

Managing User Profiles and Organizations

Commonwealth of Massachusetts, Division of Marine Fisheries
Online Commercial, Dealer, and Special Permit Sales Guide Series
Volume 1

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Dashboard Navigation

1. Login to your account.
2. Click on the profile option in the menu across the top of the page.
3. In the drop down that appears, select 'User Profile'.

Division of Marine Fisheries
Marine Fisheries Permitting Program

DASHBOARD REQUEST HELP LOGOUT

FIRST LAST

Dashboard

[+ APPLY FOR A NEW PERMIT](#)

PERMIT(S) REQUEST(S)

Search Permits

Permits List

Permit Number	Permit Holder's Name	Organization's Name	Permit Category	Permit Type	Issue Date	Expiry Date	Permit Status	Action
184387	FIRST LAST		COMMERCIAL FISHERMEN PERMITS	BOAT 0 FT-59 FT	11/01/2023	12/31/2023	Active	MANAGE

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Manage Columns

Permit Holder's Name Organization's Name Permit Category Permit Type Issue Date Expiry Date

Vessel Name Hull No Compliance Status Permit Status

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Updating Personal Details

- Names, primary email, and DOB cannot be changed. You can contact DMF if there is an issue.
 - You can update your contact email address.
- Please note that residential address changes require DMF approval.

Division of Marine Fisheries
Marine Fisheries Permitting Program

FIRST LAST

DASHBOARD REQUEST HELP LOGOUT

Dashboard > User Profile

User Profile

Thank you for creating an account. Please provide your information.
All fields marked with an asterisk (*) are required.

PERSONAL PROFILE ORGANIZATIONS

Personal Profile

First Name *	MI	Last Name *	Suffix
FIRST		LAST	

Email Address *	Additional Email Address	Date of Birth
dmfpermittedTI@gmail.com		01/01/2000

select if this is the primary email to contact

Preferred Renewal Method

Online (paperless)

Mail

Residential Address

International Address

Address Line 1 *	Address Line 2	Country *
30 Emerson Ave		United States Of America

State *	City/Town *	Zip Code *
Massachusetts	Gloucester	01930

Updating Personal Details

- If you updated your address and your mailing address is the same, click the “Same as Residential Address” box.
- If you added an additional number through the “+ADD ANOTHER PHONE NUMBER” button, be sure to select a phone type.
- Delete a phone number by clicking the trash can under actions
- Click “SAVE UPDATES” to process your changes.

The screenshot shows a form for updating personal details. It is divided into three main sections: Residential Address, Mailing Address, and Phone. The Residential Address section includes fields for Address Line 1 (30 Emerson Ave), Address Line 2, Country (United States Of America), State (Massachusetts), City/Town (Gloucester), and Zip Code (01930). The Mailing Address section has a checkbox for "Same as Residential Address" which is highlighted in yellow. Below it are identical fields for Address Line 1, Address Line 2, Country, State, City/Town, and Zip Code. The Phone section contains a table with one row: Phone Number (123) 456-7890, Extension, Phone Type (Home), and Action (trash can icon). The Phone Number and Phone Type cells are highlighted in yellow. Below the table is a "+ ADD ANOTHER PHONE NUMBER" button, also highlighted in yellow. At the bottom of the form is a "Comments" section with a text area and a "+ SUBMIT COMMENT" button. At the very bottom, there are "CANCEL" and "SAVE UPDATES" buttons. A large yellow arrow points from the right towards the "SAVE UPDATES" button.

Updating Personal Details

- Please note that if you hold a permit, residential address changes require DMF approval.
 - Upon submitting the change, the profile will be locked and
 - You cannot apply for a new permit until DMF processes the request.
 - After submission, the profile will show the submission date and the request status.
 - You will be notified when a change is approved.

Residential Address

International Address

Profile Changed Date: 01/10/2024 16:51:23

Status: In Review

Address Line 1 * Address Line 2 Country *

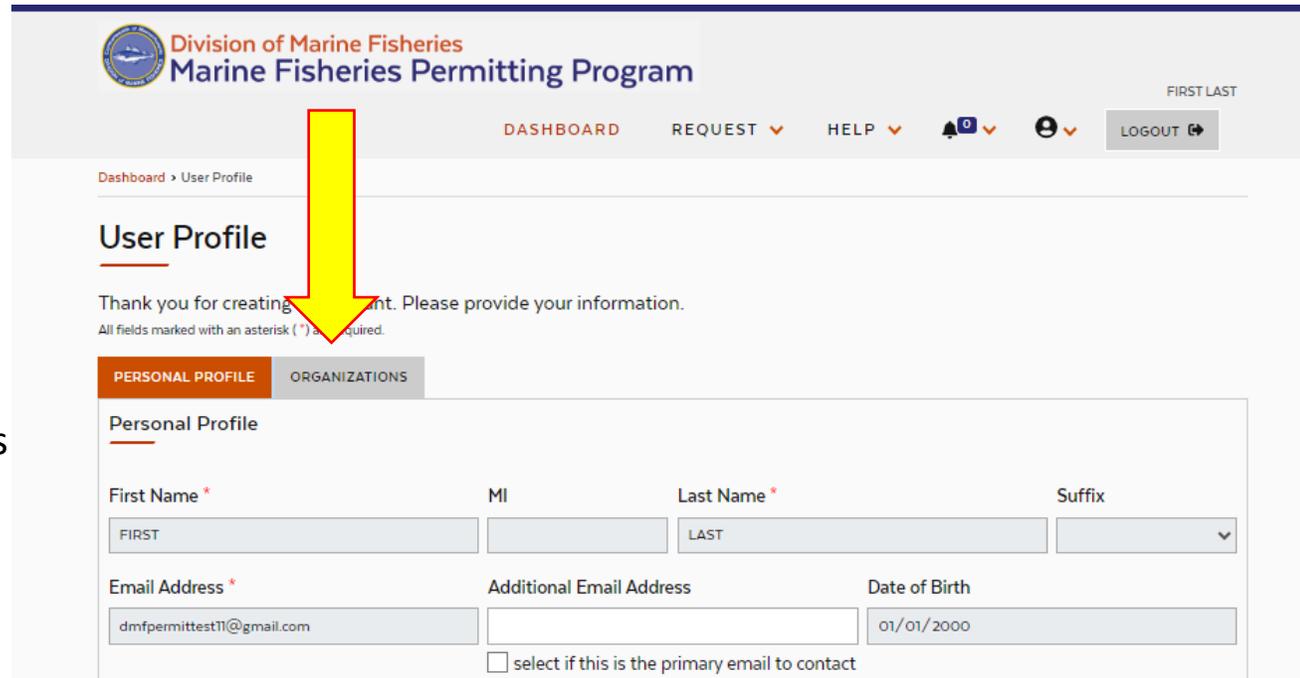
836 S Rodney French Blvd United States Of America ▼

State * City/Town * Zip Code *

Massachusetts ▼ New Bedford ▼ 02744 ▼

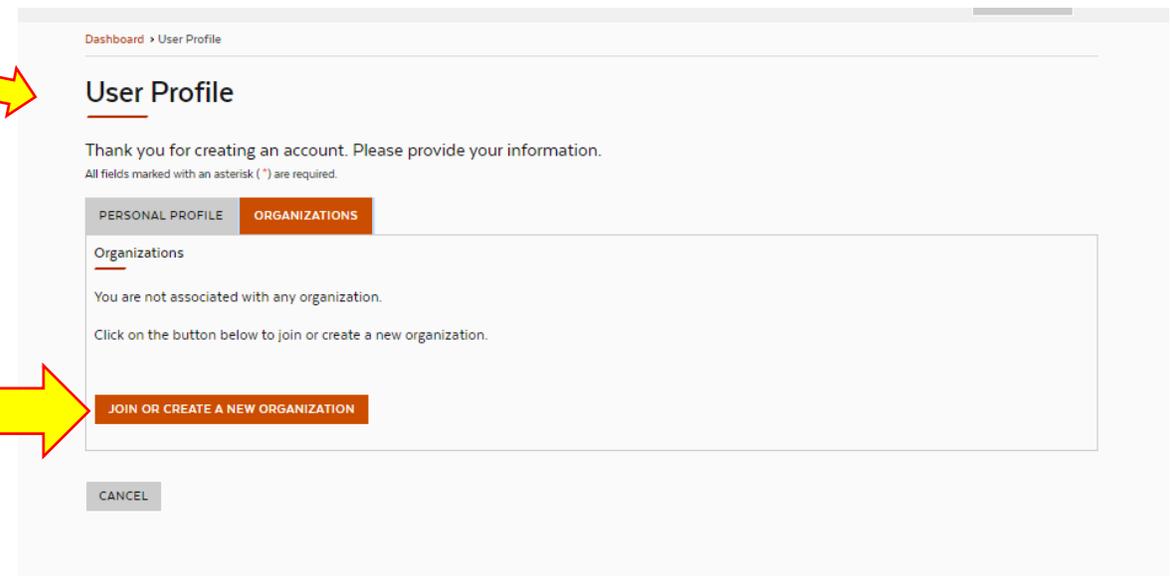
Joining an Existing Organization

- In the User Profile, click the Organizations tab, and if you have no existing organizations, you will see a screen like this



The screenshot shows the 'User Profile' page with the 'PERSONAL PROFILE' tab selected. The page title is 'Division of Marine Fisheries Marine Fisheries Permitting Program'. The breadcrumb is 'Dashboard > User Profile'. The page content includes a 'Personal Profile' section with the following fields: 'First Name *' (value: FIRST), 'MI' (empty), 'Last Name *' (value: LAST), 'Suffix' (dropdown menu), 'Email Address *' (value: dmfpermittest1@gmail.com), 'Additional Email Address' (empty), and 'Date of Birth' (value: 01/01/2000). There is a checkbox labeled 'select if this is the primary email to contact' which is unchecked. A yellow arrow points to the 'ORGANIZATIONS' tab.

- Next, click the 'JOIN OR CREATE A NEW ORGANIZATION BUTTON'.



The screenshot shows the 'User Profile' page with the 'ORGANIZATIONS' tab selected. The page title is 'Division of Marine Fisheries Marine Fisheries Permitting Program'. The breadcrumb is 'Dashboard > User Profile'. The page content includes an 'Organizations' section with the text: 'You are not associated with any organization. Click on the button below to join or create a new organization.' Below this text is a prominent orange button labeled 'JOIN OR CREATE A NEW ORGANIZATION' and a grey 'CANCEL' button. A yellow arrow points to the 'JOIN OR CREATE A NEW ORGANIZATION' button.

Joining an Existing Organization

- You will land on a search page. Searching to see if your organization exists first will help reduce duplication in the system.
- When searching by an organization name, please use the best practices listed at the top of the screen.
- You do not need to fill out all fields to successfully search.
- Hit 'Enter' or click 'Search' to execute your search
- Look for the organization in the results and click 'REQUEST TO JOIN'
- You can check the status of your request on your Organizations page. If you do not see a notification of acceptance or rejection by the organization within 5 business days, please contact DMF.

User Profile > Organization

JOIN AN ORGANIZATION

Please search an organization first. If organization is not found, you can create a new organization.

Best practices for searching an organization name:

- 1) Search for only a portion of the name. This will bring back all results with that portion.
- 2) Search for the name as seen on an existing permit in lieu of a Doing Business As(DBA) name.
- 3) Do not include punctuation (e.g., Ltd instead of Ltd., Mike instead of Mike's, etc.)
- 4) Be sure to exhaust your search options before attempting to create a new organization.

Search an Organization

Organization Name: State: Town:

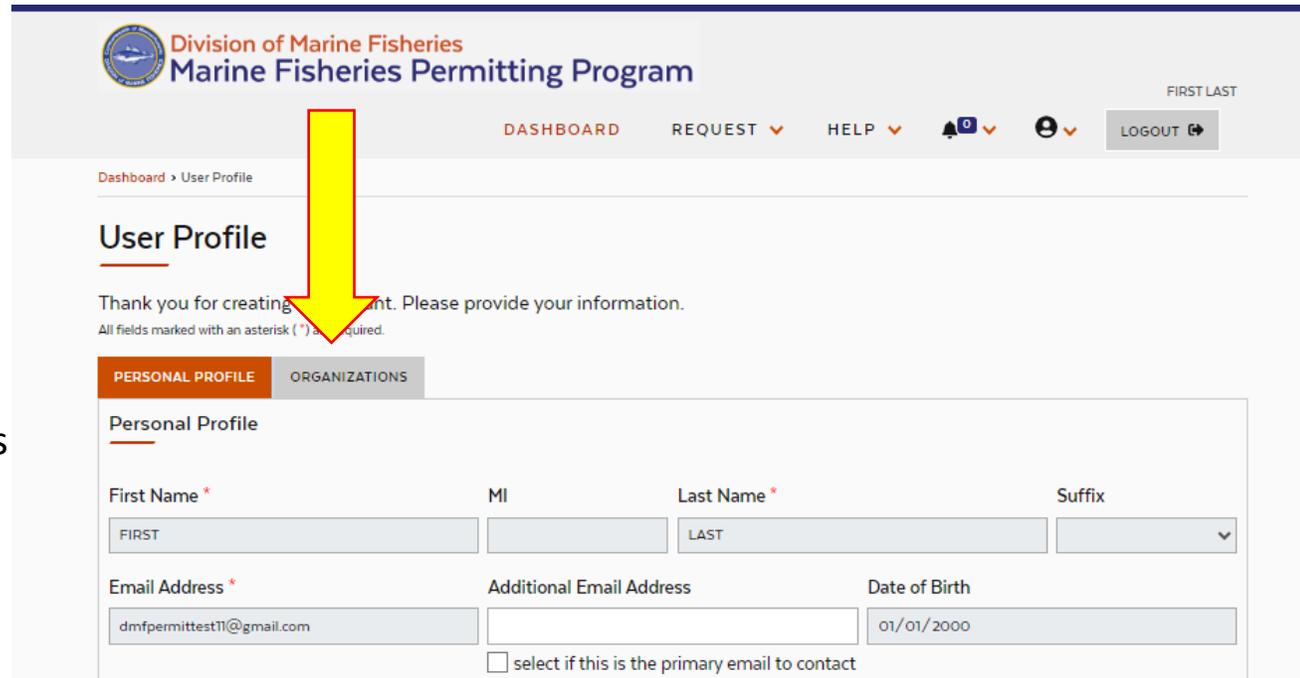
Search Results

Organization Name	Address	Action
TESTCASE#1	251 CAUSEWAY STREET, SUITE 400, BOSTON, MA, United States Of America 02114	<input type="button" value="REQUEST TO JOIN"/> <input type="button" value="DETAILS"/>

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Adding your Organization

- In the User Profile, click the Organizations tab, and if you have no existing organizations, you will see a screen like this



Division of Marine Fisheries
Marine Fisheries Permitting Program

DASHBOARD REQUEST HELP LOGOUT

Dashboard > User Profile

User Profile

Thank you for creating an account. Please provide your information.
All fields marked with an asterisk (*) are required.

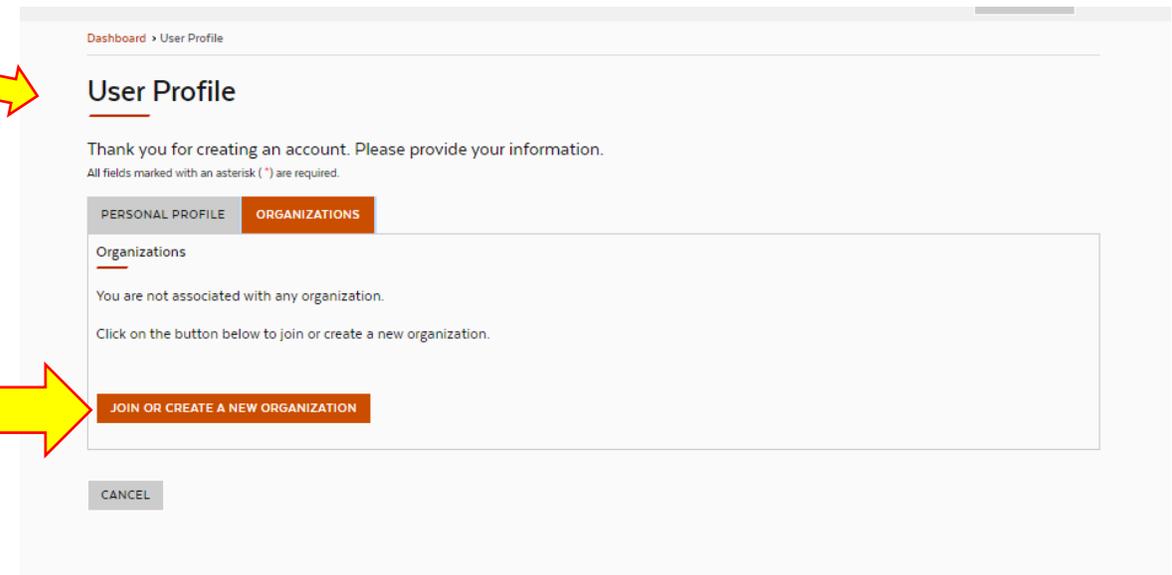
PERSONAL PROFILE ORGANIZATIONS

Personal Profile

First Name *	MI	Last Name *	Suffix
<input type="text" value="FIRST"/>	<input type="text"/>	<input type="text" value="LAST"/>	<input type="text"/>
Email Address *	Additional Email Address	Date of Birth	
<input type="text" value="dmfpermittest1@gmail.com"/>	<input type="text"/>	<input type="text" value="01/01/2000"/>	

select if this is the primary email to contact

- Next, click the 'JOIN OR CREATE A NEW ORGANIZATION BUTTON'.



Dashboard > User Profile

User Profile

Thank you for creating an account. Please provide your information.
All fields marked with an asterisk (*) are required.

PERSONAL PROFILE ORGANIZATIONS

Organizations

You are not associated with any organization.

Click on the button below to join or create a new organization.

JOIN OR CREATE A NEW ORGANIZATION

CANCEL

Adding your Organization

- You will land on a search page. Searching to see if your organization exists first will help reduce duplication in the system.
- When searching by an organization name, please use the best practices listed at the top of the screen.
- You do not need to fill out all fields to successfully search.
- Hit 'Enter' or click 'Search' to execute your search
- If no results come up, or no results that match your org appear, click 'ADD NEW ORGANIZATION'.

The screenshot shows the 'Marine Fisheries Permitting Program' search interface. At the top, there is a navigation bar with 'DASHBOARD', 'REQUEST', 'HELP', and 'LOGOUT'. Below this is a breadcrumb trail 'User Profile > Organization'. A prominent yellow arrow points down to the 'JOIN AN ORGANIZATION' header. Below the header, a message states: 'Please search an organization first. If organization is not found, you can create a new organization.' A yellow box highlights the section 'Best practices for searching an organization name:', which lists four guidelines: 1) Search for only a portion of the name. 2) Search for the name as seen on an existing permit in lieu of a Doing Business As (DBA) name. 3) Do not include punctuation (e.g., Ltd instead of Ltd., Mike instead of Mike's, etc.) 4) Be sure to exhaust your search options before attempting to create a new organization. Below the guidelines is the 'Search an Organization' section, which includes three input fields: 'Organization Name', 'State', and 'Town'. A 'CLEAR' button is on the left, and a 'SEARCH' button is on the right, with a yellow arrow pointing to it. Below the search fields is a 'Search Results' section, which contains a '+ ADD NEW ORGANIZATION' button, also with a yellow arrow pointing to it. A 'BACK' button is located at the bottom left of the page.

Adding your Organization

- When creating an organization, the profile data will look similar to the person profile.
- Elements marked with an asterisk are required.
- When completed, click 'CREATE ORG'

CREATE A NEW ORGANIZATION

Organization Name * Type * Url

Start Date * End Date

Preferred Renewal Method

Physical Address

Address Line 1 * Address Line 2 Country *

State * City/Town * Zip Code *

Mailing Address

Address Line 1 * Address Line 2 Country *

State * City/Town * Zip Code *

Email Address

Phone / Fax Number(s) *

Phone Number	Extension	Phone Type	Action
(xxx) xxx-xxxx		Select One	

+ ADD ANOTHER PHONE NUMBER

BACK CREATE ORG

Adding your Organization

- You will land back on your user profile. Click on the ORGANIZATIONS tab again to find the new organization listed.
- You will automatically be listed as the principal owner of the org.
- 'EDIT' will let you update the details of the Organization itself.
- 'MANAGE' will bring you to the page to manage the people affiliated with your org.

Dashboard > User Profile

User Profile

Thank you for creating an account. Please provide your information.
All fields marked with an asterisk (*) are required.

PERSONAL PROFILE **ORGANIZATIONS**

Organizations

List of organizations

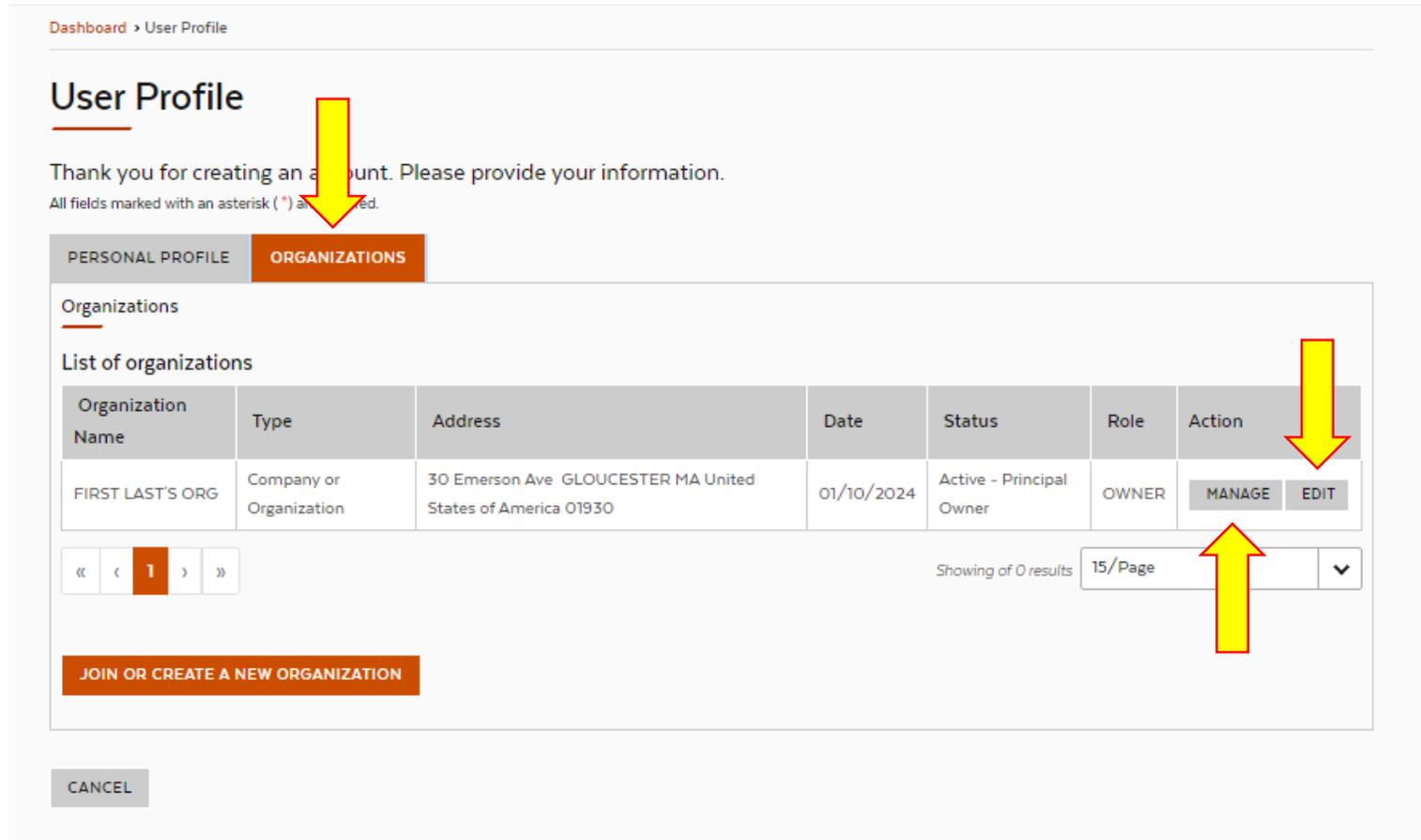
Organization Name	Type	Address	Date	Status	Role	Action
FIRST LAST'S ORG	Company or Organization	30 Emerson Ave GLOUCESTER MA United States of America 01930	01/10/2024	Active - Principal Owner	OWNER	MANAGE EDIT

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JOIN OR CREATE A NEW ORGANIZATION

CANCEL



Editing your Organization

- If you click EDIT, you will be brought to the Organization details.
- To update fields, click 'UPDATE', make your changes, and click 'SAVE UPDATES'
 - Note that the name of the org and the residential address of the org cannot be updated. Call DMF to inquire about changing those.

ORGANIZATIONS UPDATE

Organization Name * Type * Url

FIRST LAST'S ORG Company or Organization

Start Date * End Date

12/30/2023 mm/dd/yyyy

Preferred Renewal Method

Online (paperless)

Mail

Physical Address

International Address

Address Line 1 * Address Line 2 Country *

30 Emerson Ave United States Of America

State * City/Town * Zip Code *

Massachusetts Gloucester 01930

Mailing Address

Same as Physical Address International Address

Address Line 1 * Address Line 2 Country *

30 Emerson Ave United States Of America

State * City/Town * Zip Code *

Massachusetts Gloucester 01930

Email Address

Phone / Fax Number(s) *

Phone Number	Extension	Phone Type	Action
(123) 456-7890		Work	

+ ADD ANOTHER PHONE NUMBER

BACK SAVE UPDATES

Manage your Organization Affiliations

- As an organization owner, you can manage the affiliations of your org and approve requests to join.
- If you click MANAGE, you will be brought to the Organization affiliations.

Manage Organization

Organization: FIRST LAST'S ORG

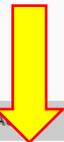
Organization Affiliations

Affiliated Person/Org	Email	Phone Number	Status	Date	Role	Action
LAST FIRST	dmfpermitter11@gmail.com		ACTIVE_PRINCIPAL_OWNER	01/10/2024	OWNER	MANAGE

« < 1 > »

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BACK



Manage your Organization Affiliations

- You cannot change your ownership status. Please contact DMF if that is necessary.
- If you have an affiliation request to manage, click 'MANAGE' to enter the affiliations management screen.
- Here you can set the role of the individual and their status. To Approve the request:
 - Choose the Role from 'Owner', 'Admin', and 'Employee'
 - Choose the 'Active' Status
 - Click 'Approve'.
- To reject or deny the request, click 'Reject'

Dashboard > User Profile > Manage Organization

Manage Organization

Organization: FIRST LAST'S ORG

Organization Affiliations

Affiliated Person/Org	Email	Phone Number	Status	Date	Role	Action
LAST FIRST	dmpfermittest1@gmail.com		ACTIVE_PRINCIPAL_OWNER	01/10/2024	OWNER	MANAGE
TEST DMF	dmpftesting1@gmail.com		REQUEST_SENT	11/25/2024		MANAGE

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BACK

Manage Organization Affiliations

Organization: FIRST LAST'S ORG
Person: TEST DMF
Role:
Status: Request Sent

Select a Role
Employee

Select a Status
Active

REJECT APPROVE

Manage your Organization Affiliations

- To change an Employee's affiliation, click 'MANAGE'.
- You can now change their role if needed.
- You can also unaffiliate this person from your organization by clicking 'UNAFFILIATE'

Dashboard > User Profile > Manage Organization

Manage Organization

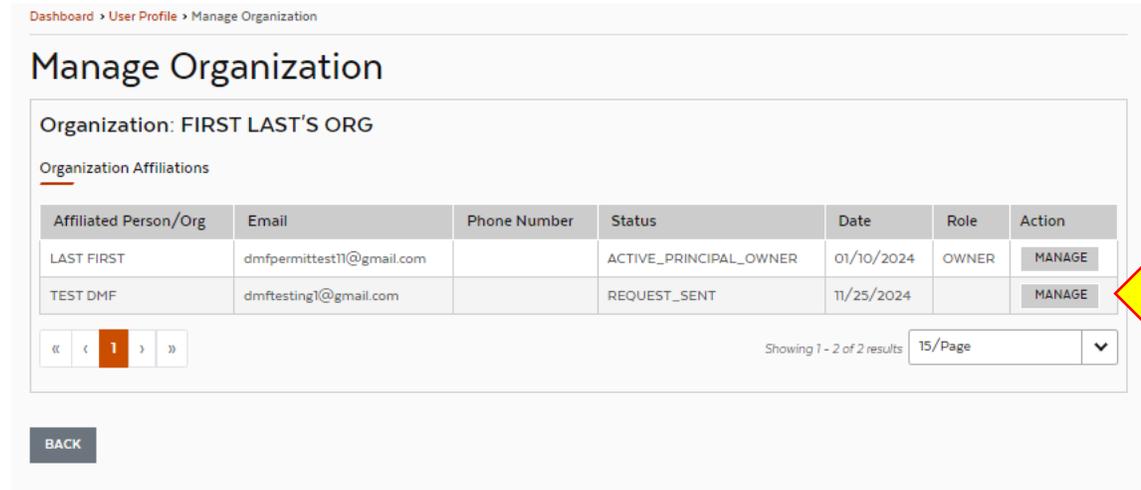
Organization: FIRST LAST'S ORG

Organization Affiliations

Affiliated Person/Org	Email	Phone Number	Status	Date	Role	Action
LAST FIRST	dmpfpermittest1@gmail.com		ACTIVE_PRINCIPAL_OWNER	01/10/2024	OWNER	MANAGE
TEST DMF	dmpftesting1@gmail.com		REQUEST_SENT	11/25/2024		MANAGE

« < 1 > » Showing 1 - 2 of 2 results 15/Page

BACK



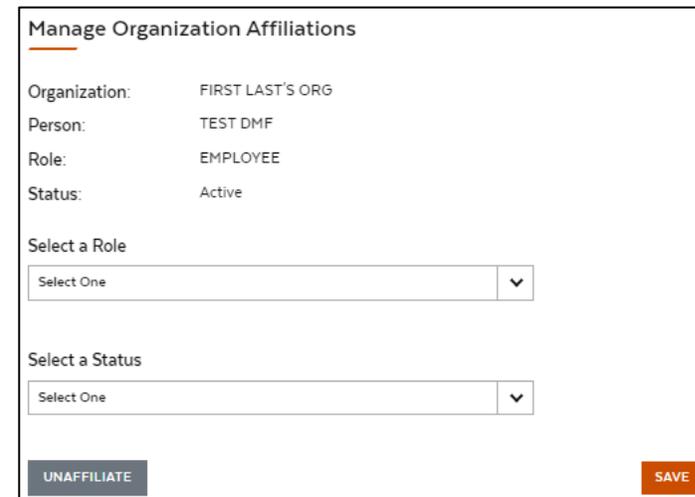
Manage Organization Affiliations

Organization: FIRST LAST'S ORG
Person: TEST DMF
Role: EMPLOYEE
Status: Active

Select a Role
Select One

Select a Status
Select One

UNAFFILIATE SAVE



Questions?

- Contact DMF's permitting help desk at
 - Phone: 617-626-1520
 - Email: marine.fish@mass.gov
- See more user guides on our website!
 - Creating an Account and Claiming permits
 - Applying for a new permit
 - Amending a permit
 - Renewing a permit
 - Paying for a permit