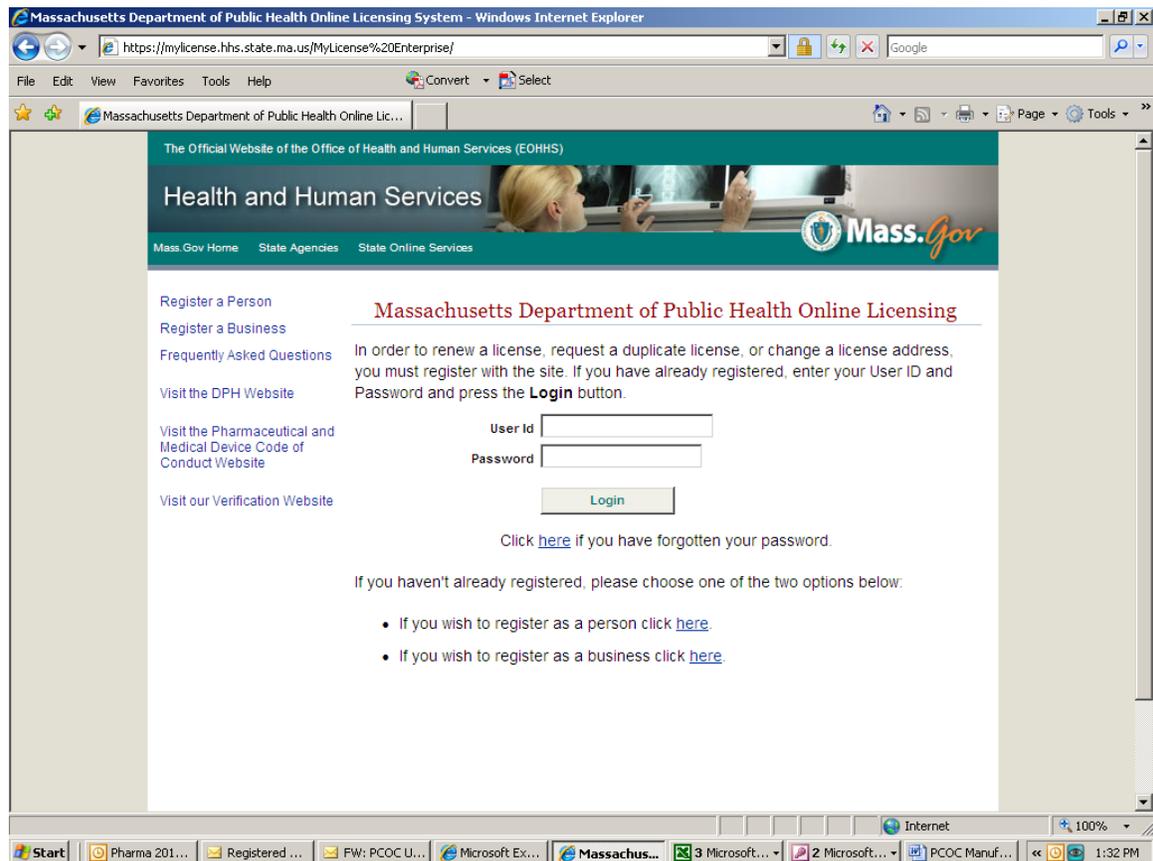


Online Licensing System Account Creation User Manual for Licensees

This document displays screen shots and describes what a licensee should do to create an account and login using the Massachusetts Department of Public Health Online Licensing site. Please note: license and registration and licensee / registrant are used interchangeably on the site for those creating Pharmaceutical and Medical Device Code of Conduct registrations.

Here is the URL for the Massachusetts Online Licensing website:

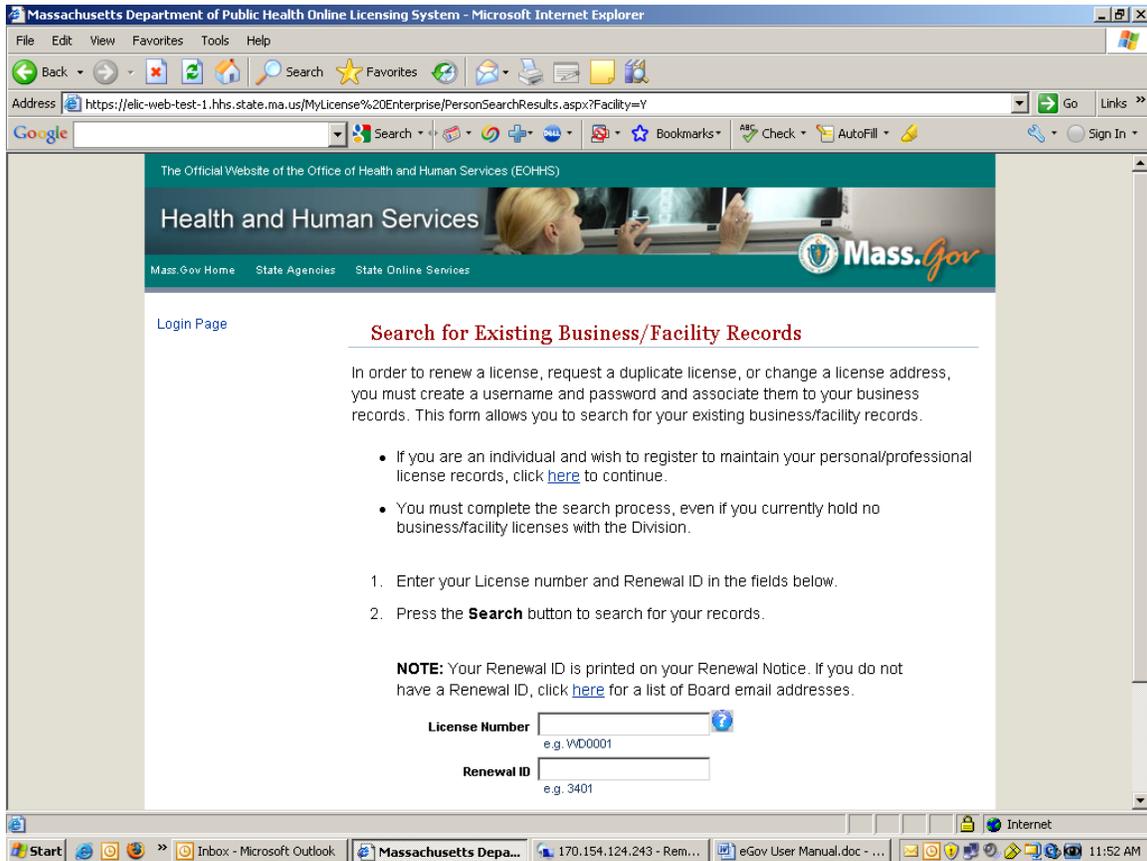
<https://onlineservices.hhs.state.ma.us/MyLicense%20Enterprise/>



Registration and Login Pages

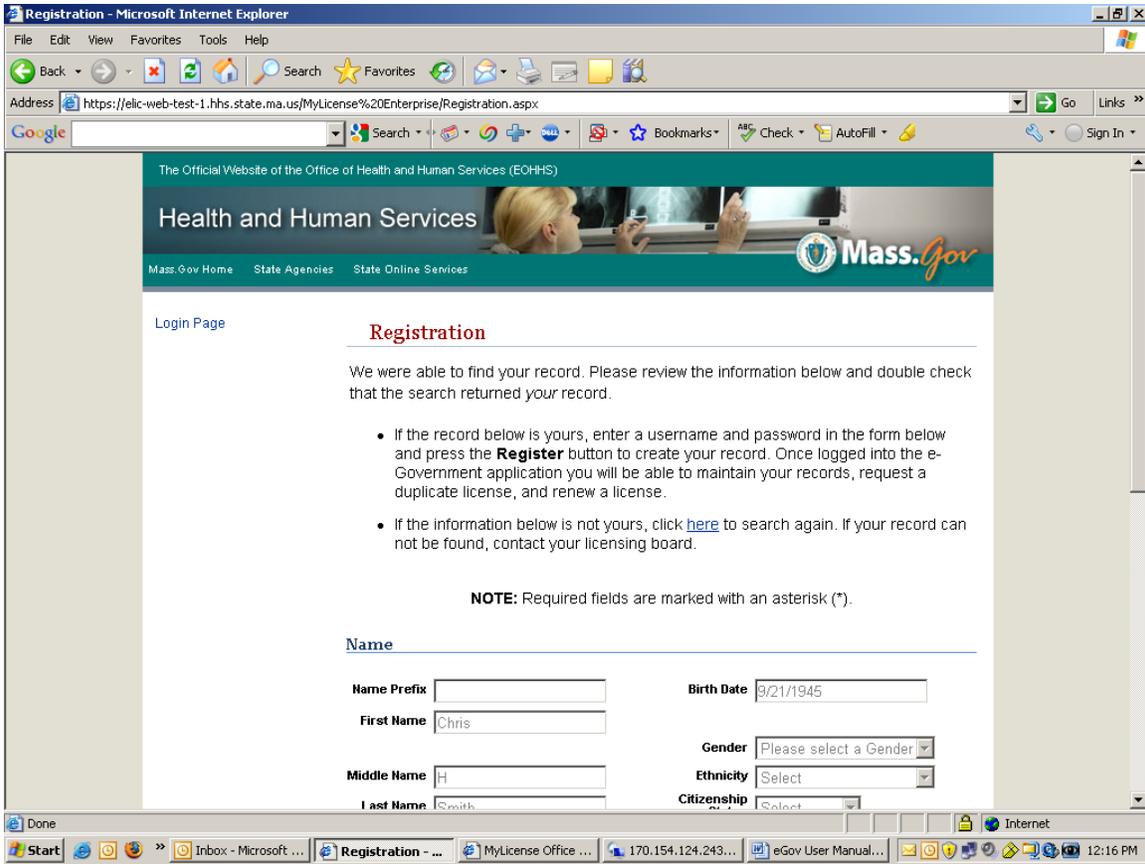
This is the first screen a licensee sees. If you already have a User ID and Password, enter them here to login. Otherwise, you may create a User ID and Password by selecting the Register a Business link in the upper left corner of the screen. There is also a link for Frequently Asked Questions and a link to the Code of Conduct main page on the DPH website.

If you have forgotten your User ID or Password, there is a link beneath the Login button to retrieve them by entering the correct answer to the secret question that was established during registration.

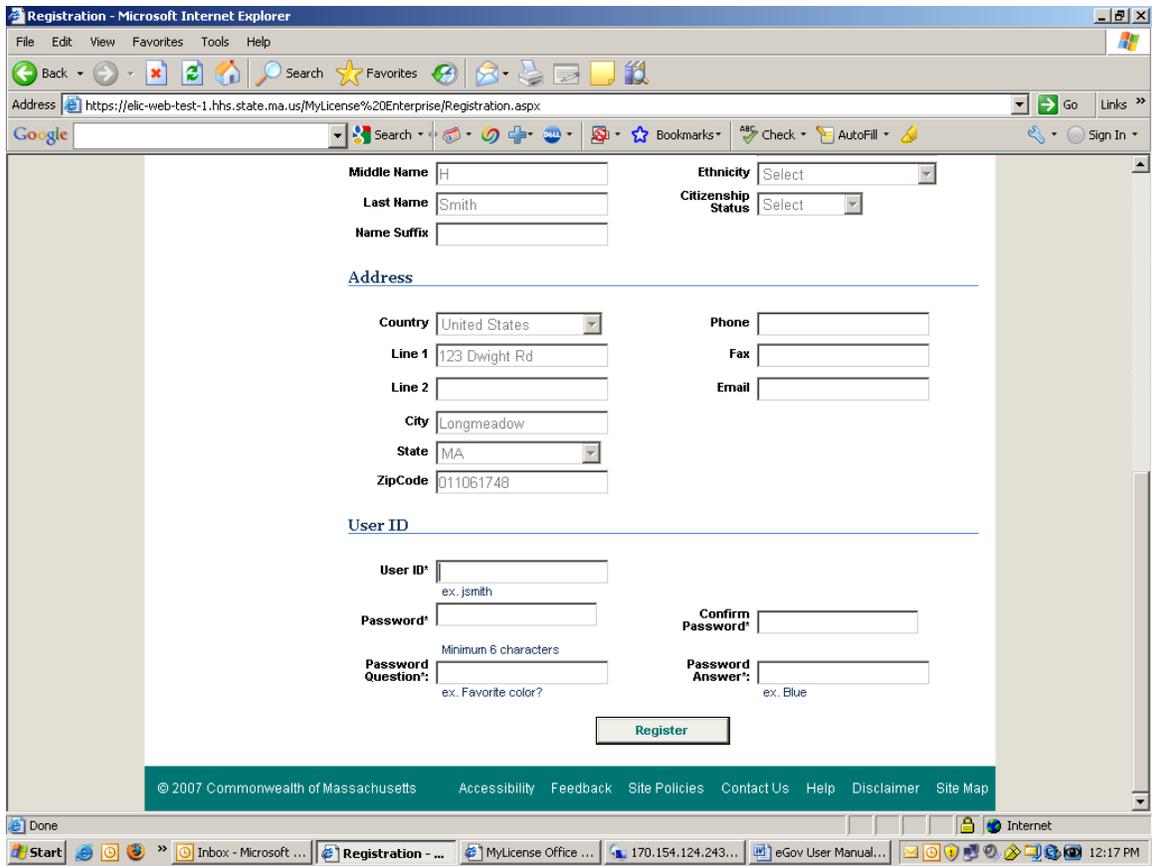


This is the first screen you see after selecting Register a Business. You should enter the unique License Number of the business (The “CC#####” number for pharmaceutical and medical device manufacturers) and the Renewal ID that was sent to your company’s registered contact, and then click the Search button.

If you do not know your Renewal ID, please send an email to pharmameddata@massmail.state.ma.us

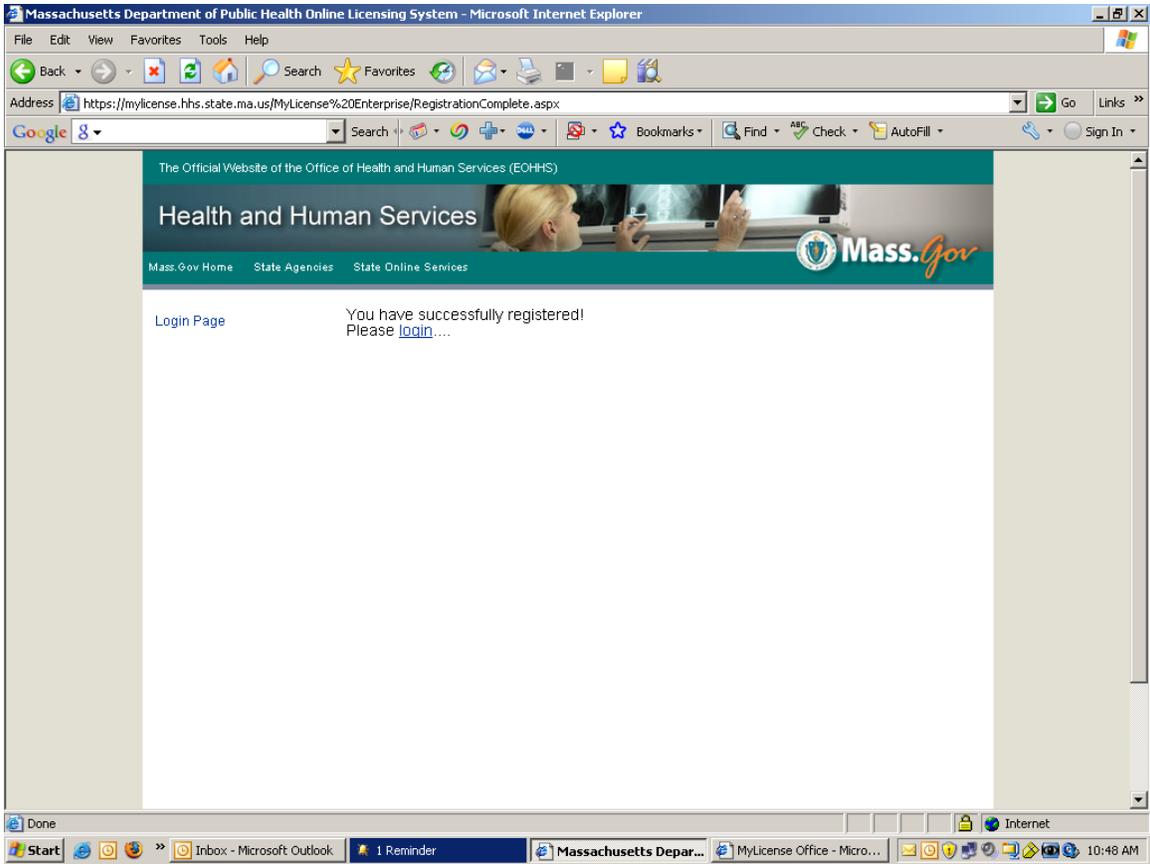


This is the first half of the screen that displays once a licensee has selected the Search button. If your record was found, this page displays the demographic information already in the database.

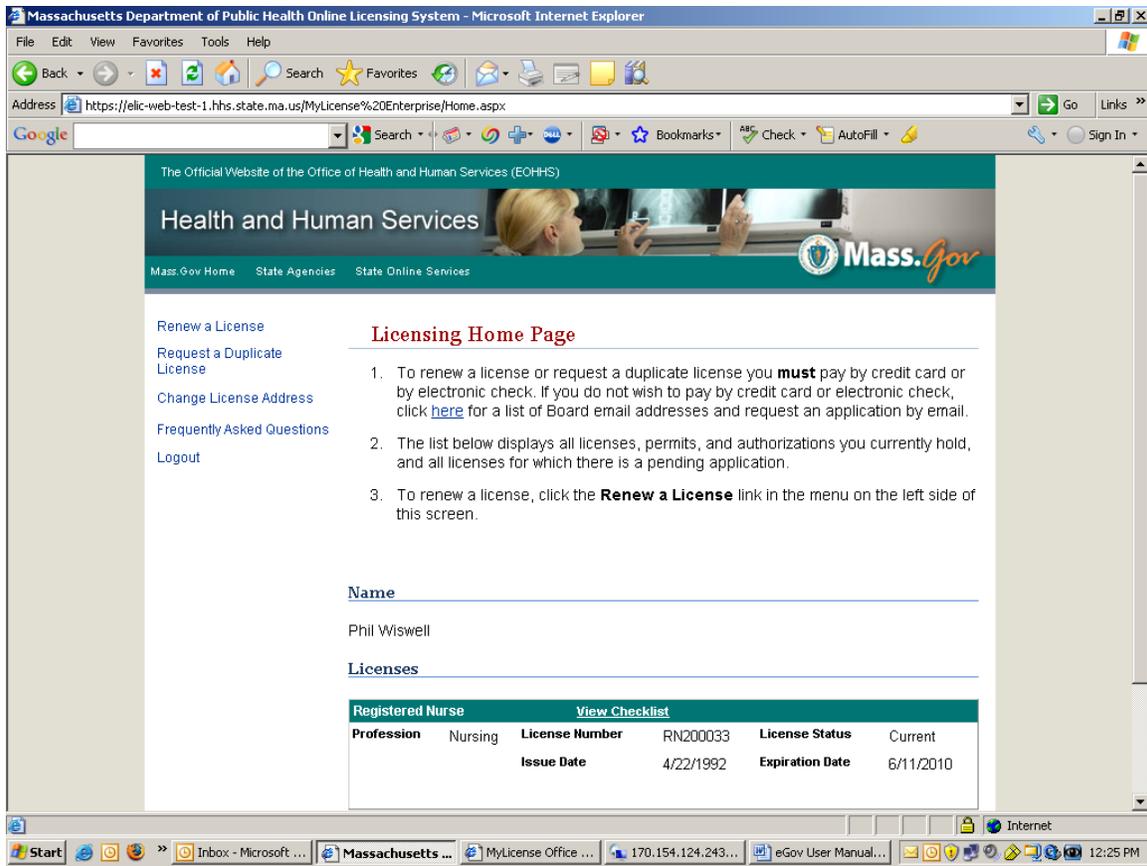


This is the second half of the previous screen.

You must enter a User ID, a Password (twice), and a Password question and answer. The question and answer are used on the main login screen to retrieve a forgotten password.



This screen appears upon successful registration of a new user. The licensee should select the Login Page link to begin using the application.



This is the first page a licensee sees after successfully logging in. The licensee may select from the five choices in the upper left corner of the screen.

All licenses, permits, and authorizations held by the licensee will display at the bottom of this page.