

## Uploading a Document in the Public Portal

For optimal performance the Public Portal should be used with a compatible browser. Users must have Microsoft Silverlight installed on their computer in order to upload documents to the Public Portal.

For information regarding Microsoft Silverlight, please visit Microsoft's website:

<http://www.microsoft.com/getsilverlight/get-started/install/default.aspx>.

The following browsers are compatible with the Public Portal:

- Microsoft IE 10 (32 bit)
- Microsoft IE 11 (32 bit)
- Firefox 29
- Safari 6 in Mac OS X 10.8
- Google Chrome 34
- Opera 21

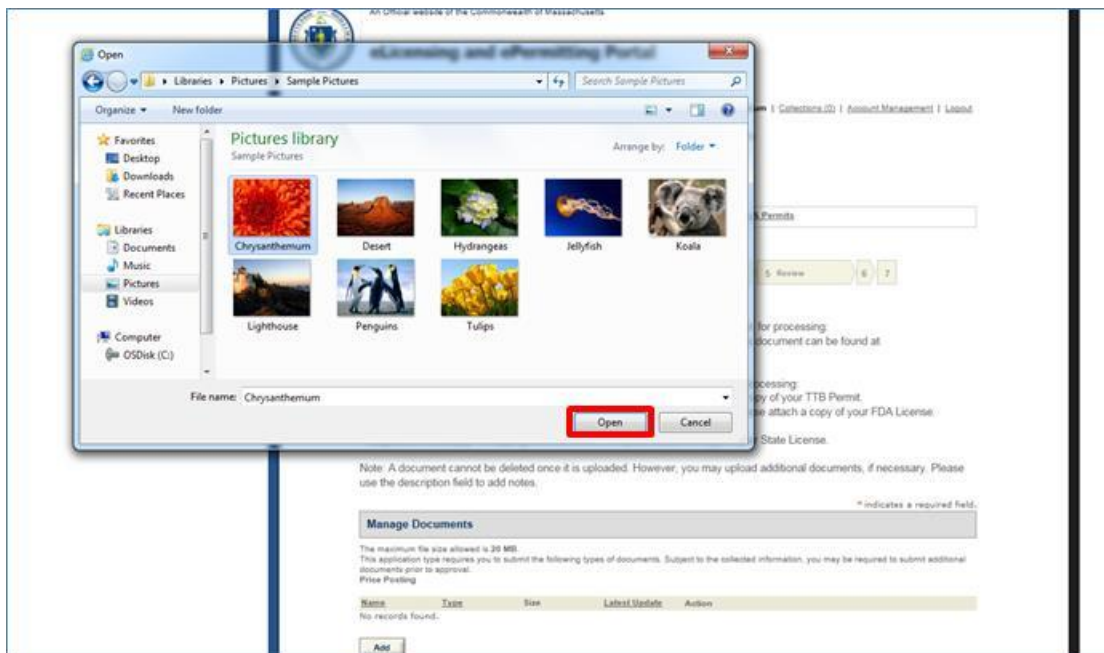
To upload a document:

1. While on the Documents Tab in the Public Portal, select the **Add** button.

The screenshot shows the 'eLicensing and ePermitting Portal' interface. At the top, there is a header with the state seal and navigation links. Below the header, a 'Certificate of Compliance Application' progress bar shows seven steps: 1. Business & Contact Info, 2. Application Details, 3. Documents (selected), 4. Attestation, 5. Review, 6, and 7. The 'Documents' step is expanded, showing instructions for required and optional documents. At the bottom of the 'Documents' section, there is a 'Manage Documents' table with columns for Name, Type, Size, Latest Update, and Action. Below the table, it says 'No records found.' and there is a red-bordered 'Add' button.

*A file selection window will appear.*

1. Choose the appropriate file and select **Open**.



*A document information screen appears.*

2. Using the **Type Dropdown Menu**, select a document type\*, enter a brief description, and select **Save**.

\*Please note: some applications require a specific document type.

**Certificate of Compliance Application**

1 Business & Contact Info 2 Application Details **3 Documents** 4 Attestation 5 Review 6 7

**Step 3: Documents > Documents**

The following document is required and must be attached to submit the application for processing:

- **Price Posting:** Please attach the signed Schedule of Prices to Wholesalers. This document can be found at [www.mass.gov/abcc/pdf/forms/priceposting.xlsx](http://www.mass.gov/abcc/pdf/forms/priceposting.xlsx).

The following documents are optional and may be attached to the application for processing:

- **Alcohol & Tobacco Tax and Trade Bureau (TTB) Permit(s):** Please attach a copy of your TTB Permit.
- **Food and Drug Administration (FDA) Food Manufacturing Registration:** Please attach a copy of your FDA License.
- **Master Price Posting:** Please attach a copy of your Master Price Posting.
- **Required License(s):** If Shipping from within the US, please attach a copy of your State License.

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.  
Price Posting

Name	Type	Size	Latest Update	Action
No records found.				

\* Type: Price Posting Remove

File:  
Chrysanthemum.jpg  
100 %

\* Description:  
Price Posting Document 2015 |

Save Add Remove All

Continue » Save and resume later:

Note: Applicants may also perform the following actions

- Select the **Add Button** to upload an additional document.
- Select the **Remove All Button** to remove multiple documents before saving
- Select the **Remove** link to remove a single document before saving

The document appears in the Manage Documents section.

er 24/7 between the hours of 7:00 a.m. and 5:00 p.m. EST 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](mailto:ePLACE_helpdesk@state.ma.us)

[Home](#)

[Manage Licenses & Permits](#)

[File & Track Complaints](#)

[File an Online Application](#) | [Manage My Licenses & Permits](#)



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

### Certificate of Compliance Application

1 Business & Contact Info

2 Application Details

3 Documents

4 Attestation

5 Review

6

7

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Price Posting

Name	Type	Size	Latest Update	Action
Chrysanthemum.jpg	Price Posting	858.78 KB	03/20/2015	<a href="#">Actions</a> ▼

[Add](#)

[Continue »](#)

Save and resume later: