



# COMMONWEALTH OF MASSACHUSETTS

## Board of Registration of Hazardous Waste Site Cleanup Professionals

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### Instructions for LSP Annual Fee Payment

Please note that the calendar year runs from January 1st to December 31st, and Annual Fee invoices are sent to all LSPs each January. In order to maintain your LSP license, you must pay your Annual Fee of \$225.00 on or before March 1st. (For MassDEP employees, the Annual Fee is \$60). Failure to make timely payment will result in the suspension of your license. Please note that Annual Fees are separate and distinct from License Renewal Fees which are billed every three years.

#### How to make your Annual Fee payment:

1. Login to you EEA ePLACE Portal account and click on “My Records” button.

The screenshot shows the EEA ePLACE Portal home page. At the top, there is a 'Home' button. Below it, a navigation bar contains three buttons: 'Dashboard', 'My Records' (highlighted with a red box), and 'My Account'. The main content area on the left says 'Welcome sneha' and 'You are now logged in to the Commonwealth's EEA ePlace Portal.' Below this, it asks 'What would you like to do?' and lists three options: 'New License, Permit, Certificate, Notification or Registration' (with a 'Click Here' link), 'Renew License, Permit, Certificate or Registration (select "My Records" above)', and 'Amend License, Permit, Certificate or Registration (select "My Records" above)'. On the right side, there is a blue button that says 'File an Online Application'.

2. The system will take you to the records associated with your account. Identify the LSP License (Authorization) record.

The screenshot shows the 'My Records' page in the EEA ePLACE Portal. At the top, there is a 'Home' button. Below it, a navigation bar contains three buttons: 'Dashboard', 'My Records' (highlighted with a red box), and 'My Account'. Below the navigation bar, there is a section titled 'LSP' with a dropdown arrow. Below this, there is a table showing records. The table has columns: 'Date', 'Record Number', 'Record Type', 'Expiration Date', 'Record Status', 'LSP Status', and 'Action'. The first row of data is highlighted with a red box. It shows a date of '05/17/2023', a record number of 'LSP-9863', a record type of 'LSP - Licensed Site Professional Authorization', an expiration date of '07/30/2032', a record status of 'Active', and an LSP status of 'Active'. To the right of this row, there are two buttons: 'Pay Annual Fee' and 'Amendment'.

Date	Record Number	Record Type	Expiration Date	Record Status	LSP Status	Action
05/17/2023	LSP-9863	LSP - Licensed Site Professional Authorization	07/30/2032	Active	Active	<a href="#">Pay Annual Fee</a> <a href="#">Amendment</a>

3. For the LSP License (Authorization) a button “Pay Annual Fee” will be available.

**Home**

[Dashboard](#) [My Records](#) [My Account](#)

▼ LSP

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<input type="checkbox"/>	Date	Record Number	Record Type	Expiration Date	Record Status	LSP Status	Action
<input type="checkbox"/>	05/17/2023	LSP-9863	LSP - Licensed Site Professional Authorization	07/30/2032	Active	Active	<a href="#">Pay Annual Fee</a> <a href="#">Amendment</a>

4. Click on the “Pay Annual Fee” button and follow the prompts to complete the payment.

**Home**

[Search Applications](#)

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your permit will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

**Application Fees**

Fees		Amount
LSP Annual Fees	1	\$225.00
<b>TOTAL FEES</b>		<b>\$225.00</b>

[Pay Online »](#) [Pay by Mail »](#)