




LSP - Licensed Site Professional Change of Address Amendment

Licensed Site Professional



EEA ePlace Portal

General Navigation

- ❑ 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

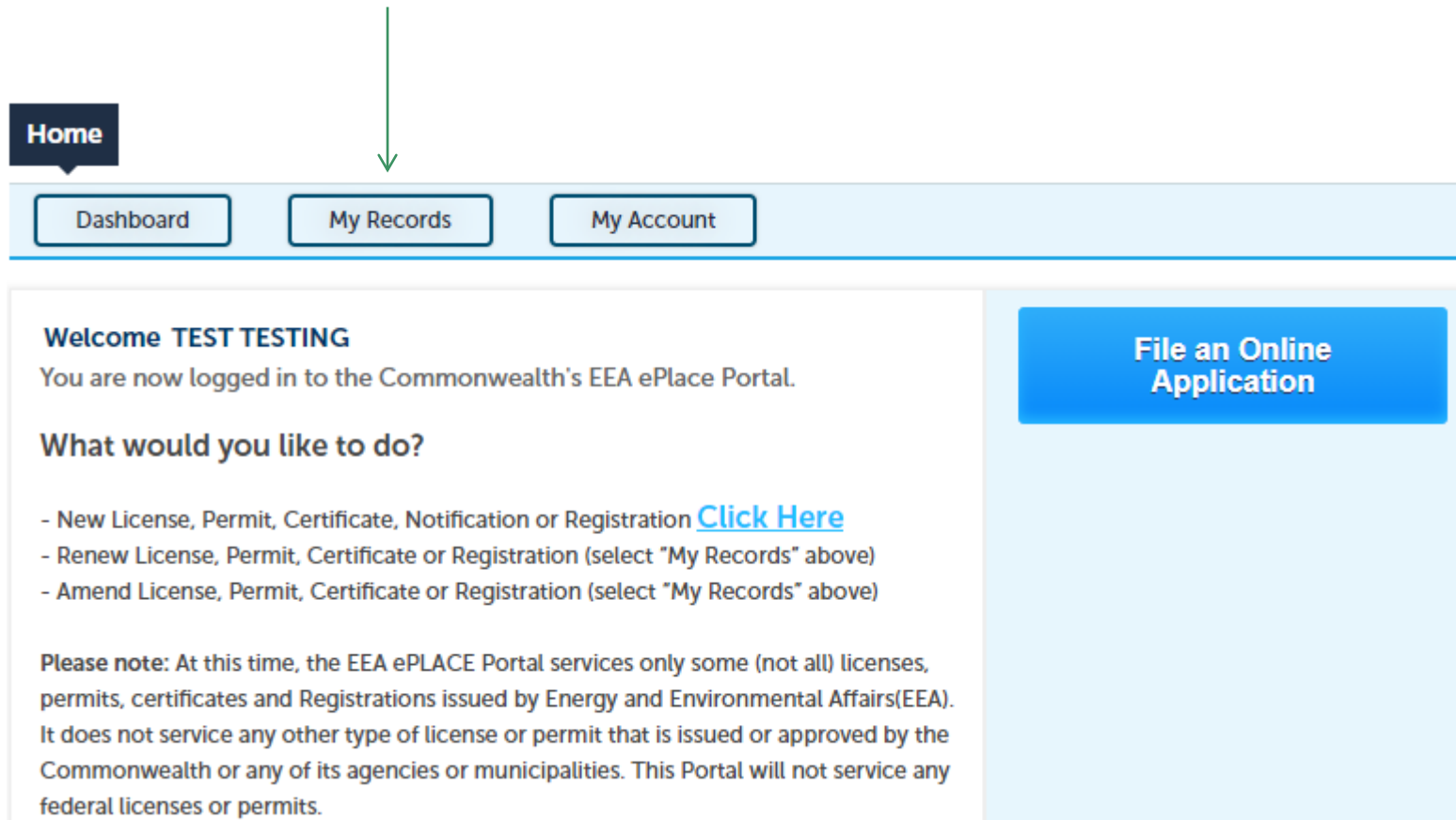
The screenshot shows the EEA ePLACE Portal homepage. At the top is a navigation bar with links: State Offices & Courts, State A-Z Topics, State Forms, and Accessibility FAQs. Below this is the EEA ePLACE Portal header with the state seal and a 'Home' button. A navigation menu includes 'Announcements', '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' button in the login form. The main content area contains a 'Need Help?' section with contact information for the ePLACE Help Desk Team, a 'Contact:' section with links for Energy and Environmental Affairs, MDAR, and DCR, and a 'Convenience Fee' notice. The login form on the right has fields for 'User Name or E-mail:' and 'Password:', a 'Login »' button, and links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'. A 'Welcome to the Commonwealth of Massachusetts ePLACE Portal' message is also visible.



EEA ePlace Portal

File an Online LSP-Change of Address Amendment

- ❑ Click on “My Records” tab to start



The screenshot shows the EEA ePlace Portal interface. At the top, there is a navigation bar with three tabs: 'Dashboard', 'My Records', and 'My Account'. A green arrow points from the 'My Records' tab to the 'What would you like to do?' section. The 'My Records' tab is highlighted. Below the navigation bar, the main content area is divided into two columns. The left column contains a welcome message, a list of actions, and a note. The right column contains a large blue button labeled 'File an Online Application'.

Home

Dashboard My Records My Account

Welcome TEST TESTING
You are now logged in to the Commonwealth's EEA ePlace Portal.

What would you like to do?

- New License, Permit, Certificate, Notification or Registration [Click Here](#)
- Renew License, Permit, Certificate or Registration (select "My Records" above)
- Amend License, Permit, Certificate or Registration (select "My Records" above)

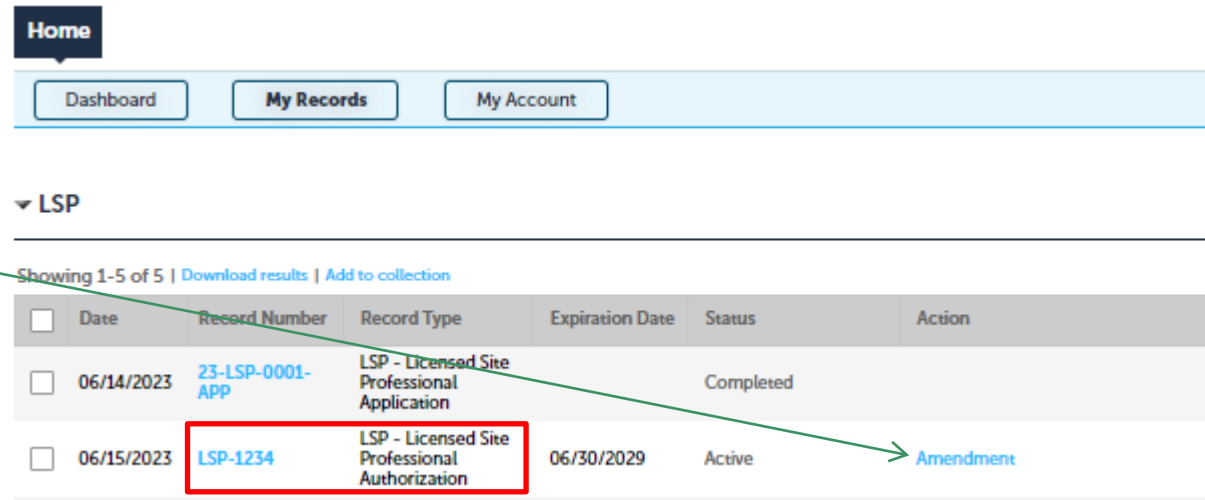
Please note: At this time, the EEA ePLACE Portal services only some (not all) licenses, permits, certificates and Registrations issued by Energy and Environmental Affairs (EEA). It does not service any other type of license or permit that is issued or approved by the Commonwealth or any of its agencies or municipalities. This Portal will not service any federal licenses or permits.

File an Online Application



Access your record

- ❑ A list of your records will be displayed
- ❑ Click on “Amendment” link associated to your Licensed Site Professional Authorization Record to continue



Home

Dashboard My Records My Account

▼ LSP

Showing 1-5 of 5 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	06/14/2023	23-LSP-0001-APP	LSP - Licensed Site Professional Application		Completed	
<input type="checkbox"/>	06/15/2023	LSP-1234	LSP - Licensed Site Professional Authorization	06/30/2029	Active	Amendment



Select the amendment type

- ❑ A list of amendment types will be displayed
- ❑ Select the “LSP - Licensed Site Professional Change of Address Amendment”
- ❑ Click “Continue Application” to proceed

Home

Search Applications

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

Search

- ☒ LSP - Licensed Site Professional Change of Address Amendment
- ☐ LSP - Licensed Site Professional Change of Status Amendment

Continue Application »



Step 1: Contact Information

❑ Published Information:

This information will be listed publicly on the Board's website. To Edit/update the information click on "Edit/View"

❑ Make the necessary changes

❑ Click "Continue Application" to proceed

LSP - Licensed Site Professional Change of Address Amendment

1 Amendment Information

2 Review

3 Record Submitted

Step 1: Amendment Information > Page 1 of 1

Instructions

* indicates a required field.

Published Information

'Published Information' will be used for the "Searchable LSP List" on the [LSP Board's website](#). The information will be listed publicly on the Board's website.

To update/modify the Published Information click on the 'Edit/View' link.

Published Information:

Jane P Doe

1 Winter St
Boston, MA, 28193-2424

Telephone #: 111-111-1111 Email: test@test.com

[Edit/View](#) [Remove](#)

Continue Application »

Contact Information

Employer (if used)

Testing Org

* First Name:

Jane

Middle Name:

P

* Last Name:

Doe

* Country:

United States

* P.O. Box / Address Line:

1 Winter St

* City:

Boston

* State:

MA

* Zip:

28193-2424

* E-mail:

test@test.com

* Telephone #:

111-111-1111

Ext #:

Continue

Discard Changes



EEA ePlace Portal

Step 2: Review

- ❑ The entire application is shown on a single page for your review
- ❑ If you note something you want to change, click “Edit Application”
- ❑ Read the Certification Statement and check the box to complete.
- ❑ Click on “Continue Application” to proceed with the submittal of your application

LSP - Licensed Site Professional Change of Address Amendment

1 Amendment Information	2 Review	3 Record Submitted
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Step 2: Review

[Continue Application »](#)

[Save and resume later](#)

Please review the information below prior to submission. After the application has been submitted, you will not be able to make changes. To make changes after submittal you must contact the Department directly.

Review and Certification

[Edit Application](#)

Published Information

Individual
Jane K Kane
Testing Org
200 Winter St
Malden, MA, 28193-2424
United States

Telephone #:111-111-1111
E-mail: test@test.com

Application Submitter

Individual
SNEHA EIPAS
1000 Happy Street
Boston, MA, 23434
United States

E-mail: sneha.kalagarla@mass.gov

I hereby certify under the pains and penalties of perjury that I have personally examined the information provided and that it is true, accurate, and complete.

By checking the box below, I understand and agree that I am electronically signing and filing this application.

☐ By checking this box, I agree to the above certification.

Date:

[Continue Application »](#)

[Save and resume later](#)



EEA ePlace Portal

Step 3: Successful Submission

- ❑ When you submit your application, you will receive a transaction Record Number.
- ❑ Upon submission of your amendment please make sure to check your email for system notifications

Home

Search Applications

LSP - Licensed Site Professional Change of Address Amendment

1 Amendment Information

2 Review

3 Record Submitted

Step 3: Record Submitted



Your application has been successfully submitted.

Thank you for using our online services.
Your Record Number is 23-LSP-0005-AMD.

You will need this number to check the status of your application.



Questions?

☐ For technical assistance:

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

☐ Or send an email to: 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>

