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# LSP - Licensed Site Professional Change of Status Amendment





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

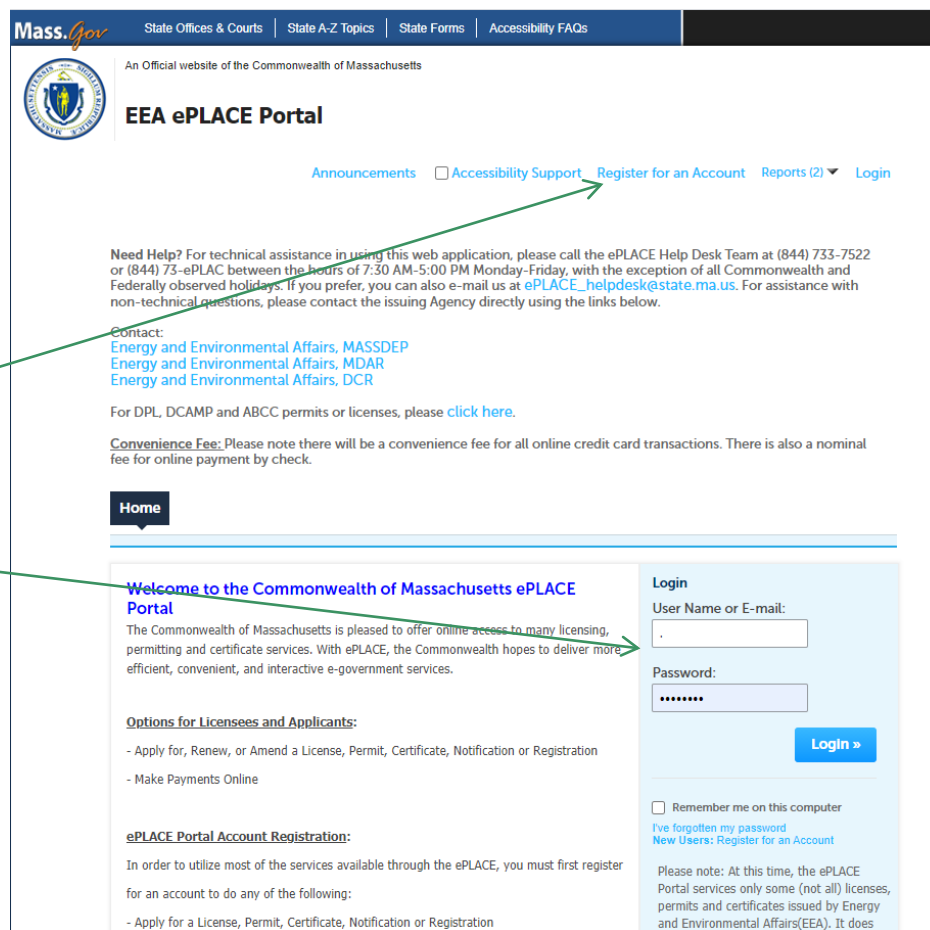


# How to Apply

## 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



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

An Official website of the Commonwealth of Massachusetts

### EEA ePLACE Portal

[Announcements](#) ☐ [Accessibility Support](#) [Register for an Account](#) [Reports \(2\)](#) [Login](#)

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-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@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us). 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](#)

#### Welcome to the Commonwealth of Massachusetts ePLACE Portal

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

**Options for Licensees and Applicants:**

- Apply for, Renew, or Amend a License, Permit, Certificate, Notification or Registration
- Make Payments Online

**ePLACE Portal Account Registration:**

In order to utilize most of the services available through the ePLACE, you must first register for an account to do any of the following:

- Apply for a License, Permit, Certificate, Notification or Registration

**Login**

User Name or E-mail:

Password:

[Login »](#)

☐ Remember me on this computer

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

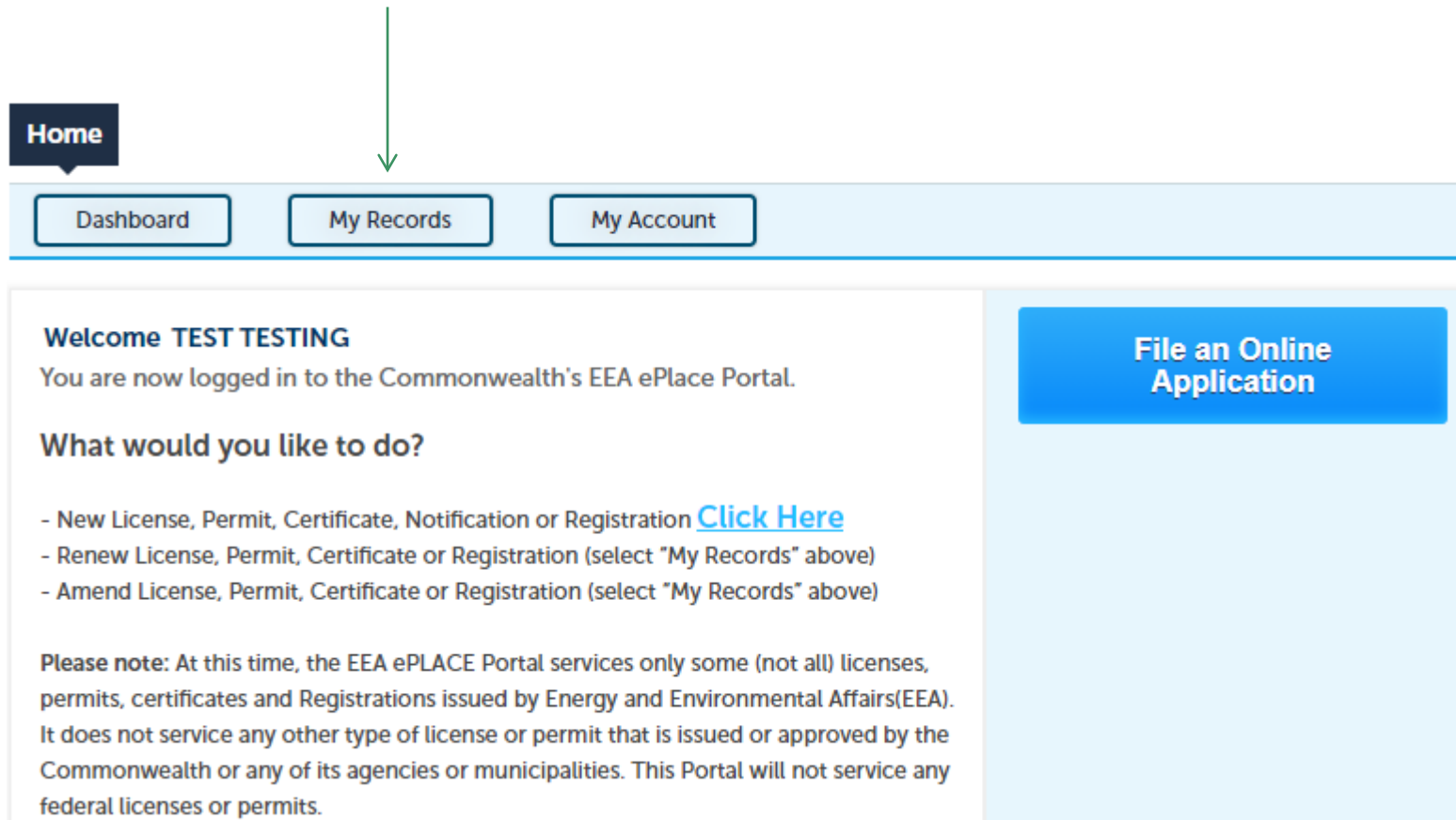
Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs(EEA). It does



EEA ePlace Portal

# File an Online LSP-Change of Status 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)

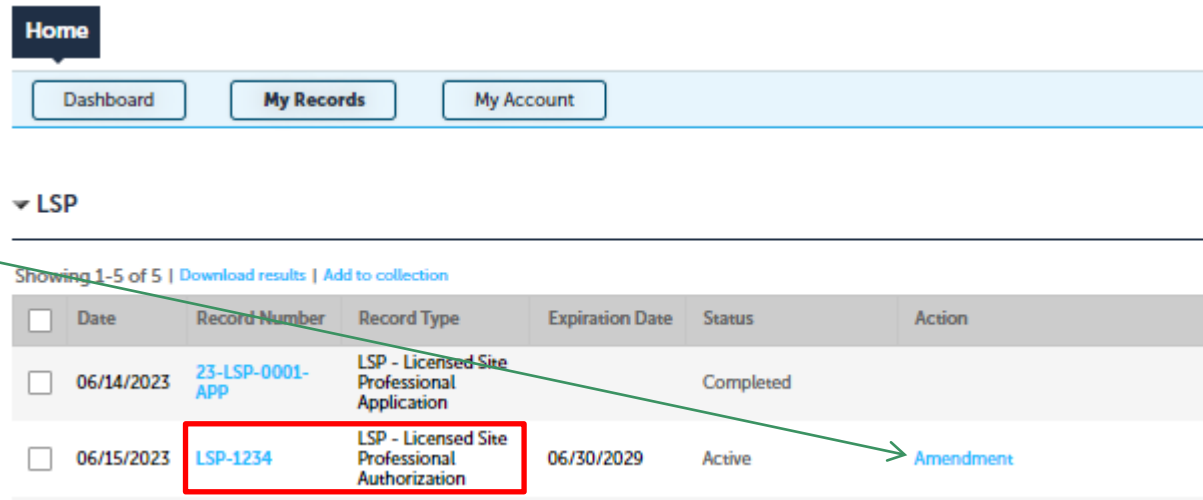
**Please note:** At this time, the EEA ePLACE Portal services only some (not all) licenses, permits, certificates and Registrations issued by Energy and Environmental Affairs (EEA). It does not service any other type of license or permit that is issued or approved by the Commonwealth or any of its agencies 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	<a href="#">23-LSP-0001-APP</a>	LSP - Licensed Site Professional Application		Completed	
<input type="checkbox"/>	06/15/2023	<a href="#">LSP-1234</a>	LSP - Licensed Site Professional Authorization	06/30/2029	Active	<a href="#">Amendment</a>



# Select the amendment type

- ❑ A list of amendment types will be displayed
- ❑ Select the “LSP - Licensed Site Professional Change of Status 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 Section

- ❑ **Permittee:** The system will auto-populate the Permittee's information from the registration process

**Please Note –** To update Permittee's Mailing Address information

- ❑ Save the amendment
- ❑ Go to your profile's 'Account Management' to make the changes
- ❑ Then resume your amendment

- ❑ **Published Information:** This information will be listed publicly on the Board's website. To Edit/update the information click on "Edit/View"



**EEA ePlace Portal**

## LSP - Licensed Site Professional Change of Status Amendment

1 Amendment Information	2 Review	3 Record Submitted
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Step 1: Amendment Information > Page 1 of 1

Instructions

**NOTE:** If you applied previously, and you took but did not pass the Board's licensing exam, contact LSP Board to check if you are eligible for the "Limited" Application Form prior to proceeding with this application.

\* indicates a required field.

Permittee

Permittee is the Licensee to whom the LSP License will be issued.

**Note:** The mailing address information associated to Permittee (below) will be used by Board's Staff to mail official Board correspondence. This information will not be listed publicly on the Board's website.

If you need to modify the information, please follow the steps below:

- Select 'Save and resume later' button (below) on this application.
- Go to 'Account Management' and update your information under Contact Information section.
- For any Contact Name changes, please reach out to ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC
- Please resume your application from 'My Records' tab.

<b>Permittee:</b>
LSP TEST USER
200 Winter St Boston, MA, 12323
Telephone #: 123-453-2536 Email: sneha9717@gmail.com

Edit/View

Published Information

'Published Information' will be used for the "Searchable LSP List" on the Board's website.

To add the information, click the 'Add New' button. To update/modify

<b>Published Information:</b>
Jane K Kane
200 Winter St Malden, MA, 28193-2424
Telephone #: 111-111-1111 Email: test@test.com

Edit/View Remove

### 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

# Step 1: Amendment Information Section

- ❑ Please select your request accordingly
- ❑ Provide the reason for your request

## Change of Status Request

If you are requesting to inactivate or reinstate your license, please select the option below accordingly and provide a reason for your request.

\* Please select request option below :

--Select--

--Select--  
Request to Inactivate License  
Request to Reinstare License

\* Explain the reason for your request to change of status :





# Step 1: Document Section

❑ This section is optional. If you choose to provide supporting information for your request, then please add the documents

❑ To begin attaching documents, click “Add”

## Documents

This is optional. If you would like to provide supporting information for your request, add below.

Documents:

Please upload the following Required Document(s) which are mandatory to submit this Application:

No Required documents

## Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.

The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.

The document 'Description' MUST NOT exceed 50 characters in length.

Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;.ade;.adp;.chm;.cmd;.com;.cpl;.hta;.ins;.isp;.jar;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vxd;.wsc;.wsf;.wsh are disallowed file types to upload.

File Name	Document Type	Description	Size	Action
No records found.				

Add

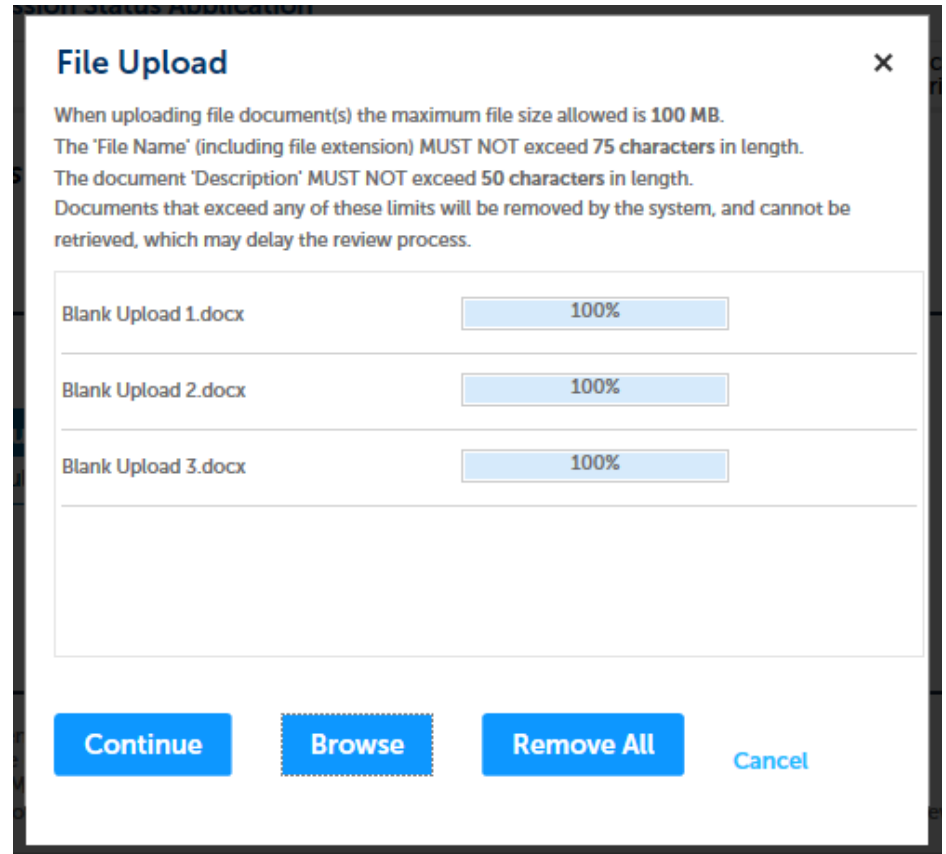
Continue Application »

Save and resume later



# Step 1: Document Section (Attaching)

- ❑ A “File Upload” window opens
- ❑ Click “Browse”
- ❑ Choose the file(s) you want to attach.
- ❑ When all files reach 100%, click “Continue”



**File Upload** [X]

When uploading file document(s) the maximum file size allowed is **100 MB**.  
The 'File Name' (including file extension) **MUST NOT** exceed **75 characters** in length.  
The document 'Description' **MUST NOT** exceed **50 characters** in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

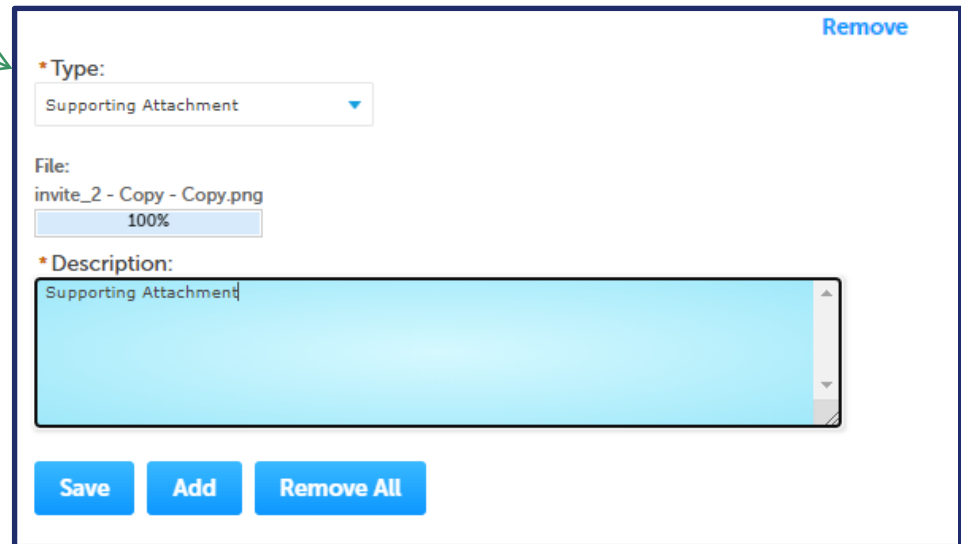
Blank Upload 1.docx	100%
Blank Upload 2.docx	100%
Blank Upload 3.docx	100%

[Continue] [Browse] [Remove All] [Cancel]



# Step 1: Document Section (Attaching)

- ❑ Select the document type
- ❑ Provide a description of each document that you uploaded
- ❑ Click “Browse” to add more documents
- ❑ When all documents are uploaded and described, click “Save”



The screenshot shows a document attachment form. A green arrow points from the first list item 'Select the document type' to the '\* Type:' dropdown menu, which is currently set to 'Supporting Attachment'. Another green arrow points from the second list item 'Provide a description of each document that you uploaded' to the '\* Description:' text area, which contains the text 'Supporting Attachment'. A third green arrow points from the fourth list item 'When all documents are uploaded and described, click “Save”' to the 'Save' button. The form also includes a 'File:' section showing 'invite\_2 - Copy - Copy.png' with a '100%' progress bar, a 'Remove' link in the top right, and 'Add' and 'Remove All' buttons at the bottom.




# Step 1: Document Section (Attaching)

☐ You should see a message that you have successfully attached document(s)

☐ Review the list of attached document(s)

☐ Click on “Continue Application” to proceed

 **The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

LSP - Licensed Site Professional Change of Status Amendment

1 Amendment Information

2 Review

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Step 1: Amendment Information > Page 1 of 1

Instructions

\* indicates a required field.

Permittee

Permittee is the licensee to whom the LSP License will be issued.

Note: The mailing address information associated to Permittee (below) will be used by Board's Staff to mail official Board correspondence. This information will not be listed publicly on the Board's website.

If you need to modify the information, please follow the steps below:

Documents

This is optional. If you would like to provide supporting information for your request, add below.

Documents:

Please upload the following Required Document(s) which are mandatory to submit this Application:

No Required documents

Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.  
.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;.ade;.adp;.chm;.cmd;.com;.cpl;.hta;.ins;.isp;.jar;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vxd;.wsc;.wsf;.wsh are disallowed file types to upload.

File Name	Document Type	Description	Size	Action
invite_2 - Copy - Copy.png	Supporting Attachment	Supporting Attachment	51.99 KB	Actions ▼

Add

Continue Application »

Save and resume later



# 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



EEA ePlace Portal

## LSP - Licensed Site Professional Change of Status Amendment

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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](#)

#### Permittee

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

Telephone #:111-111-1111

#### 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.katagarta@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](#)

# Step 3: Successful Submission

- ❑ When you submit your application, you will receive a transaction Record Number so you can track the status of your application online
- ❑ Upon submission of your amendment please make sure to check your email for system notifications

Home

Search Applications

LSP - Licensed Site Professional Change of Status Amendment

1 Amendment Information

2 Review

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## Step 3: Record Submitted



Your application has been successfully submitted.

Thank you for using our online services.

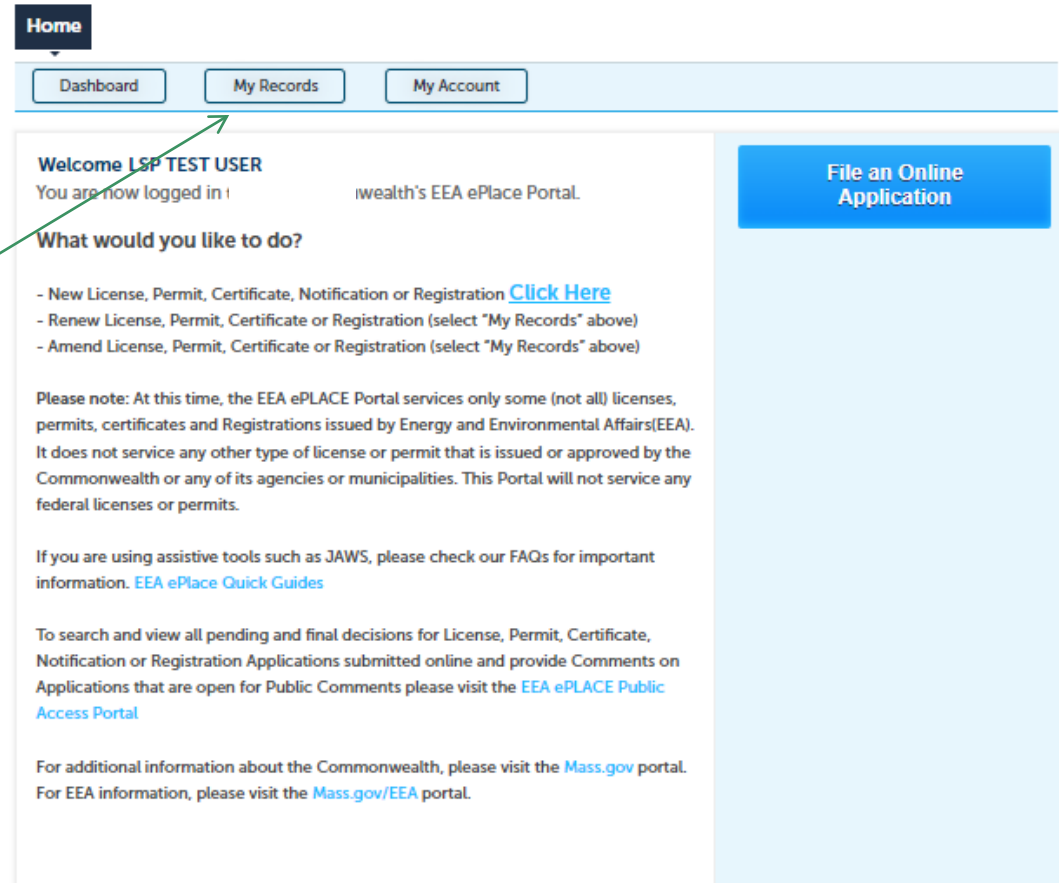
**Your Record Number is 23-LSP-0007-AMD.**

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



# To check the status of an application

- ❑ Log on to EEA ePlace portal
- ❑ [Mass.gov Licensing and Permitting Portal](#)
- ❑ Go to your “My Records” page to see and/or track the status of an application



# 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/apply-for-lsp-change-of-status>

