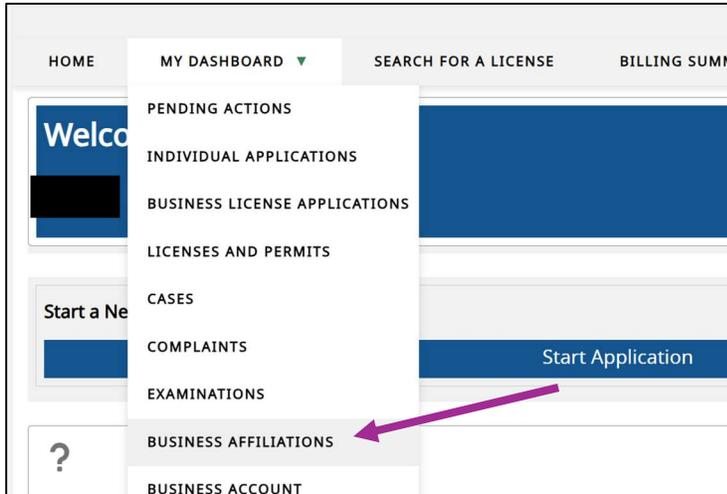


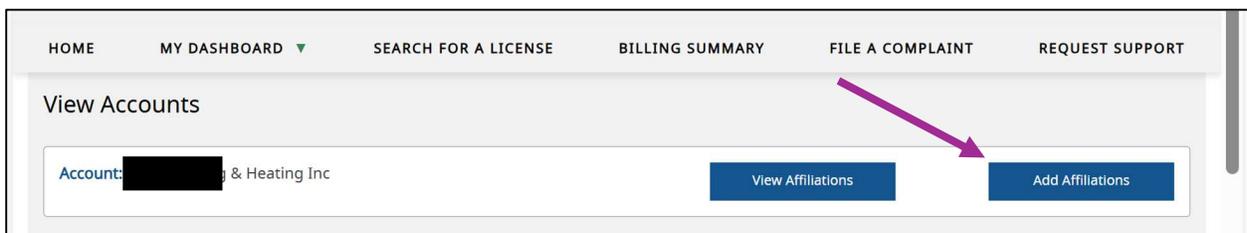
Link a license to a business

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

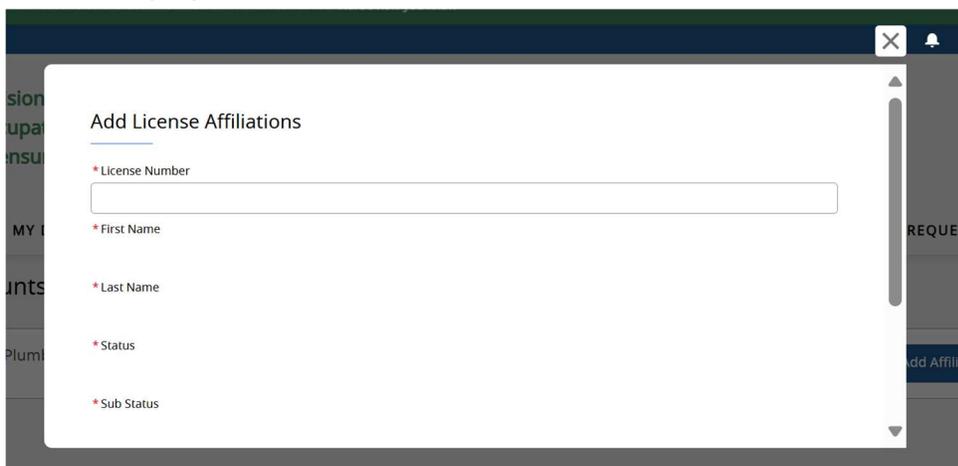
- 1) Log in to eLIPSE using your MyMassGov account and verify your identity.
- 2) On any eLIPSE page, at the left of the top banner, click MY DASHBOARD
- 3) From the menu, select BUSINESS AFFILIATIONS.



- 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.

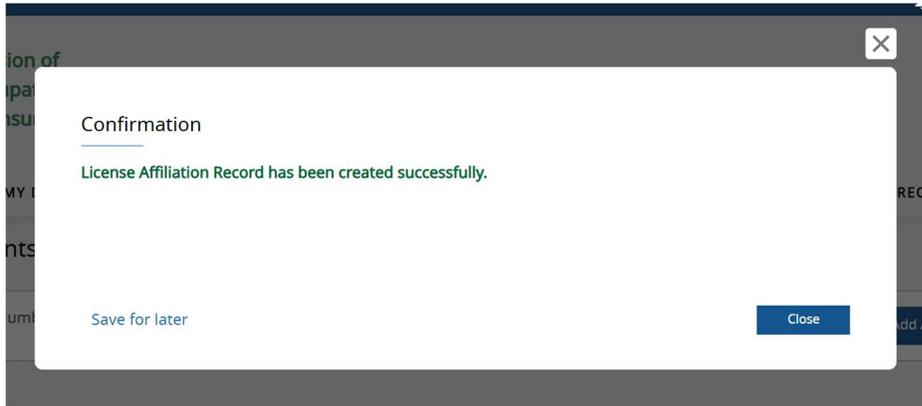
A screenshot of the 'Add License Affiliations' modal box. The modal has a title bar with a close button (X) and a notification bell. The main content area contains the following fields:

- * 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.



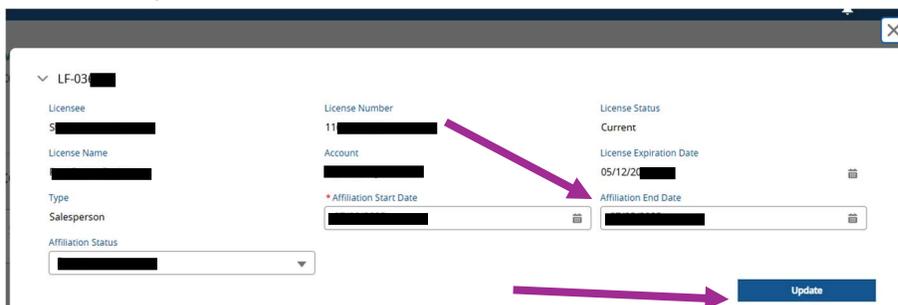
Click the **Close** button.

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.

Remove a business affiliation

- 1) Follow the instructions above to view your business affiliations.
- 2) eLIPSE displays a box with all of your business affiliations. Locate the affiliation you want to remove.
- 3) When you locate it, in the **Affiliation End Date** field, enter “yesterday’s” date. It does not matter if there is a date there already or not. You are indicating that the affiliation expired “yesterday”.
- 4) Click the **Update** button.



- 5) Close the affiliations box.

eLIPSE has updated the Affiliation Status to Inactive. To see the change, click the View Affiliations button again. The updated status will appear in the affiliations box. The former affiliation will still be listed, but the Affiliation Status will be Inactive.

NOTE: Changing Persons of Record

If you want to add or remove Persons of Record (e.g., Real Estate Broker of Record or Master Plumber of Record), you must submit a request to your Board. You cannot do this yourself using Business Affiliations.