

Linking Licenses/Permits to Your Account

Existing Permits and Licenses will not automatically link to the user's profile. In order to view, edit (e.g. change mailing address), or renew an existing permit or license, users must link their ePLACE account to their specific permits or licenses in the system.

1. Account Link Notification Email:

To link an existing license or permit to your account you will need the **Record Identification Code** (license/permit number) of the license/permit you want to link as well as the **Authorization Code** found in the Account Link Notification email you received.



DEBORAH B. GOLDBERG
TREASURER AND RECEIVER GENERAL

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF THE STATE TREASURER
ALCOHOLIC BEVERAGES CONTROL COMMISSION
239 Causeway Street, 1st Floor•Boston, Massachusetts 02114

KIM S. GAINSBORO, ESQ.
CHAIRMAN

Account Link Notification

★ **Record Identification Code:** CC-LIC-123456 **Licensee Name:** Fake Certificate of Compliance, Inc.
★ **Authorization Code:** 9876543210 **License Status:** Ready for Renewal
License Type(s): Certificate of Compliance **License Number:** CC-LIC-123456
Address Type(s):
Mailing: 123 Busy Street, San Diego CA 12345
Shipping Address (Under 5000 Cases): 123 Busy Street, San Diego CA 12345
Business:

IMPORTANT NOTES:

- This is your personal authorization code. It should be kept confidential.
- Each license has only one, unique authorization code.
- If you hold multiple licenses or permits, you will receive multiple authorization codes. You can and should use those authorization codes to link all of your licenses / permits to a single account by following the steps laid out in this guide.

Linking Licenses/Permits to Your Account


2. Accessing the Portal:

There are several ways to navigate to the ePLACE portal. To go there directly, please click [here](#). Alternatively, you can navigate to the portal through our website: www.mass.gov/abcc. From there, you can click on the link in the lower right side of your screen.

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street Boston, MA, 02114

Contact Us
617-727-3040

Home Licensing Division Enforcement Division Download Forms FAQ's

 The Alcoholic Beverages Control Commission is an agency under the [Office of the State Treasurer and Receiver General Deborah B. Goldberg](#). It is our overall objective to provide uniform control over the sale, purchase, transportation, manufacture, and possession of alcoholic beverages in the state. You will find our Web Site to be user friendly, easy to operate, and most importantly, organized to provide the information you are seeking.

Search
Input Search Query
Select an Area to Search ABCC
Submit

Email & Bookmark
f t g+ | + More

NEWS & UPDATES

[New Retail Application Advisory PDF NEW](#)
[Alcoholic Ice Cream Advisory for Local Licensing Authorities PDF NEW](#)
[Alcoholic Ice Cream Advisory for Retailers PDF NEW](#)
[Alcoholic Ice Cream Advisory for Wholesalers and Manufacturers PDF NEW](#)
[ABCC Advisory Regarding Extension of Farmer-Series Pouring Permit Premises and New § 19h Pouring Permit PDF NEW](#)
[ABCC Advisory Regarding Alcohol Sales the Day After Christmas PDF NEW](#)
[ABCC Advisory Regarding Ownership of § 12 And § 15 Licenses in the Same City or Town PDF NEW](#)

QUICK LINKS

PAY ONLINE
[eLicensing and ePermitting Portal](#)
[Other Resources](#)
[2016 Holiday Calendar \(Amended\)](#)
[List for Authorized Sources for 1-Day Licenses](#)
[List of State Licensees](#)
[List of Dry Towns](#)
[License Fee and Transaction Schedule](#)

RELATED LINKS

[Department of Revenue \(DOR\)](#)
[Division of Unemployment Assistance \(DUA\)](#)
[Alcohol and Tobacco Tax and Trade Bureau](#)
[Food and Drug Administration](#)
[Federal Trade Commission](#)

Apply for a RETAIL LICENSE **Local Licensing Authorities**

Apply for a STATE LICENSE **Frequently Asked Questions**

Special Licenses & Permits **Commission Publications**

Record Requests **Practicing Before the Commission**

Enforcement Division **Commission Calendar**

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3. Log In:

Log into the system with your user name and password.

Mass.gov State Offices & Courts | State A-Z Topics | State Forms | Accessibility FAQs

An Official website of the Commonwealth of Massachusetts

eLicensing and ePermitting Portal

Home Manage Licenses & Permits File & Track Complaints

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting Portal

The Commonwealth of Massachusetts is pleased to offer access to many licensing and permitting services online. With this Portal, the Commonwealth hopes to help deliver more efficient, convenient, and interactive e-government services.

Options for Licensees & Applicants:

- Apply for, Renew, or Amend a License or Permit Application
- Make Required Payments Online

Options for Consumers and the General Public:

- Check License Status for a Particular Individual or Business Licensee [here](#)

Login

User Name or E-mail:

Password:

Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)

4. Manage Licenses & Permits:

Once you have logged in to ePLACE, click the **Manage Licenses & Permits** tab.

An Official website of the Commonwealth of Massachusetts

eLicensing and ePermitting Portal

Announcements | Logged in as: Minnie Mouse | Accessibility Support | [Account Management](#) | [Logout](#)

Home **Manage Licenses & Permits** File & Track Complaints

5. File an Online Application:

The **Manage Licenses & Permits** page will open. Click **File an Online Application**, from the Manage Licenses & Permits bar.

Home **Manage Licenses & Permits** File & Track Complaints

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

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6. Authorization Form:

Please review the Online Applications and Record Authorization Form, click the checkbox: “I have read and accepted the above terms” and click **Continue**.

Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might be disclosed to third parties pursuant to the public records law or other laws.

I have read and accepted the above terms.

Continue »

7. Link Your Account:

The ePLACE **Online Services** page will open. Expand the menu by clicking the arrow next to Link Your Account (1) then select the Link your online account to an existing record radio button (2). Click Continue (3).

Home | Manage Licenses & Permits | File & Track Complaints

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

eLicensing and ePermitting Online Services

Search

(1) Link Your Account

(2) Link your online account to an existing record

- ▶ Alcoholic Beverages Control Commission
- ▶ Board of Registration of Dietitians and Nutritionists
- ▶ Board of State Examiners of Electricians
- ▶ Board of Registration of Professional Engineers and of Land Surveyors
- ▶ Board of Certification of Health Officers
- ▶ Board of State Examiners of Plumbers and Gas Fitters
- ▶ Board of Registration of Psychologists
- ▶ Board of Registration of Real Estate Appraisers
- ▶ Board of Registration of Real Estate Brokers and Salespersons
- ▶ Board of Examiners of Sheet Metal Workers
- ▶ Board of Registration in Veterinary Medicine

(3) **Continue »**

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8. Record Authorization Form:

The **Record Authorization Form** of the Record Link page will appear. To associate your existing license or permit to your portal account, use the drop down arrow to select ABCC under **Agency (1)**, enter the **Record Identification Code (2)** (this is your license number), and the **Authorization Code (3)** in the spaces provided.* Click **Continue (4)**.

[Home](#) [Manage Licenses & Permits](#) [File & Track Complaints](#)

Record Link

1 Link your existing record 2 Review 3 Record Issuance

Step 1 : Link your existing record > Record Authorization Form

At this time, the eLicensing and ePermitting Portal services only some (not all) licenses and permits issued by the Division of Professional Licensure (DPL) and the Alcoholic Beverages Control Commission (ABCC).

To associate your existing license or permit to your portal account, select the applicable Agency and enter the "Record Identification Code" and the associated "Authorization Code." This information was provided on your renewal notice or other recent communication from the Agency.

* indicates a required field.

Record Authorization Form

RECORD LINK

(1) * Agency:

(2) * Record Identification Code:

(3) * Authorization Code:

(4)

* Your **Record Identification Code** (License Number) and your **Authorization Code** can be found on your Account Link Notification email, Renewal Notice, or other recent communication from the ABCC.

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9. Review:

The Review page of the Record Link form will appear, review displayed information for accuracy. If it is incorrect, click on the edit button to the right of the information. If it is correct, click continue.

Record Link

1 Link your existing record 2 Review 3 Record Issuance

Step 2: Review

[Continue »](#) Save and resume later:

Please review all information below. Click the "Edit" button to make changes. If there are no changes needed, please click the "Continue" button.

Record Type

Record Link

Record Authorization Form

RECORD LINK	Edit
Agency:	ABCC
Record Identification Code:	CC-LIC-027129
Authorization Code:	1384370078

[Continue »](#) Save and resume later:

10. Congratulations:

You have successfully linked a license or permit to your account. Navigate to **Manage Licenses & Permits** to view your linked licenses and/or permits.

[Home](#) [Manage Licenses & Permits](#) [File & Track Complaints](#)

Record Link

1 Link your existing record 2 Review 3 Record Issuance

Step 3: Record Issuance

Successfully Completed.

Thank you for using our online services.
Your Record Number is 16CAP-00003990.