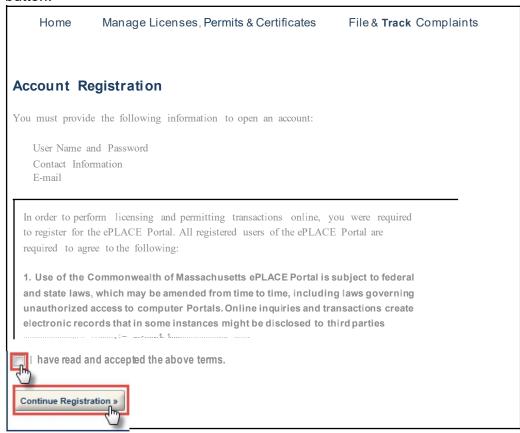
REGISTERING FOR A USER ACCOUNT ON THE ePLACE PORTAL

To create a user account on the <u>ePLACE</u> Portal, navigate to <u>ePLACE</u>. Click on the 'New Users: Register for an Account' link:

Manage Licenses, Permits & Certificates File & Track Complaints Home Welcome to the Commonwealth of Massachusetts Login **ePLACE** Portal User Name or E-mail: The Commonwealth of Massachusetts is pleased to offer access to many licensing, permitting and certificate services online. With this Portal, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services. Password: Options for Licensees & Applicants: Login » - Apply for, Renew, or Amend a License, Permit or Certificate Application - Make Required Payments Online Remember me on this computer I've forgotten my passi New Users: Register for an Acc Options for Consumers and the General Public: - Check License Status for a Individuals or Business Licensee here - Conduct a General or Specific Search of Licensees - File an Online Complaint Against a Licensee You do not need to register to check a license status, or to search for licensees. To perform other functions online, a registration is needed. ePLACE Portal Account Registration: In order to utilize most of the services available through the Portal, a registration is needed. Registration is required to do any of the following: -Apply for a License, Permit or Certificate - Renew a License, Permit or Certificate - File a Complaint Regarding a Licensee, Permit and/or Certificate Holder - Track the Status of Applications, Complaints, and Administrative Proceedings - Review and Update Applications, Permitting and/or Certificate Information First Time Users: To register, create an account with a Username and Password. After registering, login to access the ePLACE Portal. Returning Users: Login with Username and Password to access the portal. For additional information about the Commonwealth, please visit the Mass.gov portal. For DPL information, visit the DPL website. For DCAMM information, visit the DCAMM website. For ABCC information, visit the ABCC website.

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2. Review the terms. Mark the checkbox and click the **'Continue Registration'** button:

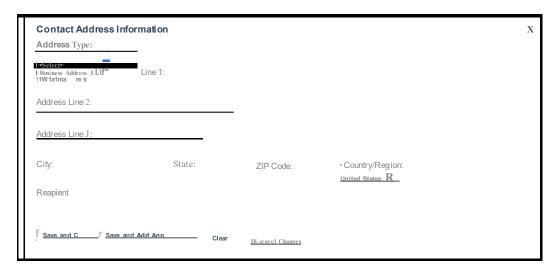


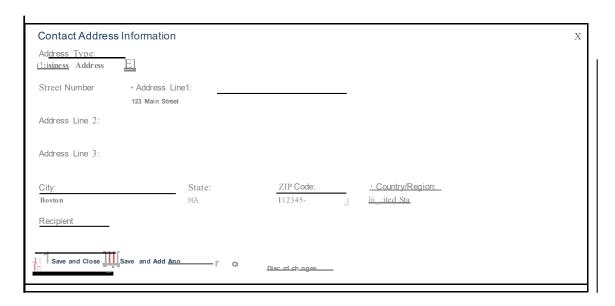
- 3. Complete the required fields(*) in Login information. Create a username, password, select a security question and enter security answer. The password must meet the following requirements:
 - a. A minimum of 8 characters
 - b. At least 1 upper-case letter
 - c. At least 1 number
 - d. At least 1 special character
 - e. User ID cannot be part of the password.
- 4. In the **Contact Information** section, click the 'Add New' button to add a contact to your username.

8. To add your business address, click the 'Add Contact Address' button:

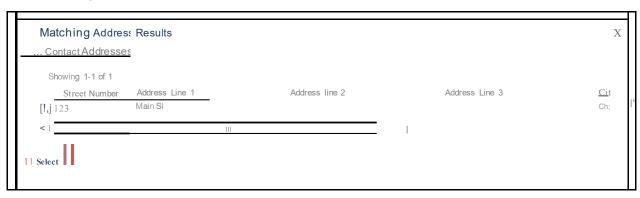


9. Select 'Business Address' in the dropdown menu. Enter your business address information. Click the 'Save and Close' button:





10. Select your business address and click the 'Select' button:



11. Click the 'Save and Close' button:



12. Click the 'Continue Registration' button:

