

# Submitting Pesticide Product Renewal Applications using the EEA ePLACE Portal

Pesticide Program

Division of Crop & Pest Services

Mass. Department of Agricultural Resources

## Compatible Equipment and Web Browsers

- Please also be sure that you are using a regular computer (Windows 10+ / MacOS 10.11+ computer or laptop) with MS Edge or Chrome web browser.
- All instructions were written, and screenshots based on Windows 10 and MS Edge browser—other browsers may be different or incompatible.
- Chromebooks are not 100% compatible with the EEA ePLACE Portal and users may find it difficult to upload documents, proof of insurance, etc..
- Mobile devices; such as, iPhone, iPad, Android phone or tablets, etc. are NOT compatible with the EEA ePLACE Portal.

**No Chromebooks, smartphones or tablets!**



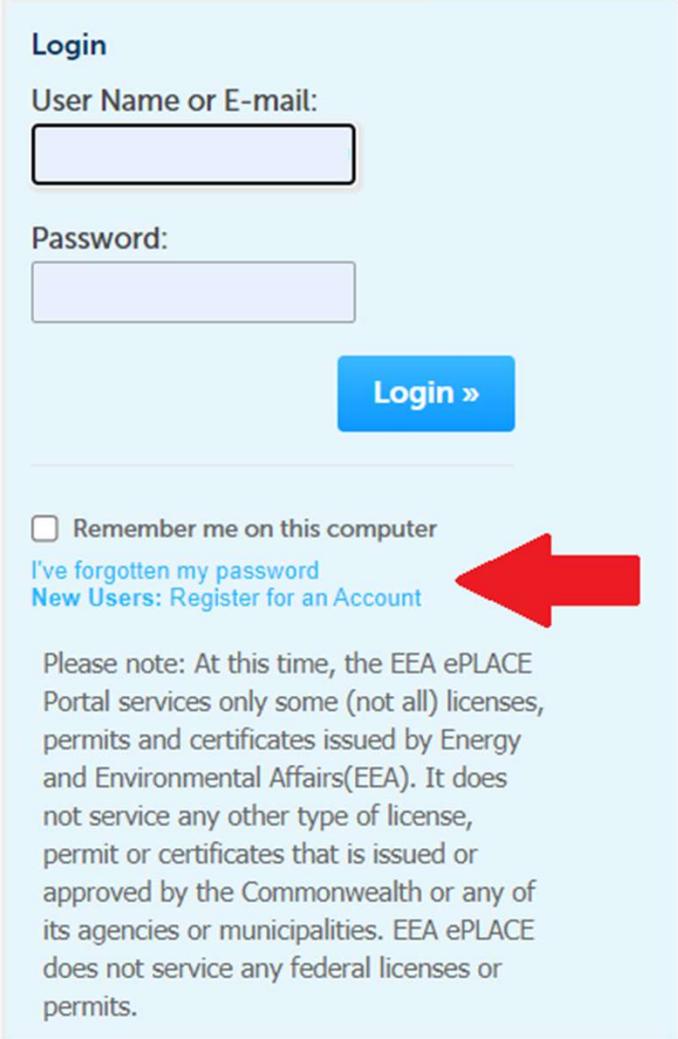
# Log Into Your EEA ePLACE Portal Account

Go to the EEA ePLACE Portal webpage and log into your account.

<https://eplace.eea.mass.gov/citizenaccess/>

**Forgot your Password? Use the Password reset tool**

**Need Help?** For login assistance, please call the ePLACE Help Desk Team at 844-73-ePLAC (844-733-7522), 7:30 AM-5:00 PM, Monday-Friday (except on holidays)



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

# Are Your Product Registration (PR) Records in the Desired EEA ePLACE Portal Account?

- If you need to move Product Registration (PR) Records from one EEA ePLACE Portal Account to a new or different EEA ePLACE Portal Account, you can do this by following the EEA ePLACE Portal Record Transfer Process. See the guide posted on the Department's Product Registration Website
- <https://www.mass.gov/how-to/register-a-pesticide-product-in-massachusetts>

# Resources Required to Renew Your Products on the EEA ePLACE Portal

- Once you have confirmed that the PR Records (registrations) are under your control – associated with your EEA ePLACE Portal Account – as found under the “My Records” tab or organized into “Collections”, you are ready to submit your renewal application.
- Registrants or their Agents will not need to upload any product labeling, safety data sheets, etc. as part of the renewal application.

# Click on My Records



# Click one of the Renew Authorization Hyperlinks—to Select All Related PR's

## ▼ MDAR

Showing 1-3 of 3 [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Category	Expiration Date	Status	Action
<input type="checkbox"/>	03/18/2020	<a href="#">PR-0007924</a>	MDAR - Massachusetts Pesticide Product Registration Authorization	test - 1-5	06/30/2020	About to Expire	<a href="#">Renew Authorization</a>
<input type="checkbox"/>	03/16/2020	<a href="#">PR-0007920</a>	MDAR - Massachusetts Pesticide Product Registration Authorization	test - 1-2	06/30/2020	About to Expire	<a href="#">Renew Authorization</a>
<input type="checkbox"/>	03/16/2020	<a href="#">PR-0007921</a>	MDAR - Massachusetts Pesticide Product Registration Authorization	test - 1-3	06/30/2020	About to Expire	<a href="#">Renew Authorization</a>



# Renew All Products for One Company at the Same Time

- When you registered your new product(s) in the EEA ePLACE Portal, you selected the EPA Company associated with that specific EPA Registration Number.
- By clicking the “Renew Authorization” hyperlink, you will start a renewal application, not only for that one product registration (PR) but for all products that are associated with that specific Registrant or Company—and that are in your specific EEA ePLACE Portal Account.

# See the Associated Pesticide Product Registrations Eligible for Renewal

## Applicable Renewal Records

### RECORD LIST

For each Product Registration (PR) listed, please click on the corresponding "Actions" drop down menu and then click "Edit" to indicate the desired renewal status.

- If you select "Cancel" then the specified registration will end on June 30th of the current year.
- If you select "Not Ready for Renewal" then the specified registration will not be included in this application, but will remain eligible for renewal at a later time.
- If you select "Ready for Renewal" then the specified registration and fee will be included in this application. Those registrations that are updated as "Ready for Renewal" and their associated renewal fees will be grouped together.

The total renewal fees will be due and payable via a single "Online Payment" or by check or money order via an invoice sent to your email, if you choose to "Pay by Mail".

 Required forms have not been completed in the section below. For each of the indicated rows, please click Edit from the Actions drop-down menu to complete the form.

Showing 1-3 of 3

<input type="checkbox"/>	Renew Status	Record ID	EPA Number	Product Brand Name	
<input type="checkbox"/>		PR-0007924	1-5	Test5- Product1	Actions ▾
<input type="checkbox"/>		PR-0007923	1-4	Test4- Product1	Actions ▾
<input type="checkbox"/>		PR-0007921	1-3	Test3- Product1	Actions ▾

Edit Selected

Continue Application »

Save and resume later

# Select the PR's and Begin to Edit their Registration Status

Click the top "tick" box to select all records and click the "Edit Selected" button.

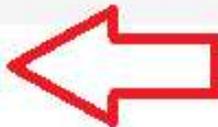
 Required forms have not been completed in the section below. For each of the indicated rows, please click Edit from the Actions drop-down menu to complete the form.



Showing 1-3 of 3

<input checked="" type="checkbox"/>	Renew Status	Record ID	EPA Number	Product Brand Name	
<input checked="" type="checkbox"/> 		PR-0007924	1-5	Test5- Product1	<a href="#">Actions</a> ▼
<input checked="" type="checkbox"/> 		PR-0007923	1-4	Test4- Product1	<a href="#">Actions</a> ▼
<input checked="" type="checkbox"/> 		PR-0007921	1-3	Test3- Product1	<a href="#">Actions</a> ▼

Edit Selected



Continue Application »

Save and resume later

# Update Each PR to the Desired Renewal Status

**RECORD LIST**

For each Product Registration (PR) listed, please click on the corresponding "Actions" drop down menu and then click "Edit" to indicate the desired renewal status.

- If you select "Cancel" then the specified registration will end on June 30th of the current year.
- If you select "Not Ready for Renewal" then the specified registration will not be included in this application, but will remain eligible for renewal at a later time.
- If you select "Ready for Renewal" then the specified registration and fee will be included in this application. Those registrations that are updated as "Ready for Renewal" and their associated renewal fees will be grouped together.

The total renewal fees will be due and payable via a single "Online Payment" or by check or money order via an invoice sent to your email, if you choose to "Pay by Mail".

* Renew Status:	* Record ID:	* EPA Number:
--Select--	PR-0007924	1-5
Product Brand Name:		
Test5- Product1		
<hr/>		
* Renew Status:	* Record ID:	* EPA Number:
--Select--	PR-0007923	1-4
Product Brand Name:		
Test4- Product1		
<hr/>		
* Renew Status:	* Record ID:	* EPA Number:
--Select--	PR-0007921	1-3
Product Brand Name:		
Test3- Product1		

# Choose “Not Ready for Renewal”, “Ready for Renewal” or “Cancel”

• If you select “Not Ready for Renewal” then the specified registration will not be included in this application, but will remain eligible for renewal at a later time.

• If you select “Ready for Renewal” then the specified registration and fee will be included in this application. Those registrations that are updated as “Ready for Renewal” and their associated renewal fees will be grouped together.

The total renewal fees will be due and payable via a single “Online Payment” or by check or money order via an invoice sent to your email, if you choose to “Pay by Mail”.

* Renew Status: Not Ready for Renewal	* Record ID: PR-0007924	* EPA Number: 1-5
Product Brand Name: Test5- Product1		
* Renew Status: Ready for Renewal	* Record ID: PR-0007923	* EPA Number: 1-4
Product Brand Name: Test4- Product1		
* Renew Status: Cancel	* Record ID: PR-0007921	* EPA Number: 1-3
Product Brand Name: Test3- Product1		

**Submit**  **Click the Submit Button After You have Updated the Renew Status for all Products Listed.**

# Verify the Desired Status and Continue the Application

## Applicable Renewal Records

### RECORD LIST

For each Product Registration (PR) listed, please click on the corresponding “Actions” drop down menu and then click “Edit” to indicate the desired renewal status.

- If you select “Cancel” then the specified registration will end on June 30th of the current year.
- If you select “Not Ready for Renewal” then the specified registration will not be included in this application, but will remain eligible for renewal at a later time.
- If you select “Ready for Renewal” then the specified registration and fee will be included in this application. Those registrations that are updated as “Ready for Renewal” and their associated renewal fees will be grouped together.

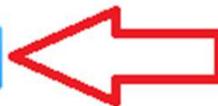
The total renewal fees will be due and payable via a single “Online Payment” or by check or money order via an invoice sent to your email, if you choose to “Pay by Mail”.

Showing 1-3 of 3

<input type="checkbox"/>	Renew Status	Record ID	EPA Number	Product Brand Name	
<input type="checkbox"/>	Not Ready for Renewal	PR-0007924	1-5	Test5- Product1	Actions ▾
<input type="checkbox"/>	Ready for Renewal	PR-0007923	1-4	Test4- Product1	Actions ▾
<input type="checkbox"/>	Cancel	PR-0007921	1-3	Test3- Product1	Actions ▾

Edit Selected

Continue Application »



Verify the Selected Renew Status and Continue the Application

Save and resume later

# Renewal Actions Apply to All Brand Names with that EPA Number

## Applicable Renewal Records

### RECORD LIST

For each Product Registration (PR) listed, please click on the corresponding "Actions" drop down menu and then click "Edit" to indicate the desired renewal status.

- If you select "Cancel" then the specified registration will end on June 30th of the current year.
- If you select "Not Ready for Renewal" then the specified registration will not be included in this application, but will remain eligible for renewal at a later time.
- If you select "Ready for Renewal" then the specified registration and fee will be included in this application. Those registrations that are updated as "Ready for Renewal" and their associated renewal fees will be grouped together.

The total renewal fees will be due and payable via a single "Online Payment" or by check or money order via an invoice sent to your email, if you choose to "Pay by Mail".

Showing 1-3 of 3

<input type="checkbox"/>	Renew Status	Record ID	EPA Number	Product Brand Name	
<input type="checkbox"/>	Not Ready for Renewal	PR-0007924	1-5	Test5- Product1	Actions ▾
<input type="checkbox"/>	Ready for Renewal	PR-0007923	1-4	Test4- Product1	Actions ▾
<input type="checkbox"/>	Cancel	PR-0007921	1-3	Test3- Product1	Actions ▾

Edit Selected

Continue Application »

Verify the Selected Renew Status and Continue the Application

Save and resume later

For purposes of this online Renewal Application, the below form will show just one brand name for the Record ID / EPA Number listed. It's important to note that the specified action you choose, "Cancel", "Not Ready for Renewal" or "Ready for Renewal", applies to all brand names related to the Record ID / EPA Number listed and not just the one brand name listed below.

After your renewal application is paid and approved, then you may file an Amendment Application to make changes to select brand names -- to edit, add, or delete certain brands as may be desired.

# Review the Renewal Application

Home

MDAR Applications

## MDAR - Massachusetts Pesticide Product Registration Renewal

1 Application Information	2 Review	3 Record Submitted
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### Step 2: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit Application" button to make changes, if needed.

## Review and Certification

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[Edit Application](#)

# Complete the Review and Certification

## Applicant Information

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Individual  
Steven Kenvon  
251 Causeway ST  
Boston, MA 02114

Telephone #: 123-123-2323  
E-mail: MDARPesticideProgram@Pesticides.gov

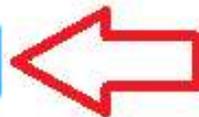
I hereby certify under the penalties of perjury that I have personally examined the information provided and that it is true, accurate, and complete. I further acknowledge that the submission of any false information may result in the denial, suspension, and/or revocation of any product registration, license, certification, and/or permit issued by the Massachusetts Department of Agricultural Resources and may result in legal action in accordance with M.G.L. c. 132B and the laws of the Commonwealth of Massachusetts.

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: 03/24/2020

Continue Application »



**Attest by Clicking the "Tick" Box  
and Continue the Application**

Save and resume later

# See the Total Applied and Select Pay “Online” or Choose Pay “By Mail”

Home

MDAR Applications

### MDAR - Massachusetts Pesticide Product Registration Renewal

1 Application Information	2 Review	3 Pay Fees	4 Record Submitted
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#### Step 3: Pay Fees

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your application will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

#### Application Fees

Fees	Amount
Product Registration Renewal	\$300.00

**Only 1-PR was marked "Ready for Renewal" and therefore a fee for only one product was applied.** \$300.00

[Pay Online »](#) [Pay by Mail »](#)

# Pay Fees Online By Checking (ACH)

Payment

Payment

**Paying fees by checking (ACH) will incur only a 35 cent fee.**

You have elected to pay for the following item(s).

Description	Attendee	Service Fee	Amount
MDAR/Pesticide/Product Registration/Application	19TMP-006228	\$0.35	\$300.00
		<b>\$0.35</b>	<b>\$300.00</b>

**Total Amount Due: \$300.35**

**Billing Information**

Same As Previous Information

**First Name**  
Enter First Name

**Last Name**  
Enter Last Name

**Street**  
Enter Street

**City**  
Enter City

**State/Territory**  
Select State

**Zip**  
Enter Zip

**Phone Number**  
( ) - -

**Email**  
Enter Email Address

**Payment Information**

Credit/Debit Card  Electronic Check/ACH

To pay with electronic check, provide information below:

**Routing Number**  
Enter Routing Number

**Account Number**  
Enter Account Number

**Name on Check**  
Enter Name on Check

**Account Type**

- Checking
- Savings
- Corporate
- Corporate Savings

I Accept

**Commonwealth of Massachusetts Terms Agreement**

**1. Personal Account Language**

I hereby authorize NCOURT\*Commonwealth of Massachusetts License to electronically deduct from my bank account this one-time payment as indicated above. I further authorize my bank or financial institution to deduct this one-time payment from my bank account. NCOURT\*Commonwealth of Massachusetts License will

**Email address where receipt is sent by payment vendor nCourt**

**YourEmailAddress**

# Pay Fees Online by Credit Card

Payment

Payment

**Paying fees by credit card will incur a \$7.05 fee.**

You have elected to pay for the following item(s).

Description	Attendee	Service Fee	Amount
MDAR/Pesticide/Product Registration/Application	19TMP-006228	\$7.05	\$300.00
		\$7.05	\$300.00

**Total Amount Due: \$307.05**

**Billing Information**

Same As Previous Information

**First Name**  
Enter First Name

**Last Name**  
Enter Last Name

**Street**  
Enter Street

**City**  
Enter City

**State/Territory**  
Select State

**Zip**  
Enter Zip

**Phone Number**  
( ) - -

**Email**  
Enter Email Address

**Confirm Email**  
Enter Email Address **YourEmailAddress**

**Payment Information**

Credit/Debit Card  Electronic Check/ACH

**Card Type**  
Select Card Type  
VISA  
MasterCard  
American Express  
Discover

**CVV Code**  
Enter CVV Code

**Expiration**  
01 2018

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.  
 I Accept

**Commonwealth of Massachusetts Terms Agreement**

I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above according to the card issuer agreement. By checking the box below, I certify that I am an authorized user for the above referenced credit card account.

[nCourt Terms Agreement](#)

# The Renewal Application was Successfully Submitted

Home

MDAR Applications

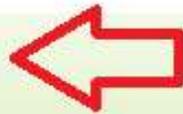
## MDAR - Massachusetts Pesticide Product Registration Renewal

1 Application Information	2 Review	3 Pay Fees	4 Record Issuance
---------------------------	----------	------------	-------------------

### Step 4: Record Issuance



Successfully Completed.



Thank you for using our online services for your submission.  
Your license number is 20-PR-0015-REN.



Once you have selected your payment method, you will find that your application has been assigned a record number. This record number will be listed under "My Records".

# Find the Application with “Fees Due” in “My Records”

## ▼ MDAR

Showing 1-3 of 3 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Category	Expiration Date	Status	Action
<input type="checkbox"/>	03/24/2020	20-PR-0015-REN	MDAR - Massachusetts Pesticide Product Registration Renewal	test		Payment Pending	<a href="#">Pay Fees Due</a>

Although "Pay by Mail" was selected when this application was submitted, the applicant may still pay online by clicking the "Pay Fees Due" hyperlink and completing the payment!



Otherwise, the applicant will need to print the "Pay by Mail" invoice that was sent to their email address and submit the invoice to the address listed with the fees due. Please note that multiple invoices may be submitted together with one or more checks or money orders.

# Receive Three Notifications for Each Renewal Application

- **(1) Proof of Record (POR)** – details what was done in the Renewal Application for all PR Records associated with the specific EPA Company – the choices made—ready to renew, not ready to renew, cancel, etc.. Please note that the POR report only lists one Brand Name—the first one listed, but all associated Brand Names are renewed and will be listed in the Confirmation Letter.
- **(2) Massachusetts Pesticide Product Registration Renewal Submission Successfully** – the invoice for any unpaid renewal fees will be attached and this invoice must be sent with your outstanding fees.
- **(3) Approval Notification** – After receipt of the Renewal Application Fees (payment), the Renewal Application is automatically approved by the system and the updated Registration Confirmation Letter is sent via email attachment. This Confirmation Letter will list all Brand Names actively associated with the Product Registration (PR) Record.

# Notification 1: Proof of Record (POR) Notification with Attached Report



Thank you for submitting your online application form for record type: **SECURITY EQUIPMENT CORP. (MDAR/Pesticide/Product Registration/Renewal)** Your Record Number is: **23-PR-0507-REN** Your Proof of Record (POR) for this application is attached. The Proof of Record is a printable version of the information you entered on your permit application.

You can track the progress of your submission through the review process at the following link: <https://eplace.eea.mass.gov/CitizenAccess/>

**Sample Letter for  
Demonstration  
Purposes Only**

**Need Help using the Web Portal?** For technical assistance in using the portal <https://eplace.eea.mass.gov/CitizenAccess/> to submit or access your 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 Federal observed holidays.

If you prefer, you can also e-mail us at [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us)

# Notification 2: Submission Successful Notification with Attached Invoice



NOTICE DATE: 5/24/2023

John Q. Public  
100 Cambridge ST  
Boston, MA 02114

Dear John Q. Public

Thank you for submitting your online **Product Registration Renewal Application** for **SECURITY EQUIPMENT CORP.**, here is your application record number: **23-PR-0507-REN**.

**Payment Online:** If you have paid your application fee online, you will receive a confirmation from the Epayment vendor that will include the following Reference ID for your records: **23-PR-0507-REN**.

**Pay by Mail:** If you chose the "Pay by Mail" option, please mail the attached form with your check or money order made payable to the Commonwealth of Massachusetts, to the address provided below. Please be sure that your Application Record Number (**23-PR-0507-REN**) is printed on both the form and your check or money order. Do not send cash.

Mail the attached form and payments (check or money order only) to:

If you chose to "pay by mail" then you will need to submit the attached invoice (PDF) with your fees to the address listed below.

COMMONWEALTH OF MASSACHUSETTS  
P.O. BOX 417103  
BOSTON, MA 02241

You should receive your registration within a reasonable period of time following the receipt of your completed application and fee payment.

Please call or send an email to the Pesticide Program if you have any questions.

For more information, please visit - <https://www.mass.gov/how-to/register-a-pesticide-product-in-massachusetts>

Sincerely,  
Pesticides Registration Coordinator

**Sample Letter for  
Demonstration  
Purposes Only**

# Notification 3: Approval Notification with Attached Confirmation Letter

**Approval for MDAR - Massachusetts Pesticide Product Registration Authorization, PR-0003263**

EIPAS (ENV) <eipas@mass.gov>  
To: Kenyon, Steve (AGR) Fri 5/26/2023 12:02 PM

MDAR-PR-Approval\_Letter\_Ren\_Amd\_v2.2\_20230525\_010607.pdf 124 KB **Renewal Confirmation Letter Attached**

**NOTICE DATE: 5/25/2023**

**John Q. Public**  
100 Cambridge ST  
Boston, MA 02114

Dear John Q. Public

The Massachusetts Pesticide Program is pleased to inform you that your **Product Registration (Renew) Application** has been approved.

Attached please find your new or renewed Product Registration for EPA Number: 72265-1 for SECURITY EQUIPMENT CORP..

Please be sure to keep your contact information accurate by logging into the EIPAS system and making any changes to your email address, mailing address, phone number and employer information as needed.

Please call or send email to the Pesticide Program if you have any questions.

Sincerely,  
Pesticides Registration Coordinator

*Sample Letter for Demonstration Purposes Only*

# ePLACE Technical Support

- **Need Help?** For technical assistance with the ePLACE website, please call the ePLACE Help Desk Team at 844-73-ePLAC (844-733-7522), 7:30 AM-5:00 PM, Monday-Friday (except on holidays)
- You can also email [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us)
- For assistance with non-technical questions, please contact the MDAR Product Registration Team.

# MDAR Product Registration Support

## Step-By-Step Guides

### Downloads

-  [New Pesticide Product Registration - Step by Step Guide](#)  
(English, PDF 1.48 MB)
-  [Pesticide Product Renewal - Step by Step Guide](#)  
(English, PDF 1.84 MB)
-  [Request Record Access \(transfer records\) - Step by Step Guide](#)  
(English, PDF 764.97 KB)
-  [Alternate Brand Name Registration - Step by Step Guide](#)  
(English, PDF 2.07 MB)
-  [Label Amendments - Step by Step Guide](#) (English, PDF 1.86 MB)
-  [Special Local Need Initiation Form](#) (English, PDF 60.19 KB)
-  [Special Local Need Application Form](#) (English, PDF 65.76 KB)
-  [Experimental Use Permit Application Check List](#)  
(English, PDF 130.15 KB)
-  [Experimental Use Permit Application](#) (English, PDF 165.62 KB)
-  [Experimental Use Permit Sample Letters of Support](#)  
(English, PDF 10.68 KB)

## Support and Product Lookup

For Product Registration questions, contact Susie Reed  
617-626-1778

 **Online**  
[Susan.Reed@state.ma.us](mailto:Susan.Reed@state.ma.us)

### RELATED

[List of Massachusetts State Restricted Use Pesticides](#) →

[EPA Pesticide Product and Label System](#) →

[Minimum Risk Pesticides Exempted from FIFRA and Massachusetts Registration Requirements](#) →

[Kelly Solutions - Search MA Registered Pesticides](#) →

[List of Neonicotinoid Pesticides](#) →

# Visit [www.mass.gov](http://www.mass.gov)

[www.mass.gov/how-to/register-a-pesticide-product-in-massachusetts](http://www.mass.gov/how-to/register-a-pesticide-product-in-massachusetts)

OFFERED BY [Massachusetts Department of Agricultural Resources](#)

## Register a Pesticide Product in Massachusetts

If you are seeking to sell or distribute U.S. EPA Registered pesticide products in Massachusetts, then you will need to register them with the MDAR Pesticide Program.

[Online registration and renewal of pesticide products →](#)

[Pesticide Registration Types and Classifications →](#)

### THE DETAILS

#### What you need

[Fees](#)

[How to submit](#)

[Next steps](#)

[More info](#)

[Downloads](#)

[Contact](#)

#### What you need

You need a valid Massachusetts product registration to sell and distribute pesticide products in the Commonwealth. If you seek to sell and distribute a U.S. EPA Registered Pesticide in Massachusetts for consumer/homeowner use, agricultural use, institutional use, or indoor or outdoor commercial use, you will need the following:

- An account at the [EEA ePLACE Portal](#). Create and register for an account [here](#).
- Electronic versions (pdf format) of the following documents to upload with your application:
  - Agent Authorization Letter – if you're an Agent performing registrations on behalf of a client

### CONTACT

#### MDAR Contacts for Product Registration

##### Phone

For EEA ePLACE Portal help on technical issues, Call

844-733-7522

Open M-F 7:30 am-5:00 pm, with the exception of all Commonwealth & Federally observed holidays.

For Product Registration questions, contact Susie Reed

617-626-1778

##### Online

[Susan.Reed@state.ma.us](mailto:Susan.Reed@state.ma.us)