# Review and submit your Application

**EEA ePLACE Instructions** 





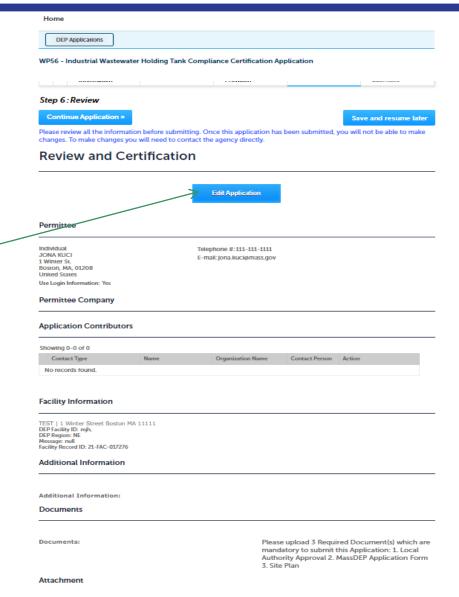
#### General Navigation

- Click Continue Application >> button to move to the next page.
- Any field with a red asterisk (\*)is required before you continue to the page.
- □ Click Save and resume later button to save your work and resume later.
- Click on the tool tips (?) where applicable to get more details.
- Suggested preferred browsers are Chrome and Microsoft Edge



## Review of your application

- The entire application information is shown on a summary page for your review
- ☐ If you need to make any changes, select "Edit Application" button. This will take you to the first page of your application
- Continue to the bottom of the page





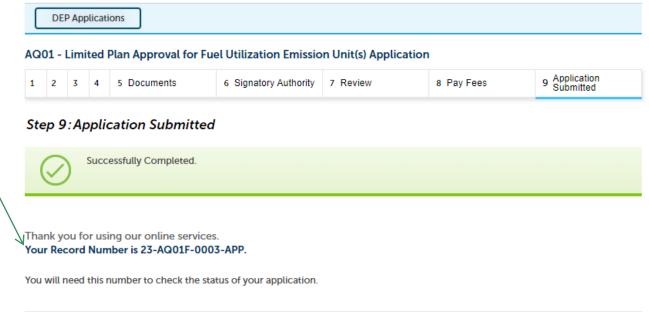
### Certifying the application

- Read the Certification Statement **Application Submitter** Select the check the Individual Telephone #:123-123-2323 Testing Eipas E-mail:testing@eipas.com box to complete your Melrose, MA, 01928 certification I certify that I am familiar with the work proposed and that to the best of my knowledge and belief the information contained in this application is true, complete, and accurate. Click "Continue Application" to proceed with the By checking this box, I agree to the above certification. Date: submittal of the Continue Application » Save and resume later application
  - ✓ Please note that some applications require specific <u>certification steps</u>; please check system email notifications. The notifications will provide instructions on how to complete the next steps.



## **Application Submission Successful!**

- When you submit your application, you will receive a Record ID so you can track the status of your application online
- Upon submission of your application please make sure to check your email for system notifications
- Note: A copy of your Application i.e., Proof of Record (POR) will be emailed





#### Questions?

#### For technical assistance:

- ▶ Contact the ePlace Help Desk Team at (844) 733-7522
- Or send an email to: <u>ePLACE\_helpdesk@state.ma.us</u>

For other instruction documents, please visit the link below Energy and Environmental Affairs ePLACE Portal Documents



