLY functionality**)

3.7.2 *Add New User*

Users are able to view the list of all the users associated with their company via My Profile → “**View Users**” button.

The **Manager** can create up to 5 active users for their company (via My Profile → “**Add User**” button).

The sub-users created by the manager are **not** be validated by the DPS staff. The new user added will be automatically associated with the Manager’s company.

An email will be sent to the new users added with a temporary password. Users will then be able to log into the system and update their password.

4.0 Customer Portal Home Screen

4.1 Login

When a user successfully logs-into the system a home screen is displayed (similar to the screen shot below).

Department Of Public Safety
Inspections and Permitting System (IPS) Customer Portal

Mass.gov

Home

Welcome, Badaam
My Profile | Logout

Messages and Alerts
For any application issues, please contact DPS - IPS System Admin at (617) 626-5236 or email at ipssadmin@massmail.state.ma.us

Search IPS
Search By
Record#
Search IPS

Quick Links
CAMIS
DPS License Verification
Division of Professional Licensure
CART
Fee Search

Apply for License Apply for Variance / Appeal

✓ Pending Applications

Record#	Location	Type	Created Date
16-ENG-0005		Civil Fine (520 CMR 1:00)	2016-03-18 12:15 PM
16-093		Civil Fine (520 CMR 1:00)	2016-02-09 13:29 PM
CTL16-0223-PENDING		Concrete Testing Labs - Initial Application	2016-02-05 12:16 PM
CTL16-0221-PENDING	1 ASH STREET, BOSTON	Concrete Testing Labs - Initial Application	2016-02-01 13:16 PM
CTL16-0220-PENDING	1 ASH STREET, BOSTON	Concrete Testing Labs - Initial Application	2016-02-01 12:27 PM

[Additional Permit Applications](#) [Additional License Applications](#) [Additional Inspection Applications](#)

✓ Rejected Applications-Action Required

Record#	Location	Type	Created Date
CTL16-0207-PENDING	2 ASH STREET, BOSTON	Concrete Testing Labs - Renewal Application	2016-03-17 14:53 PM
CTL16-0222-PENDING	1 ASH STREET, BOSTON	Concrete Testing Labs - Initial Application	2016-02-01 13:19 PM
CTL16-0214-PENDING	1 ASH STREET, BOSTON	Concrete Testing Labs - Initial Application	2016-01-28 13:36 PM

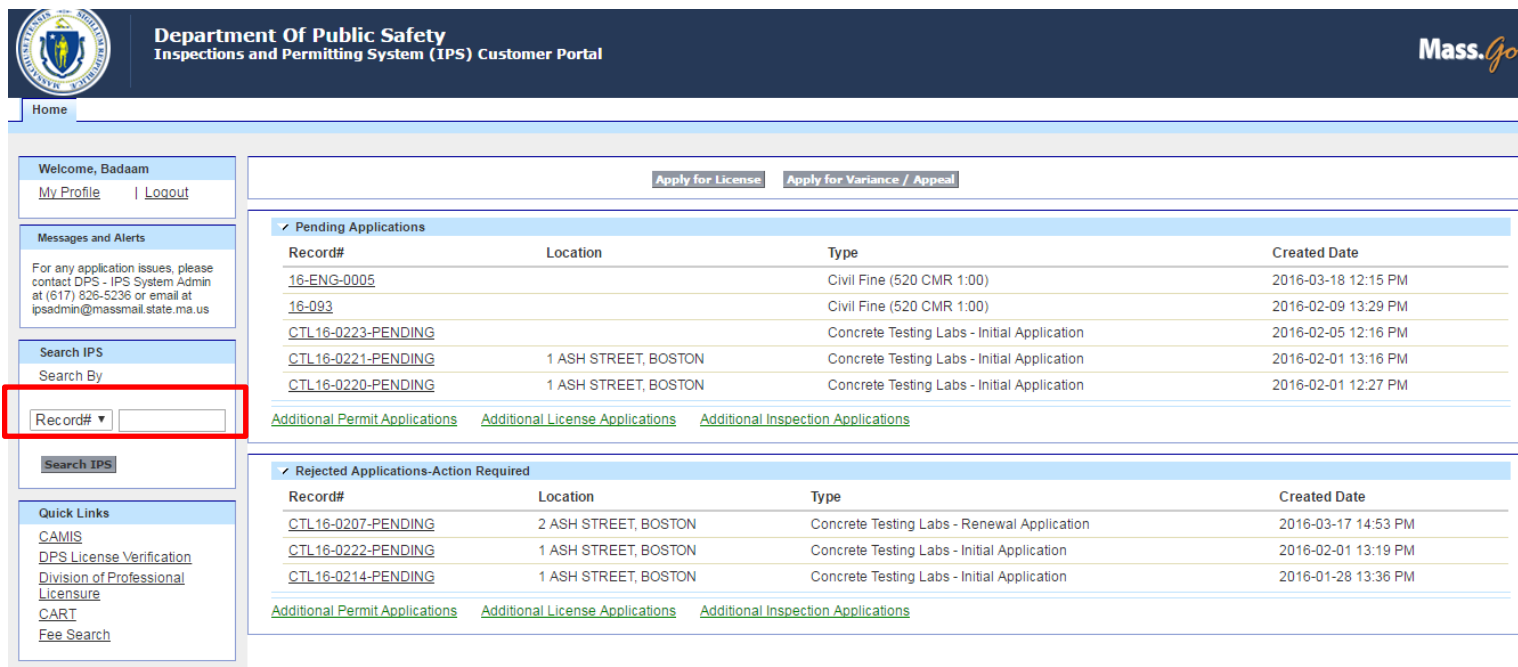
[Additional Permit Applications](#) [Additional License Applications](#) [Additional Inspection Applications](#)

On the home screen, a user can perform the following actions:

1. [Apply for Permit or License](#)
2. [Apply for an inspection](#)
3. Apply for a Variance or Appeal
4. [Search Inspection and Permitting System \(IPS\)](#)
5. View, check the status, or modify pending or existing applications
6. Access [Rejected applications](#)
7. [Manage user profile](#)
8. Check or transact payments at the [Cart](#)
9. Access Quick Links
10. Pay Fines
11. Logout of the system

4.2 Search IPS

This feature allows the user to search the system for any application, permit or license using the record number (Permit, Application, or Equipment Number) or using an address.



Department Of Public Safety
Inspections and Permitting System (IPS) Customer Portal

Mass.gov

Home

Welcome, Badaam
My Profile | Logout

Messages and Alerts
For any application issues, please contact DPS - IPS System Admin at (617) 826-5236 or email at ipsadmin@massmail.state.ma.us

Search IPS
Search By

Record# ▾

Search IPS

Quick Links
CAMIS
DPS License Verification
Division of Professional Licensure
CART
Fee Search

Apply for License Apply for Variance / Appeal

✓ Pending Applications

Record#	Location	Type	Created Date
16-ENG-0005		Civil Fine (520 CMR 1:00)	2016-03-18 12:15 PM
16-093		Civil Fine (520 CMR 1:00)	2016-02-09 13:29 PM
CTL16-0223-PENDING		Concrete Testing Labs - Initial Application	2016-02-05 12:16 PM
CTL16-0221-PENDING	1 ASH STREET, BOSTON	Concrete Testing Labs - Initial Application	2016-02-01 13:16 PM
CTL16-0220-PENDING	1 ASH STREET, BOSTON	Concrete Testing Labs - Initial Application	2016-02-01 12:27 PM

[Additional Permit Applications](#) [Additional License Applications](#) [Additional Inspection Applications](#)

✓ Rejected Applications-Action Required

Record#	Location	Type	Created Date
CTL16-0207-PENDING	2 ASH STREET, BOSTON	Concrete Testing Labs - Renewal Application	2016-03-17 14:53 PM
CTL16-0222-PENDING	1 ASH STREET, BOSTON	Concrete Testing Labs - Initial Application	2016-02-01 13:19 PM
CTL16-0214-PENDING	1 ASH STREET, BOSTON	Concrete Testing Labs - Initial Application	2016-01-28 13:36 PM

[Additional Permit Applications](#) [Additional License Applications](#) [Additional Inspection Applications](#)

Enter **Record #** or **Address** into the text field provided in ‘**Search IPS**’ section (highlighted in the above screen shot) and click on ‘**Search IPS**’ button. The page navigates to Search IPS Search Results page (shown below) while displaying the results of the search criteria entered.

Home

Welcome, Baddam_ElvMntnce

[My Profile](#) | [Logout](#)

Messages and Alerts

For any application issues, please contact DPS - IPS System Admin at (617) 826-5236

Search IPS

Search By

Record#

[Search IPS](#)

Quick Links

[CAMIS](#)

[DPS License Verification](#)

[Division of Professional Licensure](#)

[CART](#)

Search IPS

Search By

Record#

[Search IPS](#)

SEARCH RESULTS

Selected Search String: ECR15-00519

Equipment Devices (0) Elevator Permits (0) Elevator - Inspection Applications (1) Electrical Permits (0) Building Permits (0) Certificate Of Inspection

Show 10 entries

Application#	Location	Building	Status
ECR15-00519	200 TRAPELO ROAD, WALTHAM, MA 02452		Submitted

Showing 1 to 1 of 1 entries

Previous 1

There is no data to display.

Click on the appropriate tab (i.e. Elevator Permit, Electrical Permit, etc.,) to access results of the search in a specific category. Note: The tabs available will be different for different user types.

4.2.1 View an Application

Click on the **Record #**, **Number**, or **Permit #** link of an application to view the record. The page navigates to the application and lists the related permit/license details, contacts, submissions and associated information with it.

[Home](#)

Welcome, Baddam_ElvMntnce
[My Profile](#) | [Logout](#)

Messages and Alerts
For any application issues, please contact DPS - IPS System Admin at (617) 826-5236

Search IPS
Search By
Record#

Quick Links
[CAMIS](#)
[DPS License Verification](#)
[Division of Professional Licensure](#)
[CART](#)

Application
CI15-00221-PENDING
[Printable View](#)

Application Detail
Edit
Change Owner

Information

Number	CI15-00221-PENDING	Status	Submitted
Type	Certificate of Inspection	Issue Date	
Applicant	Chaitanya Baddam_ElvMntnce		
Company	Baddam_company_owner		
Inspection Notification Received	Yes		

Location

Location	4 BROOK STREET STONEHAM MA	Street Number	4
Place Name		Street Name	BROOK STREET
Building	Baddam Building for Demolition	City	STONEHAM
		State	MA
		Zip/Postal Code	02180

Description

Description	
-------------	--

Financials

Total Fees	\$300.00	Total Payments	\$300.00
		Total Balance	\$0.00

Related Items

Submissions (1)
Selected Facilities (2)
[View All](#)

Title
Submission Date
Status
Required

Expired DPS Certificate
On File - Same Approved Equipment

Showing 1 to 1 of 1 entries

Edit
Change Owner

Page 15

4.2.2 Modify an Application

To modify an application, click on Edit in the application detail section, while [viewing an application](#). Permits/applications can be edited:

- **Only by the Applicant Company user**
- **Only when Permit/Application is in certain Statuses** (Pending, Submitted, Rejected status)

The screenshot displays the 'Application Detail' page for application CI15-00221-PENDING. The page is divided into a sidebar and a main content area. The sidebar contains a welcome message, a search bar, and quick links. The main content area has a header with the application number and status, and a section for 'Application Detail' with an 'Edit' button highlighted. Below this are several sections: Information, Location, Description, Financials, and Related Items. The 'Information' section shows details like Number, Type, Applicant, Company, and Inspection Notification Received. The 'Location' section shows details like Location, Street Number, Place Name, Building, Street Name, City, State, and Zip/Postal Code. The 'Description' section shows a description. The 'Financials' section shows Total Fees, Total Payments, and Total Balance. The 'Related Items' section shows a list of submissions and selected facilities.

Application Detail [Edit](#) [Change Owner](#)

Information

Number	CI15-00221-PENDING	Status	Submitted
Type	Certificate of Inspection	Issue Date	
Applicant	Chaitanya Baddam_ElvMntnce		
Company	Baddam_company_owner		
Inspection Notification Received	Yes		

Location

Location	4 BROOK STREET STONEHAM MA	Street Number	4
Place Name		Street Name	BROOK STREET
Building	Baddam Building for Demolition	City	STONEHAM
		State	MA
		Zip/Postal Code	02180

Description

Description	
-------------	--

Financials

Total Fees	\$300.00	Total Payments	\$300.00
		Total Balance	\$0.00

Related Items

Submissions (1) Selected Facilities (2) [View All](#)

Search :

Title	Submission Date	Status	Required
Expired DPS Certificate		On File - Same Approved Equipment	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

[Edit](#) [Change Owner](#)

The page navigates to the page details making the information editable (if the user has necessary permissions). Click on **Next** and follow the steps to complete editing the application.

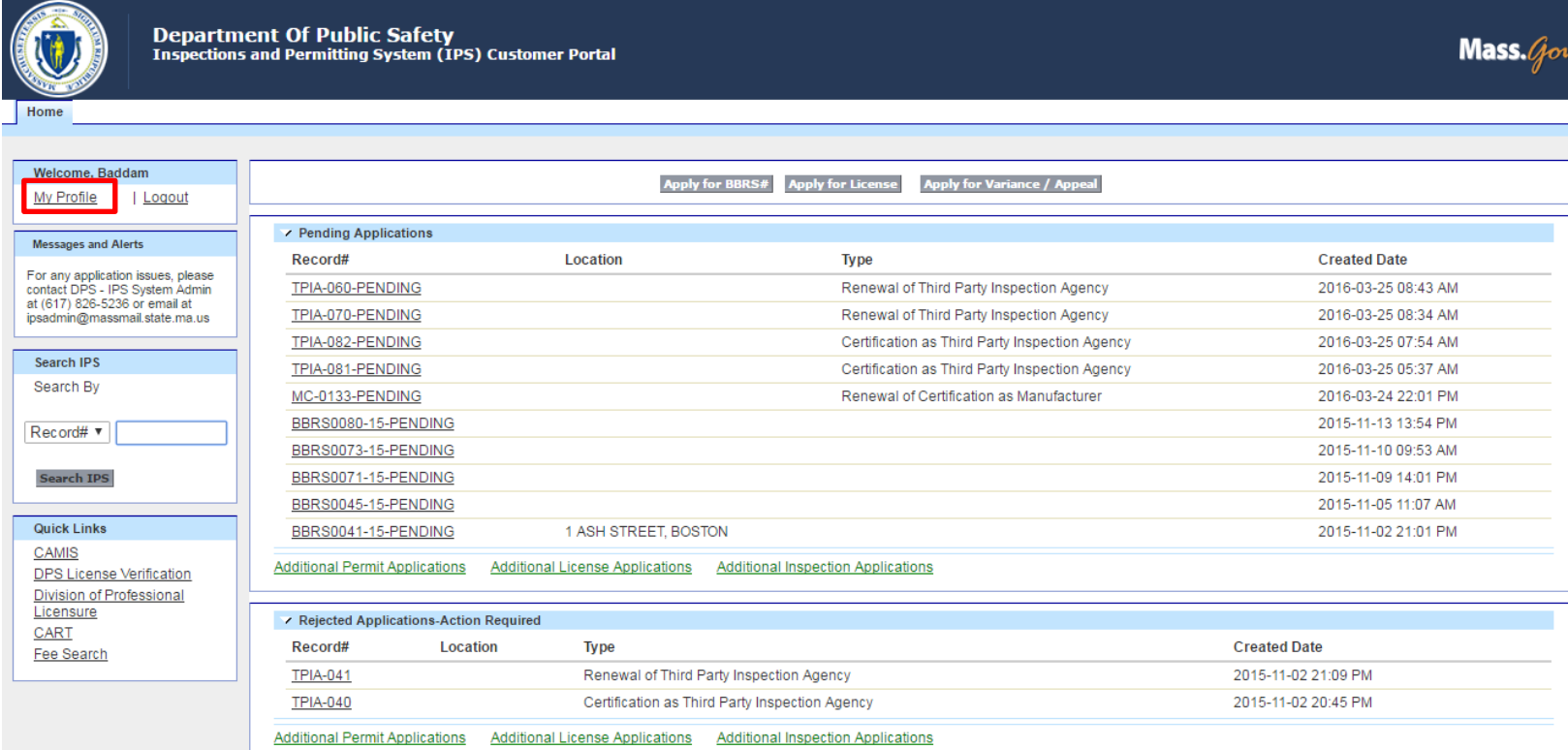
4.2.3 Update Owner

Owners can be changed **only by the Applicant Company user** on Permits and/or Applications that are in Status **Pending, Submitted, and Rejected**.

Elevator Companies will be allowed to change Elevator Owners on Equipment upon searching for the Equipment.

4.3 Manage User Profile

Users can access and update their profile by clicking on ‘My Profile’ (highlighted in Red in the below screen shot)



Department Of Public Safety
Inspections and Permitting System (IPS) Customer Portal

Mass.gov

Home

Welcome, Baddam

My Profile | Logout

Messages and Alerts

For any application issues, please contact DPS - IPS System Admin at (617) 826-5236 or email at ipsadmin@massmail.state.ma.us

Search IPS

Search By

Record#

Search IPS

Quick Links

- CAMIS
- DPS License Verification
- Division of Professional Licensure
- CART
- Fee Search

Apply for BBR# Apply for License Apply for Variance / Appeal

Pending Applications

Record#	Location	Type	Created Date
TPIA-060-PENDING		Renewal of Third Party Inspection Agency	2016-03-25 08:43 AM
TPIA-070-PENDING		Renewal of Third Party Inspection Agency	2016-03-25 08:34 AM
TPIA-082-PENDING		Certification as Third Party Inspection Agency	2016-03-25 07:54 AM
TPIA-081-PENDING		Certification as Third Party Inspection Agency	2016-03-25 05:37 AM
MC-0133-PENDING		Renewal of Certification as Manufacturer	2016-03-24 22:01 PM
BBRS0080-15-PENDING			2015-11-13 13:54 PM
BBRS0073-15-PENDING			2015-11-10 09:53 AM
BBRS0071-15-PENDING			2015-11-09 14:01 PM
BBRS0045-15-PENDING			2015-11-05 11:07 AM
BBRS0041-15-PENDING	1 ASH STREET, BOSTON		2015-11-02 21:01 PM

[Additional Permit Applications](#) [Additional License Applications](#) [Additional Inspection Applications](#)

Rejected Applications-Action Required

Record#	Location	Type	Created Date
TPIA-041		Renewal of Third Party Inspection Agency	2015-11-02 21:09 PM
TPIA-040		Certification as Third Party Inspection Agency	2015-11-02 20:45 PM

[Additional Permit Applications](#) [Additional License Applications](#) [Additional Inspection Applications](#)

The page navigates to ‘My Profile’ page (shown in the screen shot below).

Department Of Public Safety
Inspections and Permitting System (IPS) Customer Portal

Mass.gov

Home

Welcome, Baddam
[My Profile](#) | [Logout](#)

Messages and Alerts
For any application issues, please contact DPS - IPS System Admin at (617) 826-5236 or email at ipsadmin@massmail.state.ma.us

Search IPS
Search By
Record#
[Search IPS](#)

Quick Links
[CAMS](#)
[DPS License Verification](#)
[Division of Professional Licensure](#)
[CART](#)
[Fee Search](#)

[Edit](#) [Change Password](#)

User Information

Username	chaitanyabadd.amsfdc@gmail.com.dpstest			Phone	(613) 786-3444
First Name	Chaitanya TPIA2			Extension	
Last Name	Baddam			Fax	
Email	chaitanyabadd.amsfdc@gmail.com			Cell	
Title					

Address Information

Street	1 Ashburton Place	City	Boston
Country	USA	State/Province	Massachusetts
Zip/Postal Code	02108		

Company Information

Company Name	CB TPIA	Mailing Street	1 Ash St
		Mailing City	Boston
		Mailing State/Province	MA
		Mailing Zip/Postal Code	02111

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Via “My Profile”, users can:

- Edit their User Information
- Change their Password
- View Users associated with their company (**Company Managers ONLY functionality**)
- Add (up to 5 Active) sub-users associated with their company (**Company Managers ONLY functionality**)

Note: All mandatory fields are marked with a Red line on the side of the label.

Click on ‘Save’ to save the updated information.

4.4 CART

User will be able to make any pending payments for the Permits/Applications/Inspection Requests associated with their company via the “**CART**” under **Quick Links** section. Clicking on the **CART** will show the balance owed, and the user will be able to make payment via the **CART**.


The screenshot displays the IPS Customer Portal interface. The header includes the Department of Public Safety logo, the text "Department Of Public Safety Inspections and Permitting System (IPS) Customer Portal", and the "Mass.gov" logo. A navigation bar contains a "Home" link. The left sidebar features a "Welcome, Baddam" message with links to "My Profile" and "Logout", a "Messages and Alerts" section with contact information, a "Search IPS" section with a search box and "Search IPS" button, and a "Quick Links" section with links to "CAMIS", "DPS License Verification", "Division of Professional Licensure", and "CART" (highlighted with a red box), and a "Fee Search" link.

The main content area is titled "Cart Chaitanya TPJA Baddam's Cart" and shows "Cart #X-2016-04-15_12-11-16". It includes tabs for "Items", "Checkout", and "Confirmation". A notice states: "The fine amount(s) reflected below has been assessed in accordance with M.G.L. c. 22 section 22. You may pay the fine(s) now if you wish. Alternatively, you have a right to appeal, however the Department has temporarily suspended all appeals pending the approval of new regulations. Therefore, if you wish to appeal the fine, you must uncheck the box below. No further action is required from you at this time. You will be notified by the Department when the appeal process is opened." Below this, a note says: "Note that you can select a maximum of 15 fees per online transaction, and use a valid credit / debit card (MasterCard only) or funds transfer (bank checking or savings account) to pay online." A checkbox for "Outstanding Items on Account" is checked.


Select All	Action	Type	Amount	Amount Outstanding	Related To
<input checked="" type="checkbox"/>		Building Manufacturer Certificate Fee	\$1,300.00	\$1,300.00	MC-0133-PENDING
Email Receipt To		<input type="text" value="chaitanya.baddam@gmail.co"/>			
Total Selected		\$1300.00			
		Refresh Total			
		Continue			

At the bottom, a note reads: "To complete the payment process successfully, please do not click your browser back button." The footer contains "© 2011 Commonwealth of Massachusetts" and "Site Policies | Contact us".

The next several screens show the progression of information as you proceed with a cart payment.



Department Of Public Safety
 Inspections and Permitting System (IPS) Customer Portal



[Home](#)

Welcome, Baddam

[My Profile](#) | [Logout](#)

Messages and Alerts
 For any application issues, please contact DPS - IPS System Admin at (617) 826-5236 or email at ipsadmin@massmail.state.ma.us

Search IPS
 Search By
 Record#

Quick Links
[CAMIS](#)
[DPS License Verification](#)
[Division of Professional Licensure](#)
[CART](#)
[Fee Search](#)

Cart
Chaitanya TPIA Baddam `s Cart

Cart #X-2016-04-15_12-11-16

[Items](#)
[Checkout](#)
[Confirmation](#)

Pay with a credit card.

Payment Method

Amount

To complete the payment process successfully, please do not click your browser back button.

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Add to Favorites

1 Add Account Information

2 Add Payment Information

3 Authorize Payment

4 Confirmation

Account Information


ID Number 0018A0000030LtkQAE


Bill Due Date 04/15/2016


Enter Payment Information

* Indicates required field

Payment Method *

☒ Credit Card 

☐ Debit Card 

☐ Bank Account 

Card Number *

Card Expiration Date * 04 - Apr ▼ 2016 ▼

ZIP/Postal Code * Payment Amount \$1,300.00
Enter dollars and centsE-Mail Address chaitanya.baddam@gmail.co
To receive confirmation e-mail

Re-type E-Mail Address chaitanya.baddam@gmail.co

There is a 2.49 percent of your payment amount convenience fee to use this service Your fee will be calculated and displayed on the next page.


Next, review your information and give approval for this payment. Click "No Thanks" to stop this payment process and exit. To change your account click the "Edit Account Information" button above, do not use your browser Back button.

Continue

No Thanks



Contact Department of Public Safety at 617-826-5236 for refund policies.

Secure Site 



Add to Favorites

Make A One-Time Payment

1 Add Account Information

2 Add Payment Information

3 Authorize Payment

4 Confirmation

Account Information

ID Number 0018A0000030LtkQAE
Bill Due Date 04/15/2016

Payment Information

To make changes, click on the "Edit Payment Information" button. Do not use your browser Back button.

Card Number ****5454
Payment Amount \$1,300.00
Convenience Fee \$32.37
E-Mail Address chaitanya.baddam@gmail.com
ZIP/Postal Code 02111

[Edit Payment Information](#)

Your payment is not processed until you click "Authorize Payment". Only click once to avoid duplicate payments. You will receive a confirmation number that you can print for your records. Click "No Thanks" to stop this payment process and exit. Do not use your browser Back button.

Please click "Authorize Payment" to charge your account, and to receive a confirmation number.

[Authorize Payment](#)

[No Thanks](#)

Welcome, Baddam

[My Profile](#)
|
[Logout](#)

Messages and Alerts

For any application issues, please contact DPS - IPS System Admin at (617) 826-5236 or email at ipsadmin@massmail.state.ma.us

Search IPS

Search By

Record# ▾

Search IPS

Quick Links

[CAMIS](#)
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[Division of Professional Licensure](#)
[CART](#)
[Fee Search](#)

Payment Confirmation

Payment Confirmation

✓ Order Details

Your payment was successful.

Order Status	Successful
Applied Payment	\$1300.00
Contact	Chaitanya TPIA Baddam
Operator	Chaitanya TPIA Baddam
Process Date	4/15/2016 2:14 PM
Receipt Number	R-0109838
Payment	Credit Card
Reference Number	1361
Card Number	****5454
Amount	\$1,300.00

Fees

Type	Amount	Amount Outstanding	Related To
Building Manufacturer Certificate Fee	\$1,300.00	\$0.00	MC-0133-PENDING

Print Receipt


✓ Payment Details

Cart Name:	X-2016-04-15_12-11-16
Transaction ID:	1361
Transaction Status:	SUCCESS
Amount sent for processing:	1300
Transaction Fees :	32.37
Total Amount:	1332.37


Continue

4.5 Pending Applications

This section displays (see screen shot below) all the applications (permits, licenses and applications) which the user has started working on but has not yet submitted to DPS.



Department Of Public Safety
 Inspections and Permitting System (IPS) Customer Portal



Home

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[Division of Professional Licensure](#)
[CART](#)
[Fee Search](#)

[Apply for BBR#](#) [Apply for License](#) [Apply for Variance / Appeal](#)

✓ Pending Applications

Record#	Location	Type	Created Date
TPIA-060-PENDING		Renewal of Third Party Inspection Agency	2016-03-25 08:43 AM
TPIA-070-PENDING		Renewal of Third Party Inspection Agency	2016-03-25 08:34 AM
TPIA-082-PENDING		Certification as Third Party Inspection Agency	2016-03-25 07:54 AM
TPIA-081-PENDING		Certification as Third Party Inspection Agency	2016-03-25 05:37 AM
MC-0133-PENDING		Renewal of Certification as Manufacturer	2016-03-24 22:01 PM
BBRS0080-15-PENDING			2015-11-13 13:54 PM
BBRS0073-15-PENDING			2015-11-10 09:53 AM
BBRS0071-15-PENDING			2015-11-09 14:01 PM
BBRS0045-15-PENDING			2015-11-05 11:07 AM
BBRS0041-15-PENDING	1 ASH STREET, BOSTON		2015-11-02 21:01 PM


[Additional Permit Applications](#)
[Additional License Applications](#)
[Additional Inspection Applications](#)

✓ Rejected Applications-Action Required


Record#	Location	Type	Created Date
TPIA-041		Renewal of Third Party Inspection Agency	2015-11-02 21:09 PM
TPIA-040		Certification as Third Party Inspection Agency	2015-11-02 20:45 PM

[Additional Permit Applications](#)
[Additional License Applications](#)
[Additional Inspection Applications](#)

Click on a **Record #** against the application to [view/update the application](#).



Department Of Public Safety
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Welcome, Baddam
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 For any application issues, please contact DPS - IPS System Admin at (617) 826-5236 or email at ipsadmin@massmail.state.ma.us

Search IPS
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[CART](#)
[Fee Search](#)

[Apply for BBS#](#)
[Apply for License](#)
[Apply for Variance / Appeal](#)

Pending Applications

Record#	Location	Type	Created Date
TPIA-060-PENDING		Renewal of Third Party Inspection Agency	2016-03-25 08:43 AM
TPIA-070-PENDING		Renewal of Third Party Inspection Agency	2016-03-25 08:34 AM
TPIA-082-PENDING		Certification as Third Party Inspection Agency	2016-03-25 07:54 AM
TPIA-081-PENDING		Certification as Third Party Inspection Agency	2016-03-25 05:37 AM
MC-0133-PENDING		Renewal of Certification as Manufacturer	2016-03-24 22:01 PM
BBS0080-15-PENDING			2015-11-13 13:54 PM
BBS0073-15-PENDING			2015-11-10 09:53 AM
BBS0071-15-PENDING			2015-11-09 14:01 PM
BBS0045-15-PENDING			2015-11-05 11:07 AM
BBS0041-15-PENDING	1 ASH STREET, BOSTON		2015-11-02 21:01 PM

[Additional Permit Applications](#)
[Additional License Applications](#)
[Additional Inspection Applications](#)

Rejected Applications-Action Required

Record#	Location	Type	Created Date
TPIA-041		Renewal of Third Party Inspection Agency	2015-11-02 21:09 PM
TPIA-040		Certification as Third Party Inspection Agency	2015-11-02 20:45 PM

[Additional Permit Applications](#)
[Additional License Applications](#)
[Additional Inspection Applications](#)

To view the complete list of Pending Permits/Licenses/Applications, click on

- [Additional](#) Permit Applications – To view additional permits which are pending
- [Additional](#) License Applications – To view additional license applications which are pending
- [Additional](#) Inspection Applications – To view additional inspection applications which are pending

In addition, the user may [Search](#) for an application in the system by address or **Record #**.

4.6 Rejected Applications

This section displays (see screen shot below) all the applications (permits, license and inspection applications) the user has submitted to DPS and have been **Rejected** by DPS during review.

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Inspections and Permitting System (IPS) Customer Portal

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Messages and Alerts
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Search IPS
Search By
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[CART](#)
[Fee Search](#)

[Apply for BBRs](#) [Apply for License](#) [Apply for Variance / Appeal](#)

Pending Applications

Record#	Location	Type	Created Date
TPIA-060-PENDING		Renewal of Third Party Inspection Agency	2016-03-25 08:43 AM
TPIA-070-PENDING		Renewal of Third Party Inspection Agency	2016-03-25 08:34 AM
TPIA-082-PENDING		Certification as Third Party Inspection Agency	2016-03-25 07:54 AM
TPIA-081-PENDING		Certification as Third Party Inspection Agency	2016-03-25 05:37 AM
MC-0133-PENDING		Renewal of Certification as Manufacturer	2016-03-24 22:01 PM
BBRS0080-15-PENDING			2015-11-13 13:54 PM
BBRS0073-15-PENDING			2015-11-10 09:53 AM
BBRS0071-15-PENDING			2015-11-09 14:01 PM
BBRS0045-15-PENDING			2015-11-05 11:07 AM
BBRS0041-15-PENDING	1 ASH STREET, BOSTON		2015-11-02 21:01 PM

[Additional Permit Applications](#) [Additional License Applications](#) [Additional Inspection Applications](#)

Rejected Applications-Action Required

Record#	Location	Type	Created Date
TPIA-041		Renewal of Third Party Inspection Agency	2015-11-02 21:09 PM
TPIA-040		Certification as Third Party Inspection Agency	2015-11-02 20:45 PM

[Additional Permit Applications](#) [Additional License Applications](#) [Additional Inspection Applications](#)


Click on a **'Record #'** against the application to [view/update the application](#). To view the complete list of Rejected Permits/Licenses/Applications, click on

- [Additional](#) Permit Applications– To view additional permits which were rejected
- [Additional](#) License Applications – To view additional license applications which are pending
- [Additional](#) Inspection Applications– To view additional applications which were rejected


In addition, the user may [Search](#) for an application in the system by address or **Record #**.

4.7 Additional

When the user clicks on Additional Permit Applications, or Additional License applications or Additional Inspection applications which are either pending or rejected, the page navigates to a screen which lists all the applications with the selected criteria.



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 Inspections and Permitting System (IPS) Customer Portal



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Search IPS
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Pending Applications


Record#	Location	Type	Created Date
TPIA-060-PENDING		Renewal of Third Party Inspection Agency	2016-03-25 08:43 AM
TPIA-070-PENDING		Renewal of Third Party Inspection Agency	2016-03-25 08:34 AM
TPIA-082-PENDING		Certification as Third Party Inspection Agency	2016-03-25 07:54 AM
TPIA-081-PENDING		Certification as Third Party Inspection Agency	2016-03-25 05:37 AM
MC-0133-PENDING		Renewal of Certification as Manufacturer	2016-03-24 22:01 PM
BBRS0080-15-PENDING			2015-11-13 13:54 PM
BBRS0073-15-PENDING			2015-11-10 09:53 AM
BBRS0071-15-PENDING			2015-11-09 14:01 PM
BBRS0045-15-PENDING			2015-11-05 11:07 AM
BBRS0041-15-PENDING	1 ASH STREET, BOSTON		2015-11-02 21:01 PM

[Additional Permit Applications](#)
[Additional License Applications](#)
[Additional Inspection Applications](#)


Rejected Applications-Action Required

Record#	Location	Type	Created Date
TPIA-041		Renewal of Third Party Inspection Agency	2015-11-02 21:09 PM
TPIA-040		Certification as Third Party Inspection Agency	2015-11-02 20:45 PM

[Additional Permit Applications](#)
[Additional License Applications](#)
[Additional Inspection Applications](#)



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Search IPS
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[Division of Professional Licensure](#)
[CART](#)
[Fee Search](#)

Portal - Pending Permit Applications [Printable View](#)

View: Portal - Pending Permit Applications ▼

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | Other **All**

Action	Number ▲	Location	Type	Created Date
Edit	BBS0012-15PENDING			10/22/2015
Edit	BBS0041-15-PENDING	1 ASH STREET, BOSTON		11/2/2015
Edit	BBS0045-15-PENDING			11/5/2015
Edit	BBS0071-15-PENDING			11/9/2015
Edit	BBS0073-15-PENDING			11/10/2015
Edit	BBS0080-15-PENDING			11/13/2015

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | Other **All**

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The application may be [viewed](#) by clicking the application ‘**Number**’. Click on ‘**Edit**’ to [modify an application](#). Sort the list by clicking on the column heading.

5.0 Apply for Permit

5.1 Begin the Application

Click on ‘Apply for Permit’ on the Home Screen to apply for a license or permit.

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Home

Welcome, Baddam ELV
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Messages and Alerts
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Search IPS
Search By
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[CART](#)
[Fee Search](#)

[Apply for Permit](#) [Apply for Inspection](#) [Apply for Variance / Appeal](#) [File an Accident](#)

✓ Pending Applications

Record#	Location	Type	Created Date
16-EL-0031		Civil Fine (520 CMR 1:00)	2016-04-14 12:49 PM
16-EC-0135	1 ASH STREET, BOSTON	Appeal - Expired Elevator Certificate Civil Fine	2016-04-14 12:35 PM
ECR16-00064	1 ASH STREET, BOSTON	Elevator Application for Annual Inspection	2016-03-17 10:31 AM
VAR16-0003	1 ASH STREET, BOSTON		2016-01-13 09:26 AM
APP-BER16-0016	1 ASH STREET, BOSTON	Appeal - BER	2016-02-24 15:15 PM

[Additional Permit Applications](#) [Additional License Applications](#) [Additional Inspection Applications](#)

✓ Rejected Applications-Action Required

Record#	Location	Type	Created Date
16-TR-0004		Appeal - Civil Fine	2016-02-09 11:12 AM
VAR16-0056	1 ASH STREET, BOSTON	Variance - Hoisting	2016-02-03 12:10 PM

[Additional Permit Applications](#) [Additional License Applications](#) [Additional Inspection Applications](#)

The page navigates to permit application screen (shown below). The customer is able to apply for the following types of License & Permits via the portal.

Type	Sub Type
Building	Building Permit, Demolition Permit, Tent Permit
Electrical	Electrical Permit, Event Permit
Elevator	New Installation, Modernization, Decommission, Material Change, Alteration, Emergency Repair

Select the type of permit/license.

The screenshot shows the Customer Portal interface. At the top, there is a 'Home' link. Below it, a navigation bar contains 'Welcome, Baddam_ElvMntnce', 'My Profile', and 'Logout'. The main content area is titled 'Type Selection'. On the left, there are three sections: 'Messages and Alerts' with contact information for DPS - IPS System Admin, 'Search IPS' with a search by 'Record#' dropdown and a 'Search IPS' button, and 'Quick Links' with links to 'CAMIS', 'DPS License Verification', 'Division of Professional Licensure', and 'CART'. The 'Type Selection' section has a 'Select Type' label and a 'Type' dropdown menu. The dropdown menu is open, showing options: '---Select---', '---Select---' (highlighted), 'Building', 'Electrical', and 'Elevator'.

Depending on the Type selected a Sub-type is displayed. Select a sub-type for the application and click ‘Next’.

The screenshot displays the IPS Customer Portal interface. At the top, the Massachusetts state seal and the 'Mass.gov' logo are visible, along with the text 'IPS Customer Portal'. A navigation bar includes links for 'Home', 'Permits', 'Equipment', and 'Applications'. The main content area is divided into a left sidebar and a central form.

Left Sidebar:

- Welcome, Chaitanya Baddam**
Links: [My Profile](#), [Logout](#)
- Messages and Alerts**
Alert: IPS Customer portal would be unavailable on 12/31/2014 from 5 pm to 10 pm ET for system maintenance.
- Search IPS**
Search By: Record# [dropdown] [input]
[Search IPS button]
- Quick Links**
 - [IPS Public Portal](#)
 - [CAMIS](#)
 - [DPS License Verification](#)
 - [Division of Professional Licensure](#)
 - [CART](#)

Central Form: Permit Application

Type: Building [dropdown]

Sub Type:

- ☐ Demolition Permit
- ☐ Building Permit
- ☐ Tent Permit

[Next button]


At the bottom of the page, the copyright notice '© 2014 Commonwealth of Massachusetts.' is on the left, and 'Help Mass.Gov® Site Policies' is on the right.

Depending on the type and sub-type selected, the user is taken through a series of steps towards completing the application.

Note: The order and the number of steps vary depending on the type and sub-type of the application.

5.2 Owner Information

This page shows the applicant information on the top section. The applicant is the user who is logged-in and is applying for a permit. To update or modify information in this section, the applicant's [profile information](#) needs to be updated.



IPS Customer Portal
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[Permits](#)
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[Applications](#)

Welcome, Chaitanya Baddam
[My Profile](#) | [Logout](#)

Messages and Alerts
 IPS Customer portal would be unavailable on 12/31/2014 from 5 pm to 10 pm ET for system maintenance.

Search IPS
 Search By
 Record#

Quick Links
[IPS Public Portal](#)
[CAMIS](#)
[DPS License Verification](#)
[Division of Professional Licensure](#)
[CART](#)

Applicant Information

First Name			Street	
Last Name	Chaitanya Baddam		City	
Email	chaitanya.baddam@nttdata.com		State	
Phone			Zip Code	
Company Name				

Owner Information

Name	<input type="text"/>	Mailing Street	<input type="text"/>
Type	Company ▼	Mailing City	<input type="text"/>
Phone	<input type="text"/>	Mailing Zip/Postal Code	<input type="text"/>
		Mailing State/Province	<input type="text"/>

The second section is the Owner information. Below is a short summary of who the owner could be in different scenarios:

Type	Sub Type	Owner is
Building	Building Permit, Demolition Permit, Tent Permit	Building owner (State Agency)
Electrical	Electrical Permit, Event Permit	State Agency that the Electrical job is for (MBTA, MWRA, MCCA, BCCA)
Elevator	New Installation, Modernization, Decommission, Material Change, Alteration, Emergency Repair	Owner of the Elevator

Enter the Name of the owner, select if it is an individual or a company and click on ‘Search’.

A list of matching owners is displayed in the ‘**Select Owner**’ section. If the owner exists in the list, select the owner by clicking on the radio button next to the owner name and click ‘Next’ to move to the next step in the process. Click on ‘**Previous**’ to navigate to the previous step.

If the owner does not exist in the list, fill the owner information in the ‘**Owner Information**’ section (shown below) and click on ‘**Create Owner**’ button at the bottom of the page. The page navigates to the next step in the process.

5.3 Application Information

The application form varies by the type of permit/license/variance/appeal/registration/certification. Below is a screen shot of an application for ‘Elevator New Installation Permit’.

The screenshot displays the 'Elevator New Permit' application form. On the left sidebar, there is a user welcome message for Chaitanya Baddam with links for 'My Profile' and 'Logout'. Below this is a 'Messages and Alerts' section with a red notice about system maintenance. Further down is a 'Search IPS' section with a search bar and a 'Search IPS' button. At the bottom of the sidebar are 'Quick Links' for various portal services. The main form area is titled 'Elevator New Permit' and includes 'Previous' and 'Next' navigation buttons. It is divided into two sections: 'Elevator Details' and 'Construction Details'. The 'Elevator Details' section contains fields for Elevator Type (a dropdown menu currently showing '--None--'), Capacity (lbs), Type of Drive (another dropdown menu showing '--None--'), Speed (fpm), Floors, Total Travel (feet), and Number of Landings. The 'Construction Details' section includes a Valuation field and a large Description text area. At the bottom of the form, there are 'Previous' and 'Next' buttons, with the 'Next' button highlighted by a red rectangle.

Enter the information and click on ‘Next’ to go to save and proceed to the next step. Click on ‘Previous’ to navigate to the previous step without saving any information.

5.4 Location Validation

In this step, enter the location information/address at which the work will be performed and click on ‘Search’.

The location address entered is matched against the MASS-GIS system.

A list of matching addresses are displayed in the ‘**Address Matches**’ section. Select the address from the list and click ‘**Next**’ to go the next step in the process. Click ‘**Previous**’ button to go the previous step at any point.

If the intended address does not exist in the list of matching addresses, check the ‘**Missing GIS Address**’ checkbox and click ‘**Next**’ to move to the next step in the process. A confirmation message is displayed asking if this address needs to be marked as ‘Missing GIS Address’.

Click ‘**Next**’ to proceed to the next step.

The screenshot displays the 'Location Validation' interface. On the left, a sidebar contains user information (Welcome, Baddam_ElvMntnce, My Profile, Logout), messages and alerts, a search bar for IPS records, and quick links to CAMIS, DPS License Verification, Division of Professional Licensure, and CART. The main content area is titled 'Location Validation CI15-00265-PENDING'. It features a 'Street Address' section with input fields for Street Number, Street Name, City (a dropdown menu currently showing 'ABINGTON'), and Zip Code, followed by a 'Search' button. Below this, there is a checkbox labeled 'Continue without Validated GIS Address' which is checked. At the bottom of the form are 'Previous' and 'Next' navigation buttons.

5.5 Submissions

Relevant documents necessary to submit the application for license/permit are uploaded in this step. Submissions for an application vary by the type of permit/license being applied for and the answers provided in the form.

Document Submission
Permit ELV15-0099-PENDING

Permit ELV15-0099-PENDING [Previous](#) [Save](#) [Save & Proceed](#)

Search:

Actions	Existing Document	Title	Reason for not including submission	Submission Date	Status	Required
Choose File	Window.png	Proof of contract value				<input checked="" type="checkbox"/>
Choose File	Submission.png	Elevator Plans				<input checked="" type="checkbox"/>
Choose File	Submission.png	Insurance Coverage Certification				<input checked="" type="checkbox"/>
Choose File	No file chosen	Other Documents				<input type="checkbox"/>

Showing 1 to 4 of 4 entries

[Previous](#) [Save](#) [Save & Proceed](#)

Click on **‘Upload’** button against a document title to submit that document. A new window is opened. Navigate to the path where the document is saved and select the document that needs to be attached to the application and click on **‘Open’**.

For all the required submissions, either a file has to be uploaded OR a **‘Reason for not including submission’** option has to be selected for the submission. Available options for **‘Reason for not including submission’**:

- Not Required
- File too large to upload – paper documents to follow
- Deferred – not required until later

Click on **‘Save’** to upload the documents selected so far. Click on **‘Save & Proceed’** to upload the documents and proceed to next step.
Click on **‘Previous’** to navigate to the last step.

To filter or search for a specific document or title, enter the search criteria into the Search text box on top of the grid. Submissions may be further be sorted by any column by clicking on a column name (e.g., title, status etc.,) in the grid.

5.6 Attestation

In this screen the user attests the application by checking on the checkbox and entering their full name. Click on **‘Next’** to proceed to the next step in the process. Click on **‘Previous’** to navigate to the previous step or **‘Submit’** if this is the last step in the application process.


5.7 Cart

After the **“Attestation”** page, user is navigated to the **CART** to pay for the Permit submitted. Refer to [CART](#) for details of processing a payment via the **CART**.


6.0 Apply for BBRs

6.1 Submit Application

Click on ‘Apply for BBRs’ on the Home Screen to apply for BBRs #



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Home

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[Apply for BBRs#](#)
[Apply for License/Registration/Certification](#)
[Apply for Variance/Appeal](#)

✓ Pending Applications

Record#	Location	Type	Created Date
16-EC-0153		Appeal - Expired Elevator Certificate Civil Fine	2016-04-22 09:39 AM
TPIA-060-PENDING		Renewal of Third Party Inspection Agency	2016-03-25 08:43 AM
TPIA-070-PENDING		Renewal of Third Party Inspection Agency	2016-03-25 08:34 AM
TPIA-082-PENDING		Certification as Third Party Inspection Agency	2016-03-25 07:54 AM
TPIA-081-PENDING		Certification as Third Party Inspection Agency	2016-03-25 05:37 AM
BBRS0013-15PENDING	1 ASH STREET, BOSTON		2015-10-22 14:12 PM
BBRS0017-15PENDING	1 ASH STREET, BOSTON		2015-10-23 08:32 AM
BBRS0080-15-PENDING			2015-11-13 13:54 PM
BBRS0073-15-PENDING			2015-11-10 09:53 AM
BBRS0071-15-PENDING			2015-11-09 14:01 PM

[Additional Permit Applications](#)
[Additional License Applications](#)
[Additional Inspection Applications](#)

✓ Rejected Applications-Action Required

Record#	Location	Type	Created Date
TPIA-041		Renewal of Third Party Inspection Agency	2015-11-02 21:09 PM
TPIA-040		Certification as Third Party Inspection Agency	2015-11-02 20:45 PM

[Additional Permit Applications](#)
[Additional License Applications](#)
[Additional Inspection Applications](#)

The page navigates to type selection screen (shown below). The customer is able to apply for the following types of BBRs applications via the portal.

Type	Sub Type
Manufactured Building	New Manufactured Building, Submit Label Information for an Issued BBRs #

Select the type of permit/license.

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Quick Links
[CAMIS](#)
[DPS License Verification](#)
[Division of Professional Licensure](#)
[CART](#)
[Fee Search](#)

Type Selection

Select Type

Type:

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Depending on the Type selected a Sub-type is displayed. Select a sub-type for the application and click ‘Next’.

The screenshot displays the 'Department Of Public Safety Inspections and Permitting System (IPS) Customer Portal'. The header includes the state seal and the 'Mass.gov' logo. A navigation bar shows 'Home'. The main content area is titled 'Type Selection' and contains a 'Select Type' section. In this section, the 'Type' dropdown is set to 'Manufactured Building'. Under 'Sub Type', there are two radio button options: 'New Manufactured Building' and 'Submit Label Information for an Issued BBRS #'. A 'Next' button is located at the bottom right of the 'Sub Type' section. The left sidebar contains several sections: 'Welcome, Baddam' with links to 'My Profile' and 'Logout'; 'Messages and Alerts' with contact information for application issues; 'Search IPS' with a 'Search By' dropdown set to 'Record#' and a 'Search IPS' button; and 'Quick Links' with links to 'CAMIS', 'DPS License Verification', 'Division of Professional Licensure', 'CART', and 'Fee Search'. The footer shows '© 2011 Commonwealth of Massachusetts' and 'Site Policies | Contact us'.

Depending on the type and sub-type selected, the user is taken through a series of steps towards completing the application.

6.2 Application Information

Refer to the [Application information](#) section

6.3 Location Validation

Refer to the [Location Validation](#) section

6.4 Submissions

Refer to the [Submissions](#) section

6.5 Attestation

Refer to the [Attestation](#) section

6.6 Cart

Refer to the [Cart](#) section

7.0 Apply for Inspection

7.1 Submit Application

Click on ‘**Apply for Inspection**’ on the Home Screen to apply for or request an Inspection.

[Home](#)

Welcome, Baddam_ElvMntnce

[My Profile](#) | [Logout](#)

Messages and Alerts

For any application issues, please contact DPS - IPS System Admin at (617) 826-5236

Search IPS

Search By

Record#

[Search IPS](#)

Quick Links

[CAMIS](#)

[DPS License Verification](#)

[Division of Professional Licensure](#)

[CART](#)

[Apply for Permit](#)
[Apply for Inspection](#)

✓ Pending Applications

Record#	Location	Type	Created Date
CI15-00265-PENDING		Application for Certificate of Inspection	2015-06-24 14:24 PM
ECR15-00523	200 TRAPELO ROAD , WALTHAM	Elevator Application for Annual Inspection	2015-05-14 15:20 PM
ECR15-00519	200 TRAPELO ROAD , WALTHAM	Elevator Application for Annual Inspection	2015-05-14 12:49 PM
CI15-00218-PENDING	4 BROOK STREET STONEHAM MA	Application for Certificate of Inspection	2015-05-08 10:11 AM
CI15-00221-PENDING	4 BROOK STREET STONEHAM MA	Application for Certificate of Inspection	2015-05-08 13:05 PM
ELV15-0340-PENDING	4 BROOK STREET STONEHAM MA	Elevator Permit - Modernization	2015-05-12 10:51 AM
ELT15-0222-PENDING	1 ASHBURTON PLACE BOSTON MA	Electrical Permit	2015-06-24 14:20 PM
BLD15-0285-PENDING	1 ASHBURTON PLACE BOSTON MA	Building Permit	2015-06-24 13:42 PM
ELV15-0398-PENDING	4 BROOK STREET STONEHAM MA	Elevator Permit - New Installation	2015-05-28 14:07 PM
ELV15-0261-PENDIN	4 BROOK STREET STONEHAM MA	Elevator Permit - New Installation	2015-04-28 08:01 AM

[Additional Permit Applications](#) [Additional Inspection Applications](#)

✓ Rejected Applications-Action Required

There is no data to display.

[Additional Permit Applications](#) [Additional Inspection Applications](#)

The page navigates to permit application screen (shown below). The customer is able to apply for the following types of inspections via the portal.

Type	Sub Type
Building	Request Permit Inspections
Certificate of Inspection	Application for Certification of Inspection
Electrical	Request Permit Inspections
Elevator	Application for Annual/ 5-year/ Placard Removal Inspection, Request Permit Inspections/ Re-Inspections

Select the type of application.

Welcome, Chaitanya Baddam

[My Profile](#) | [Logout](#)

Messages and Alerts

IPS Customer portal would be unavailable on 12/31/2014 from 5 pm to 10 pm ET for system maintenance.

Search IPS

Search By

Record#

Search IPS

Quick Links

[IPS Public Portal](#)

[CAMIS](#)

[DPS License Verification](#)

[Division of Professional Licensure](#)

[CART](#)

Permit Application

Type

---Select---

Select

Amusement

Building

Certificate Of Inspection

Electrical

Elevator

Depending on the Type selected a Sub-type is displayed. Select a sub-type for the application and click ‘Next’.

The screenshot shows the 'Type Selection' page of the IPS Customer Portal. The page has a light blue header with a 'Home' link. On the left, there is a sidebar with four sections: 'Welcome, Ten' with links to 'My Profile' and 'Logout'; 'Messages and Alerts' with a note about contacting DPS - IPS System Admin; 'Search IPS' with a 'Search By' dropdown set to 'Record#' and a 'Search IPS' button; and 'Quick Links' with links to 'IPS Public Portal', 'CAMIS', 'DPS License Verification', 'Division of Professional Licensure', and 'CART'. The main content area is titled 'Type Selection' and contains a 'Permit/Application' section. In this section, the 'Type' dropdown is set to 'Elevator'. Below it, the 'Sub Type' section has three radio button options: 'Elevator Certificate Renewal' (which is selected), 'Elevator Placard Removal', and 'Request Permit Inspections / Re-Inspections'. A 'Next' button is located at the bottom right of the 'Sub Type' section.

Depending on the type and sub-type selected, the user is taken through a series of steps towards completing the application.

Note: The order and the number of steps vary depending on the type and sub-type of the application.

7.2 Search

This page provides the user with the ability to search for equipment or permit which is ready to be inspected. To qualify for inspection, a permit should have been issued.

Enter the Record # (equipment name in case of elevators) or look-up the address as on the permit application (or equipment address in case of elevators) and click 'Search'.

The screenshot displays the IPS Customer Portal interface. On the left sidebar, there is a 'Welcome, Chaitanya Baddam' section with links for 'My Profile' and 'Logout'. Below this is a 'Messages and Alerts' section with a red notice about system maintenance. Further down is a 'Search IPS' section with a 'Search By' dropdown set to 'Record#', an input field, and a 'Search IPS' button. At the bottom of the sidebar is a 'Quick Links' section with links to 'IPS Public Portal', 'CAMIS', 'DPS License Verification', 'Division of Professional Licensure', and 'CART'. The main content area has a 'Search' header with two input fields: 'Record #' and 'Address', each followed by a 'Search' button. The 'Address' field also includes a magnifying glass icon.

A list of all permits/equipment's are displayed if a matching criterion is found. Select a permit/equipment and click on 'Next' to proceed with the next steps.

Click on ‘Previous’ at any point to navigate to the previous step.

Welcome, Chaitanya Baddam
My Profile | Logout

Messages and Alerts

IPS Customer portal would be unavailable on 12/31/2014 from 5 pm to 10 pm ET for system maintenance.

Search IPS
Search By
Record#

Search IPS

Quick Links
[IPS Public Portal](#)
[CAMIS](#)
[DPS License Verification](#)
[Division of Professional Licensure](#)
[CART](#)

Search

Record #

Address

Search

Select Permit

Permit #	Equipment #	Status
ELV15-0018	00010	Issued

Previous

Next

7.3 Owner Information

Refer to the [Owner Information](#) section

7.4 Application Information

Refer to the [Application information](#) section

7.5 Location Validation

Refer to the [Location Validation](#) section

7.6 Submissions

Refer to the [Submissions](#) section

7.7 Attestation

Refer to the [Attestation](#) section

7.8 Cart

Refer to the [Cart](#) section

8.0 Apply for License/Registration/Certification

8.1 Apply for or request a license

Click on ‘**Apply for License/Registration/Certification**’ on the Home Screen to apply for or request a License.

Department Of Public Safety
Inspections and Permitting System (IPS) Customer Portal

Mass.gov

Home

Welcome, Baddam
My Profile | Logout

Messages and Alerts
For any application issues, please contact DPS - IPS System Admin at (617) 826-5236 or email at ipsadmin@massmail.state.ma.us

Search IPS
Search By
Record#
Search IPS

Quick Links
CAMIS
DPS License Verification
Division of Professional Licensure
CART
Fee Search

Apply for License/Registration/Certification **Apply for Variance/Appeal**

Pending Applications

Record#	Location	Type	Created Date
APP-BCAB16-0065	1 ASH STREET, BOSTON	Appeal - BCAB	2016-04-19 12:38 PM
MSAC16-0062-PENDING	1 ASH STREET, BOSTON	Regulated Activity Event	2016-03-16 09:28 AM
MSAC16-0056-PENDING		Regulated Activity Event	2016-03-04 16:37 PM
MSAC16-0055-PENDING		Regulated Activity Event	2016-03-04 16:32 PM
MSAC15-0022-PENDING	1 LEXINGTON STREET BROCKTON MA	Regulated Activity Event	2015-12-02 10:37 AM

[Additional Permit Applications](#) [Additional License Applications](#) [Additional Inspection Applications](#)

Rejected Applications-Action Required

There is no data to display.

[Additional Permit Applications](#) [Additional License Applications](#) [Additional Inspection Applications](#)

The page navigates to type selection screen (shown below). The customer is able to apply for the following types of licenses via the customer portal.

Type	Sub Type
Regulated Activity	Regulated Activity Event License
Manufactured Building	Certification as Manufacturer, Certification as Third Party Inspection Agency, Renewal of Certification as Manufacturer, Renewal of Third Party Inspection Agency
Native Lumber	Submit Initial Application, Submit Renewal Application
Concrete Labs	Submit Initial Application, Submit Renewal Application
Horse and Carriage	Annual License

Select the type of application.

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Home

Welcome, Baddam
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Messages and Alerts
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Search IPS
Search By
Record#
[Search IPS](#)

Quick Links
[CAMIS](#)
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[Division of Professional Licensure](#)
[CART](#)
[Fee Search](#)

Type Selection

Select Type

Type

--Select--
Regulated Activity

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Depending on the Type selected a Sub-type is displayed. Select a sub-type for the application and click 'Next'.

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Home

Welcome, Baddam
[My Profile](#) | [Logout](#)

Messages and Alerts

For any application issues, please contact DPS - IPS System Admin at (617) 826-5236 or email at ipsadmin@massmail.state.ma.us

Search IPS

Search By

Record# ▾

[Search IPS](#)

Quick Links

- [CAMIS](#)
- [DPS License Verification](#)
- [Division of Professional Licensure](#)
- [CART](#)
- [Fee Search](#)

Type Selection

Select Type

Type [Regulated Activity ▾](#)

Sub Type

☒ Regulated Activity Event License

[Next](#)

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Depending on the type and sub-type selected, the user is taken through a series of steps towards completing the application.

Note: The order and the number of steps vary depending on the type and sub-type of the application.

8.2 Application Information

Refer to the [Application information](#) section

8.3 Location Validation

Refer to the [Location Validation](#) section

8.4 Submissions

Refer to the [Submissions](#) section

8.5 Attestation

Refer to the [Attestation](#) section

8.6 Cart


Refer to the [Cart](#) section

9.0 File an Accident Report


9.1 File an Accident

Click on **'File an Accident'** button on the Home Screen to file an accident. Based on the type of user registration the respective accident form is displayed.

Note: File an accident button is only available to certain users.



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 Inspections and Permitting System (IPS) Customer Portal



Home

Welcome, Baddam ELV
[My Profile](#) | [Logout](#)

Messages and Alerts
 For any application issues, please contact DPS - IPS System Admin at (617) 826-5236 or email at ipsadmin@massmail.state.ma.us

Search IPS
 Search By
 Record#

Quick Links
[CAMIS](#)
[DPS License Verification](#)
[Division of Professional Licensure](#)
[CART](#)
[Fee Search](#)

Pending Applications

Record#	Location	Type	Created Date
ECR16-00064	1 ASH STREET, BOSTON	Elevator Application for Annual Inspection	2016-03-17 10:31 AM
16-EL-0031		Civil Fine (520 CMR 1:00)	2016-04-14 12:49 PM
16-EC-0135	1 ASH STREET, BOSTON	Appeal - Expired Elevator Certificate Civil Fine	2016-04-14 12:35 PM
VAR16-0003	1 ASH STREET, BOSTON		2016-01-13 09:26 AM
APP-BER16-0016	1 ASH STREET, BOSTON	Appeal - BER	2016-02-24 15:15 PM

[Additional Permit Applications](#)
[Additional License Applications](#)
[Additional Inspection Applications](#)

Rejected Applications-Action Required

Record#	Location	Type	Created Date
16-TR-0004		Appeal - Civil Fine	2016-02-09 11:12 AM
VAR16-0056	1 ASH STREET, BOSTON	Variance - Hoisting	2016-02-03 12:10 PM

[Additional Permit Applications](#)
[Additional License Applications](#)
[Additional Inspection Applications](#)

The page navigates to accident application screen (shown below). The customer is able to file for the following accidents via the portal.

Type
Horse and Carriage
Elevator

Note: The order and the number of steps in filing for an Accident vary depending on the registered user.

9.2 Application Information


Refer to the [Application information](#) section

9.3 Location Validation

Refer to the [Location Validation](#) section

9.4 Add Injured Party/Victim

In this screen, enter the injured party or victim details and click on ‘Add to List’ button.



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Home

Welcome, Baddam ELV
[My Profile](#) | [Logout](#)

Messages and Alerts
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Search IPS
Search By
Record# ▾

[Search IPS](#)

Quick Links
[CAMIS](#)
[DPS License Verification](#)
[Division of Professional Licensure](#)
[CART](#)
[Fee Search](#)

I16-00195 - Add Contacts

✓ Add Injured Party / Victim

First Name	<input type="text"/>	Address	<input type="text"/>
Last Name	<input type="text"/>	Home Phone	<input type="text"/>
Gender	--None-- ▾	Cell Phone	<input type="text"/>
Date of Birth	<input type="text"/> [4/19/2016]	License Number	<input type="text"/>
Age	<input type="text"/>	Injury Severity	--None-- ▾
Height	<input type="text"/>	Medical Attention	--None-- ▾
Weight	<input type="text"/>	Hospital	<input type="text"/>
		Extent of Injuries	<input type="text"/>

[Add to List](#)

Attestation

☐ I hereby attest under the pains and penalties of perjury that I am the owner or authorized by the owner to file this report and that all of the information contained herein is true and accurate to the best of my knowledge and understanding.

[Submit](#) [Cancel](#)

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The injured party/victim is added to the list and is displayed in the Added Injured Party/Victim Records section (see screenshot below)

Home

Welcome, Baddam ELV
[My Profile](#) | [Logout](#)

Messages and Alerts
 For any application issues, please contact DPS - IPS System Admin at (617) 826-5236 or email at ipsadmin@massmail.state.ma.us

Search IPS
 Search By
 Record#

Quick Links
[CAMIS](#)
[DPS License Verification](#)
[Division of Professional Licensure](#)
[CART](#)
[Fee Search](#)

I16-00194 - Add Contacts

☒ Add Injured Party / Victim

First Name Address

Last Name Home Phone

Gender --None-- Cell Phone

Date of Birth [4/19/2016] License Number

Age Injury Severity --None--

Height Medical Attention --None--

Weight Hospital

Extent of Injuries

☒ Added Injured Party / Victim Records

First Name	Last Name	Address	Date of Birth	License Number	Age	Injury Severity	Height	Medical Attention	Weight	Gender	Hospital	Phone Number
Joe	hudson	4 Main St, Boston, MA - 02018	3/21/1997		19	No visible injury - complains of pain	5' 11"	No	160 lbs	Male		(617) 890-3346

Attestation
☐ I hereby attest under the pains and penalties of perjury that I am the owner or authorized by the owner to file this report and that all of the information contained herein is true and accurate to the best of my knowledge and understanding.

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Note: Multiple injured parties or victims could be added by repeating this step


9.5 Attestation

Refer to the [Attestation](#) section


10.0 Apply for Variance / Appeal

10.1 Apply for a Variance or Appeal

Click on ‘Apply for Variance/Appeal’ on the Home Screen to apply for a Variance or Appeal.



Department Of Public Safety
 Inspections and Permitting System (IPS) Customer Portal



Home

Welcome, Baddam ELV
[My Profile](#) | [Logout](#)

Messages and Alerts
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Search IPS
 Search By
 Record#

Quick Links
[CAMIS](#)
[DPS License Verification](#)
[Division of Professional Licensure](#)
[CART](#)
[Fee Search](#)

[Apply for Permit](#)
[Apply for Inspection](#)
[Apply for Variance/ Appeal](#)
[File an Accident](#)

✓ Pending Applications

Record#	Location	Type	Created Date
ECR16-00064	1 ASH STREET, BOSTON	Elevator Application for Annual Inspection	2016-03-17 10:31 AM
16-EL-0031		Civil Fine (520 CMR 1:00)	2016-04-14 12:49 PM
16-EC-0135	1 ASH STREET, BOSTON	Appeal - Expired Elevator Certificate Civil Fine	2016-04-14 12:35 PM
VAR16-0003	1 ASH STREET, BOSTON		2016-01-13 09:26 AM
APP-BER16-0016	1 ASH STREET, BOSTON	Appeal - BER	2016-02-24 15:15 PM

[Additional Permit Applications](#)
[Additional License Applications](#)
[Additional Inspection Applications](#)

✓ Rejected Applications-Action Required


Record#	Location	Type	Created Date
16-TR-0004		Appeal - Civil Fine	2016-02-09 11:12 AM
VAR16-0056	1 ASH STREET, BOSTON	Variance - Hoisting	2016-02-03 12:10 PM

[Additional Permit Applications](#)
[Additional License Applications](#)
[Additional Inspection Applications](#)

The page navigates to type application screen (shown below). The customer is able to apply for the following types of variances/appeals via the customer portal.

Type	Sub Type
Appeal	BCAB, BEA, BER, Civil Fine (520 CMR 1:00), Expired Elevator Certificate Civil Fine (520 CMR 16:00), License(Request for Hearing)
Variance	Boilers, Elevator, Elevator Product, Hoisting, MSAC
Request Hearing	Request Hearing for Expired Elevator Civil Fines Only

Select the type of application.



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Inspections and Permitting System (IPS) Customer Portal

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Home

Welcome, Baddam

[My Profile](#) | [Logout](#)

Messages and Alerts

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Search IPS

Search By

Record# ▾

Search IPS

Quick Links

[CAMIS](#)

[DPS License Verification](#)

[Division of Professional Licensure](#)

[CART](#)

[Fee Search](#)

Type Selection

Select Type

Type

---Select---

---Select---

Appeal

Request Hearing

Variance

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Depending on the Type selected a Sub-type is displayed. Select a sub-type for the application and click ‘Next’.

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Messages and Alerts
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Search IPS
Search By
Record#
[Search IPS](#)

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[DPS License Verification](#)
[Division of Professional Licensure](#)
[CART](#)
[Fee Search](#)

Type Selection

Select Type
Type:

Sub Type

- ☐ BCAB
- ☐ BEA
- ☐ BER
- ☐ Civil Fine (520 CMR 1:00)
- ☐ Expired Elevator Certificate Civil Fine (520 CMR 16:00)
- ☐ License(Request for Hearing)

[Next](#)

Information

BCAB	Appeal to Building Code Appeals Board.
BEA	Appeal to Board of Elevator Appeals.
BER	Appeal to Board of Elevator Regulations.

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Depending on the type and sub-type selected, the user is taken through a series of steps towards completing the application.

Note: The order and the number of steps vary depending on the type and sub-type of the application.

10.2 Application Information

Refer to the [Application Information](#) section

10.3 Request Hearing

Hearings can be requested for Expired Elevator Civil Fines only through the customer portal.

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Inspections and Permitting System (IPS) Customer Portal

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Welcome, Baddam
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Search IPS
Search By
Record#
[Search IPS](#)

Quick Links
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[DPS License Verification](#)
[Division of Professional Licensure](#)
[CART](#)
[Fee Search](#)

Request Hearing for Expired Elevator Civil Fines Only

Applicant Information

First Name	Chaitanya Promoter	Street Number and Name	279
Last Name	Baddam	City	Tremont St
Email	chaitany.abaddamsfdc@gmail.com	State	MA
Phone	67282920222	Zip Code	
Company Name	Roland Estrada CB		

Company Information

Account Name	Roland Estrada CB	Phone	67282920222
Address	279 Tremont St, Boston, 02111	Email	chaitany.abaddamsfdc@gmail.com.dps

Application Information

Appeal

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From the application information page, select the Appeal for which a hearing is being requested by clicking on the magnifying glass. Application information page is displayed (see below screenshot)

Home

Welcome, Baddam
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Messages and Alerts
 For any application issues, please contact DPS - IPS System Admin at (617) 826-5236 or email at ipsadmin@massmail.state.ma.us

Search IPS
 Search By
 Record#

Quick Links
[CAMIS](#)
[DPS License Verification](#)
[Division of Professional Licensure](#)
[CART](#)
[Fee Search](#)

Request Hearing for Expired Elevator Civil Fines Only

Applicant Information

First Name	Chaitanya Promoter	Street Number and Name	279
Last Name	Baddam	City	Tremont St
Email	chaitany.abaddamsfdc@gmail.com	State	MA
Phone	6728292022	Zip Code	
Company Name	Roland Estrada CB		

Company Information

Account Name	Roland Estrada CB	Phone	6728292022
Address	279 Tremont St, Boston, 02111	Email	chaitany.abaddamsfdc@gmail.com.dps

Application Information

Appeal

Counsel Information

Will you be represented by Counsel?

Counsel Name

Email

Mailing Address

Attestation | Required Information

☐ I hereby attest under the pains and penalties of perjury that all of the information contained in this application is true and accurate to the best of my knowledge and understanding. Further, I am authorized to register for the MA Department of Public Safety - Inspections & Permits system on behalf of the contracting/maintenance company, or the owner entered above.

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Complete counsel information, [Attest](#) and **Submit** the request.

10.4 Location Validation

Refer to the [Location Validation](#) section

10.5 Add Codes

This screen requires the applicant to enter the code section/statute according to which an appeal or variance is being filed and what relief is being sought for the same

The screenshot displays the 'Add Codes' interface within the Department of Public Safety's IPS Customer Portal. The header identifies the application as APP-BCAB16-0065. The main section, titled 'Add New Codes', features a form with two input fields: 'Code Section/Statute' and 'Relief being sought', followed by an 'Add' button. A red vertical bar indicates that the 'Relief being sought' field is required information. Below this, a table titled 'Added/Existing Codes' is shown, but it is currently empty, displaying the message 'There is no data to display.' The sidebar on the left contains links for user profile management, messages, search, and quick links to various services like CAMIS and license verification.

Action	Code Section/Statute	Relief being sought	New
There is no data to display.			

Enter Code Section/Statute and the relief being sought and click on **Add** (see below screenshot). The added code section is displayed in the Added/Existing codes section

Multiple code sections/statutes can be added by repeating this step

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Messages and Alerts
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Search IPS
Search By
Record# ▾
Search IPS

Quick Links
CAMIS
DPS License Verification
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CART
Fee Search

Application APP-BCAB16-0065
Add Codes

Add New Codes

Code Section/Statute Relief being sought **Add** = Required Information

Added/Existing Codes

Action	Code Section/Statute	Relief being sought	New
Edit Del	524 CMR	Relief from 524 CMR 35.00 Section 3.18.3.8.3	✓

Previous Next

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To modify a code section click **Edit** next to the code section in Added/Existing Codes section. Update the code/relief being sought and click on **Save**.

To delete a code section, click on **Del** next to the code section in Added/Existing Codes section.

Click on **Next** to go to save and proceed to the next step. Click on **Previous** to navigate to the previous step without saving any information.

10.6 Submissions

Refer to the [Submissions](#) section

10.7 Attestation

Refer to the [Attestation](#) section

10.8 Cart

Refer to the [Cart](#) section

11.0 Pay Civil Fines

11.1 Fee Search

Civil fines/ paper tickets issued by the Department of Public Safety (DPS) could be paid on the customer portal. Click on **'Fee Search'** on the left-side panel to search for a ticket (see screenshot below).

Department Of Public Safety
Inspections and Permitting System (IPS) Customer Portal

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Home

Welcome, Baddam
[My Profile](#) | [Logout](#)

Messages and Alerts
For any application issues, please contact DPS - IPS System Admin at (617) 828-5236 or email at ipsadmin@massmail.state.ma.us

Search IPS
Search By
Record#
[Search IPS](#)

Quick Links
[CAMIS](#)
[DPS License Verification](#)
[Division of Professional Licensure](#)
[DPS Fee Search](#)

Cart
Chaitanya TPIA Baddam's Cart
Cart #X-2016-04-15_12-11-16

[Items](#) [Checkout](#) [Confirmation](#)

The fine amount(s) reflected below has been assessed in accordance with M.G.L. c. 22 section 22. You may pay the fine(s) now if you wish. Alternatively, you have a right to appeal, however the Department has temporarily suspended all appeals pending the approval of new regulations. Therefore, if you wish to appeal the fine, you must uncheck the box below. No further action is required from you at this time. You will be notified by the Department when the appeal process is opened.

Note that you can select a maximum of 15 fees per online transaction, and use a valid credit / debit card (MasterCard only) or funds transfer (bank checking or savings account) to pay online.


☒ Outstanding Items on Account

Select All	Action	Type	Amount	Amount Outstanding	Related To
<input checked="" type="checkbox"/>		Building Manufacturer Certificate Fee	\$1,300.00	\$1,300.00	MC-0133-PENDING
		Email Receipt To	<input type="text" value="chaitanya.baddam@gmail.co"/>		
		Total Selected	\$1300.00		
			Refresh Total		
			Continue		


To complete the payment process successfully, please do not click your browser back button.

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The page navigates to fee search screen.



Department Of Public Safety
 Inspections and Permitting System (IPS) Customer Portal



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For any application issues, please contact DPS - IPS System Admin at (617) 626-5236 or email at ipsadmin@massmail.state.ma.us

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Record# ▾

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[CART](#)

[Fee Search](#)

Search for Ticket

Fee Search

Ticket Number ! = Required Information

Number [Search](#)

Selected Fees (0) \$0

[View Cart](#) [Cancel](#)

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11.2 Enter Ticket Number

Enter the ticket number and click on **Search**. Fine(s) associated with the ticket are displayed at the bottom.

Search for Ticket

Fee Search

Ticket Number

Number

4578930348

Search

= Required Information

Select one row below

Ticket Number	Details
4578930348	\$500.00

Selected Fees (0) \$0

View Cart

Cancel

11.3 Select Fees

Click on a row to start selecting the fees that you want to pay. The page changes as shown below and ‘**Add Fees**’ button is available.

Search for Ticket

Fee Search

Ticket Number

Number

4578930348

Search

= Required Information

☐

Related To

Type

Amount

Amount Paid

Amount Outstanding

☐

4578930348

1st Offense

\$500.00

\$0.00

\$500.00

Add Fees

Selected Fees (0) \$0

View Cart

Cancel

Select/check the fees that you want to pay and click ‘Add Fees’ (shown below). The selected fees are shown in ‘Selected Fees’ section. Click on ‘View Cart’(shown below) to pay the fine.

Search for Ticket

Fee Search

Ticket Number

Number

4578930348

Search

= Required Information

	Related To	Type	Amount	Amount Paid	Amount Outstanding
<input type="checkbox"/>					
<input checked="" type="checkbox"/>	4578930348	1st Offense	\$500.00	\$0.00	\$500.00

Add Fees

Selected Fees (1) \$500.00

= Required Information

Fees

Related To	Type	Amount	Amount Paid	Amount Outstanding
4578930348	1st Offense	\$500.00	\$0.00	\$500.00

View Cart

Cancel

Page navigates to Cart. Refer [CART](#) for details of processing a payment via the **CART**.