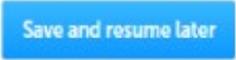

LSP - Licensed Site Professional Change of Address Amendment

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 displays the EEA ePLACE Portal interface. At the top, there is a navigation bar with links for 'State Offices & Courts', 'State A-Z Topics', 'State Forms', and 'Accessibility FAQs'. Below this is the 'EEA ePLACE Portal' header, featuring the state seal and the text 'An Official website of the Commonwealth of Massachusetts'. A secondary navigation bar includes 'Announcements', 'Accessibility Support', 'Register for an Account', 'Reports (2)', and 'Login'. The main content area contains a 'Need Help?' section with contact information for the ePLACE Help Desk Team, including phone numbers and an email address. Below this is a 'Contact:' section listing 'Energy and Environmental Affairs, MASSDEP', 'Energy and Environmental Affairs, MDAR', and 'Energy and Environmental Affairs, DCR'. A 'Home' button is visible, and a 'Welcome to the Commonwealth of Massachusetts ePLACE Portal' message is displayed. To the right, a 'Login' form is shown 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, there are links for 'I've forgotten my password' and 'New Users: Register for an Account'. A 'Please note:' section at the bottom right explains that the portal services only some (not all) licenses, permits, and certificates issued by Energy and Environmental Affairs (EEA).



EEA ePlace Portal

File an Online LSP-Change of Address Amendment

- ❑ Click on “My Records” tab to start

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

The screenshot shows the user interface of the EEA ePlace Portal. At the top, there is a navigation bar with a 'Home' button and three main menu items: 'Dashboard', 'My Records', and 'My Account'. Below this, a dropdown menu is open for 'LSP'. The main content area displays a table of records. The table has columns for 'Date', 'Record Number', 'Record Type', 'Expiration Date', 'Status', and 'Action'. Two records are visible: one dated 06/14/2023 with record number 23-LSP-0001-APP, and another dated 06/15/2023 with record number LSP-1234. The second record is highlighted with a red box, and a green arrow points from the text 'Amendment' in the list to the 'Amendment' link in the 'Action' column of that record.

Date	Record Number	Record Type	Expiration Date	Status	Action
06/14/2023	23-LSP-0001-APP	LSP - Licensed Site Professional Application		Completed	
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

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.

LSP - Licensed Site Professional Change of Address Amendment

LSP - Licensed Site Professional Change of Status Amendment



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
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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)

* First Name: Middle Name: * Last Name:

* Country: * P.O. Box / Address Line:

* City: * State: * Zip:

* E-mail: * Telephone #: Ext #:

Continue Discard Changes



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>

