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# LSP - Licensed Site Professional Change of Mailing Address





Licensed Site Professional



**EEA ePlace Portal**

# General Navigation

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- ❑ Always Click  to move to the next page.
- ❑ Do NOT use the Browser Back Button  as this will take you out of the system
- ❑ Any field with a red asterisk (\*) is required before you can move off the page.
- ❑ Click  to save your work and resume at a later time.
- ❑ Click on the tool tips where applicable to get more details. 
- ❑ Suggested preferred browsers are Chrome and Microsoft Edge



# How to Apply

## Log in to your account:

☐ Click or type this address on your browser:  
<https://eplace.eea.mass.gov/citizenaccess>

☐ Log into your account in EEA ePlace using your username/password

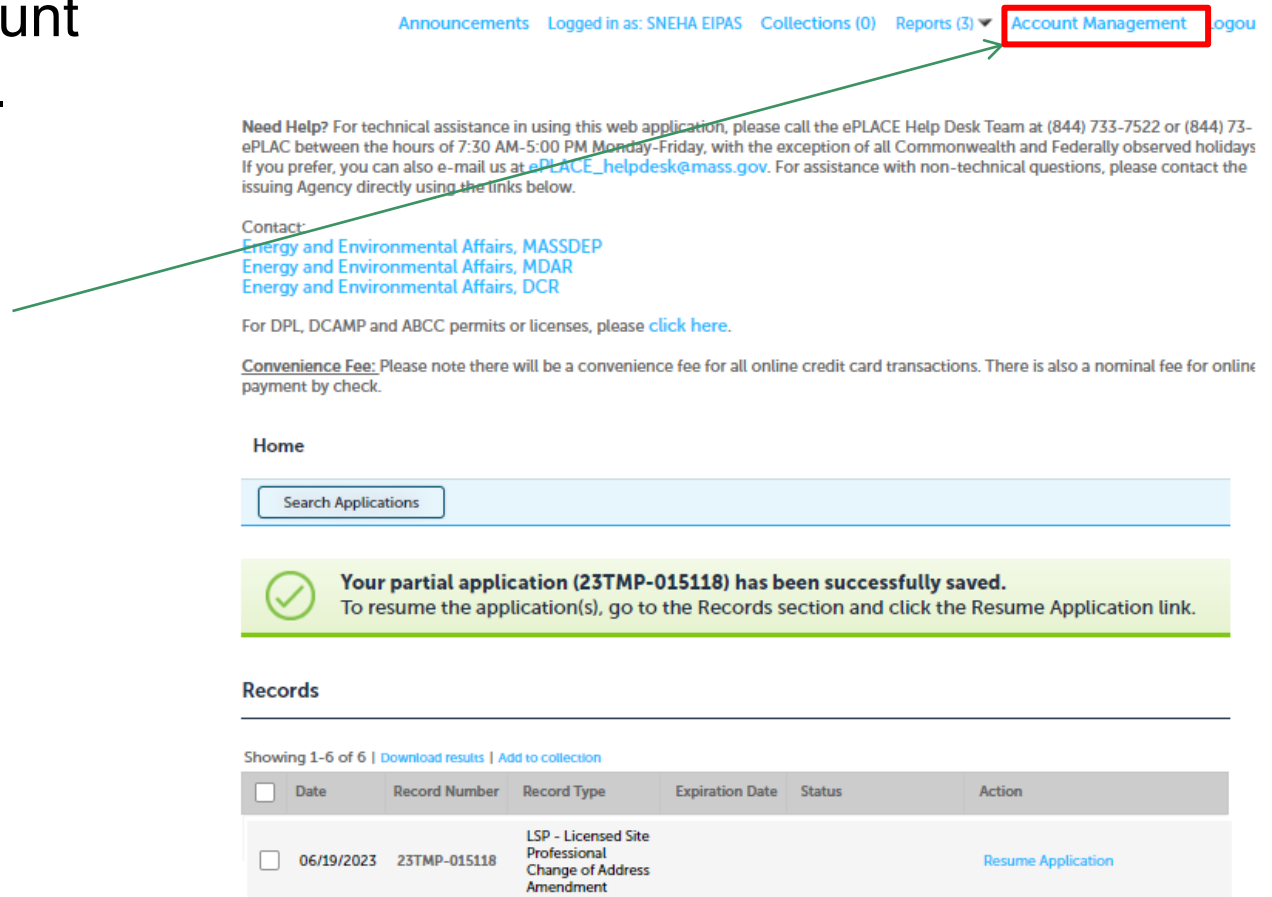
The screenshot shows the EEA ePLACE Portal homepage. At the top is a navigation bar with links: State Offices & Courts, State A-Z Topics, State Forms, and Accessibility FAQs. Below this is the EEA ePLACE Portal header. A navigation menu includes Announcements, Accessibility Support, Register for an Account, Reports (2), and Login. A green arrow points from the 'Register for an Account' link in the instructions to this link in the menu. Another green arrow points from the 'Log into your account' instruction to the 'Login' link in the same menu. The main content area contains a 'Need Help?' section with contact information for the ePLACE Help Desk Team. Below this is a 'Contact:' section with links for Energy and Environmental Affairs, MASSDEP, MDAR, and DCR. A 'Home' button is visible. The 'Welcome to the Commonwealth of Massachusetts ePLACE Portal' section describes the portal's purpose. A green arrow points from the 'Log into your account' instruction to the 'Login' button in the right-hand sidebar. The sidebar contains a 'Login' form with fields for 'User Name or E-mail:' and 'Password:', a 'Remember me on this computer' checkbox, and a 'Login »' button. Below the login form are links for 'I've forgotten my password' and 'New Users: Register for an Account'. A 'Please note:' section at the bottom of the sidebar provides additional information about the portal's services.



EEA ePlace Portal

# Step 1: Account Management

- Click on the “Account Management” link.



Announcements Logged in as: SNEHA EIPAS Collections (0) Reports (3) **Account Management** Logou

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 733-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at [ePLACE\\_helpdesk@mass.gov](mailto:ePLACE_helpdesk@mass.gov). For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

Contact:  
[Energy and Environmental Affairs, MASSDEP](#)  
[Energy and Environmental Affairs, MDAR](#)  
[Energy and Environmental Affairs, DCR](#)

For DPL, DCAMP and ABCC permits or licenses, please [click here](#).

**Convenience Fee:** Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

Home

Search Applications

✓ **Your partial application (23TMP-015118) has been successfully saved.**  
To resume the application(s), go to the Records section and click the Resume Application link.

Records

Showing 1-6 of 6 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	06/19/2023	23TMP-015118	LSP - Licensed Site Professional Change of Address Amendment			<a href="#">Resume Application</a>



# Step 2: Contact Information

- ❑ The system will display your Account Information.
- ❑ In the 'Contact Information' section,
  - ❑ Click on the "Actions" button
  - ❑ Select "Edit".

**Home**

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

### Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

#### Account Type

Licensed Professional Account

#### Login Information [Edit](#)

User Name: helloworld  
E-mail: test@gma.com  
Password: \*\*\*\*\*  
Security Question: 1  
Security Question: 2  
Security Question: 3  
Security Question: 4  
Security Question: 5

#### Contact Information [Add Delegate Contact](#)

To update your Contact Information below please click on Actions and Edit. For First name and last name changes, you will need to contact your agency.

If applicable to your application, to add Delegate Pin or Applicant Pin, please select "Add Delegate Contact"

Note - E-mail addresses must be current in order to receive important legal and other notices relating to your use of this Portal.

Showing 1-1 of 1 | [Download results](#)

First Name	Middle Name	Last Name	Business Name	Contact Type	Account Owner	Status	Action
SNEHA		EIPAS		PublicUser	Yes	Approved	<a href="#">Actions</a> <a href="#">Edit</a>



## Step 2: Contact Information

- ❑ Update the information accordingly and select “Save”.
- ❑ Please note: If you need to update your Legal First and Last Name, please contact the LSP Board at [lsp.board@mass.gov](mailto:lsp.board@mass.gov)

Home

Dashboard My Records My Account

View Contact Detail

Validate and update your contact information at this page.

**Contact Information**

Salutation: --Select-- Legal First Name: SNEHA Middle Name: Legal Last Name: EIPAS

\*Country: United States \*P.O. Box / Address Line: 1000 Happy Street

\*City: Boston \*State: MA \*Zip: 23434-

\*Primary Phone: 111-111-1111 Mobile Phone:

\*Contact E-mail Address: sneha.kalagarla@mass.gov

Save Back to Account Management



# Questions?

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☐ For technical assistance:

☐ Contact the ePlace Help Desk Team at (844) 733-7522

☐ Or send an email to: [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us)

☐ For business related questions, please visit the link below:

<https://www.mass.gov/how-to/lsp-apply-for-change-of-address>

