REGISTRY OF MOTOR VEHICLES

eServices Administrator Access form for Vehicle or Invoice only

MassDOT RMV-IS Security
25 Newport Avenue Ext. ● Quincy, MA 02171

RMV Business Partners must designate a Security Administrator(s). The Security Administrator(s) will be able to log into the eServices Portal to:

- create and terminate web logons/usernames
- add/delete security roles for both your business in-house end users and permissible external end users, if applicable*.

If completing this form on-line, it may be sent to the RMV automatically if you have a Click to Approve option. If not, email completed form to ***RmvBusinessPartners@dot.state.ma.us*** **or** mail to MassDOT RMV-IS Security at the address provided above. This form must be completed to receive eService Administrator credentials. The RMV recommends that each business have at least two (2) Administrators, but may approve additional ones if the business has more than fifty (50) end users. Please note that eService Administrators cannot create additional Administrator credentials; these credentials can only be issued by the RMV.

Sample - For Review Only

Business Name	
Legal Business Name	D.B.A.
Federal Employer ID Number (FEIN)	RMV Program(s)
Mailing Address (Street, City, State, Zip)	
Business Location Address (Street, City, State, Zip)	

Business or Security Contact Certification and Signature

I, _____, hereby designate the below named individual as an eServices Administrator for this business.

Business or Security Contact Signature: _____ Date: _____

Designated eServices Administrator Information	
Name	Title
Email	Phone #
Account to be authorized for:	

eServices Administrator Certification and Signature

As the eService Administrator for the above listed business, I agree that I will only add web logons for authorized users of this listed business and will deactivate an End User's web logon/username immediately upon termination.

eServices Administrator's Signature: _____ Date: _____

All approved eServices Administrators are required to watch the RMV's Computer Based Training (CBT) for instructions on how to use the eServices Portal. Go to: https://atlas.massrmv.com/Home/ATLASTraining.aspx. This web page will also provide you with the eServices Administrators Help Documentation to learn how to manage your end users.