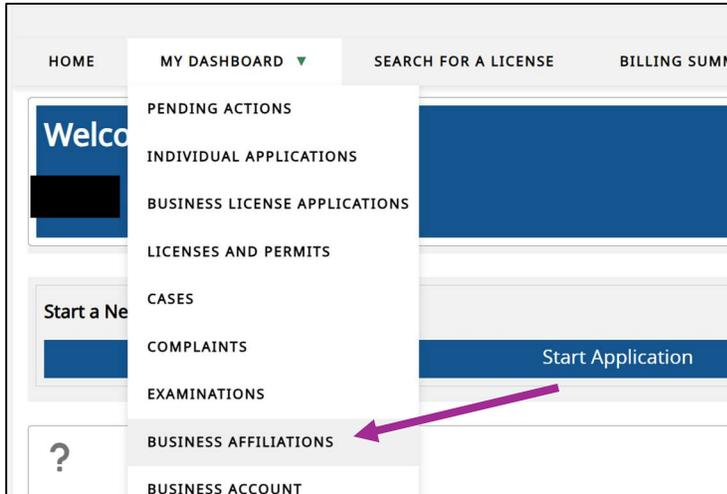


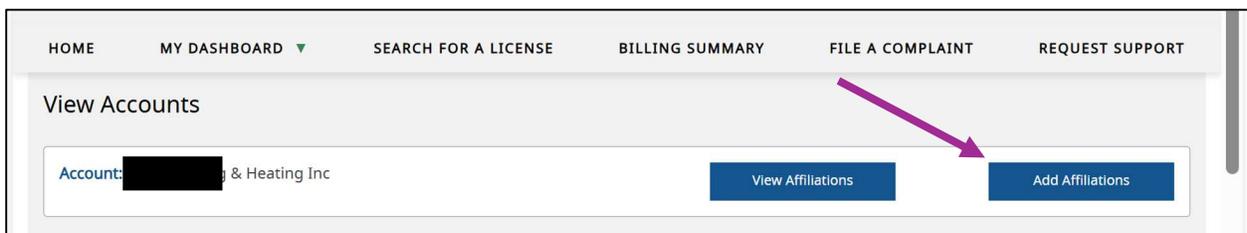
Link a license to a business

If you need to link someone's license to your business:

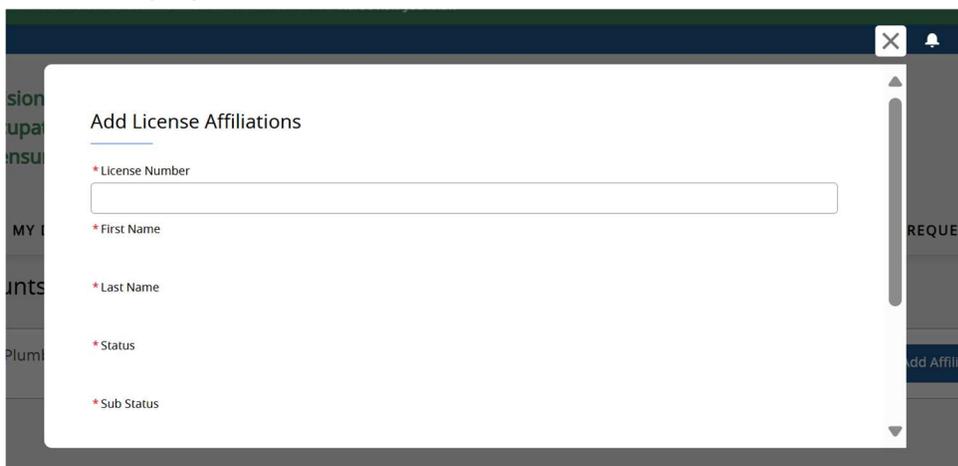
- 1) Log in to eLIPSE using your MyMassGov account and verify your identity.
- 2) On any eLIPSE page, at the left of the top banner, click MY DASHBOARD
- 3) From the menu, select BUSINESS AFFILIATIONS.



- 4) eLIPSE displays the View Accounts screen. On the right side of the row with your account name, click the Add Affiliations button.



- 5) eLIPSE displays the Add License Affiliations box.

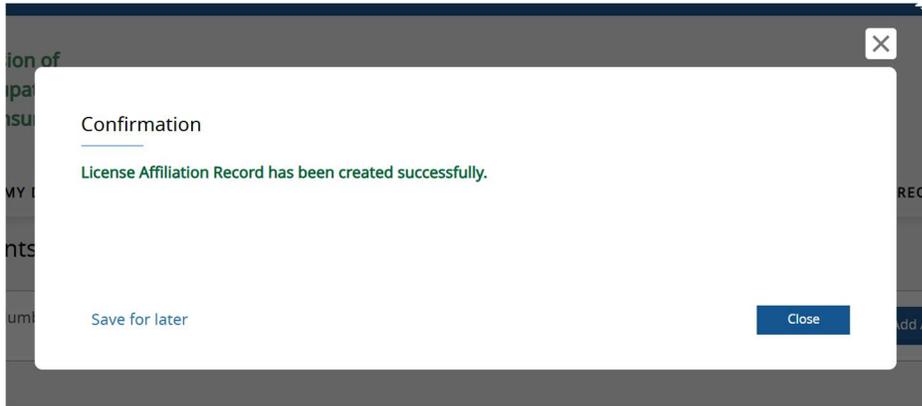
A screenshot of the 'Add License Affiliations' modal box. The modal has a title bar with a close button (X) and a notification bell. The main content area contains the following fields:

- * License Number (text input field)
- * First Name (text input field)
- * Last Name (text input field)
- * Status (text input field)
- * Sub Status (text input field)

- Enter the License Number of the person you want to add, and press the Tab key.
- eLIPSE will look up the person's license and fill in most of the rest of the fields.

- You will need to select **Type** (of Affiliation) from the drop-down. You will have a limited number of options. For example, for Plumbing and Gas Fitting businesses, you can only select Master Plumber of Record or Master Gas Fitter of Record.
- You can enter an **Affiliation end date** if needed.
- Click **Submit**

6) eLIPSE confirms the license affiliation.



Click the **C**lose button.

To view licenses you linked to your account

- 1) On any eLIPSE page, at the left of the top banner, click **MY DASHBOARD**.
- 2) From the menu, select **BUSINESS AFFILIATIONS**.
- 3) eLIPSE displays the **View Accounts** screen. To the right of your account name, click the **View Affiliations** button.