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

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.

Antegenerated Logged in setBien Baum Collection ID Account Management Loges Need Help? Call the ePLACE Help Desk Team at (844) 73-67L32 or (844) 73-67L32, 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 Image Licenses & Permits File & Track Complaints Entern Online Application Banage My Licenses & Permits Image Licenses & Demits File & Track Complaints Certificate of Compliance Application Image My Licenses & Permits Image Licenses & Demits Image My Licenses & Permits Certificate of Compliance Application Image My Licenses & Permits Image Licenses & Decuments Image My Licenses & Permits Step 3: Documents > Documents Image My Licenses & Decuments - Price Posting: Please attach the signed Schedule of Prices to Wholesalers. This document can be found at two mass gov/absc/pdf/orms/priceposting x/sx. 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. - Moater Drug Administration (FDA) Food Manufacturing Registration: Please attach a copy of your FDA License. - Mater Drug Administration (FDA) Food Manufacturing Registration: Please attach a copy of your FDA License. - Mater Drug Administration (FDA) Food Manufacturing Registration: P							
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A file selection window will appear.

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

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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.

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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.

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