eServices Administrator Access Form

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 security credentials
- add/delete security roles for both your business in-house end users and permissible external end users, if applicable*.

Upload completed document to the RMV's Community Portal. 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.

**Insurance Companies only: Insurance Agencies will be responsible for creating/terminating security credentials for all of their end users. If an insurance agency needs access to update policies for your insurance company, your eService Administrator will be able to add the update role to the insurance agencies end user's credentials provided by the insurance agency.*

Sample - For Review Only

Type of Request (Check One)	
☐ **New Administrator**	☐ **Update Administrator Information**
Business Name	
Legal Business Name	D.B.A.
Federal Employer ID Number (FEIN)	RMV Program(s)
Mailing Address	

Business Contact Certification and Signature

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

Business Contact Signature: _____ Date: _____

Designated eServices Administrator Information	
Name	Title
Email	Phone #
Last 4 Digits of Social Security Number	Driver License #: If non Mass resident must attach a photo copy of state issued license or ID.

eServices Administrator Certification and Signature

I have read the Agreement for Access to Records and Data Maintained by the Registry of Motor Vehicles. I understand that, as part of my application to become an eServices Administrator, the RMV will conduct a background check on me, and access will be denied if I have been convicted of a felony involving violence, dishonesty, deceit or indecency. As the eService Administrator for the above listed business, I agree that I will abide by all the terms of the Agreement for Access to Records and Data Maintained by the Registry of Motor Vehicles, and will only grant security credentials to permitted users, assign roles to authorized End Users and will deactivate an End User's security credentials immediately upon termination.

eServices Administrator's Signature: _____ Date: _____

Further information on eServices Administrator credentials will be provided to the eServices Administrator when access is granted and credentials are issued. For the eServices Administrators Help Document, visit https://www.mass.gov/info-details/rmv-system-atlas-training-materials.