



Edit an Application

EEA ePLACE Instructions



EEA ePlace Portal

General Navigation


- ❑ Click  button to move to the next page.
- ❑ Any field with a red asterisk (*) is required before you continue to the page.
- ❑ Click  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









Edit an Application

- ❑ If the agency staff reviews your application and requested you to submit additional information, then the system will send a notification to the individual specified in the application
- ❑ If your application require Certification, specific instructions will be provided after re-submitting the application
- ❑ Review the email and follow all steps accordingly

Request for Additional Information 23-CLM-000011-APP



Do-Not-Reply-EEA-TST <eipas@mass.gov>
To Kalagarla, Sneha (EEA)

 Reply Reply All Forward

Wed 2/21/2024 12:32 PM

NOTICE DATE: 2/21/2024

The EEA Agency is reviewing your application 23-CLM-000011-APP and needs additional information to complete their review. Please see the comments below for details:

The plan documents are incorrect, please upload latest copy.

To provide the additional information you will need to edit your application. Please go to the following link <https://testaca.eea.mass.gov/citizenaccess/> go to "My Records" and Click "Edit" against your application record, 23-CLM-000011-APP.

Thank you, and if you have any questions or comments regarding this letter, please feel free to contact EEA ADMIN at 18888888888 or jona.kuci@mass.gov.

Need Help using the Web Portal? For technical assistance in using the portal <https://testaca.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.

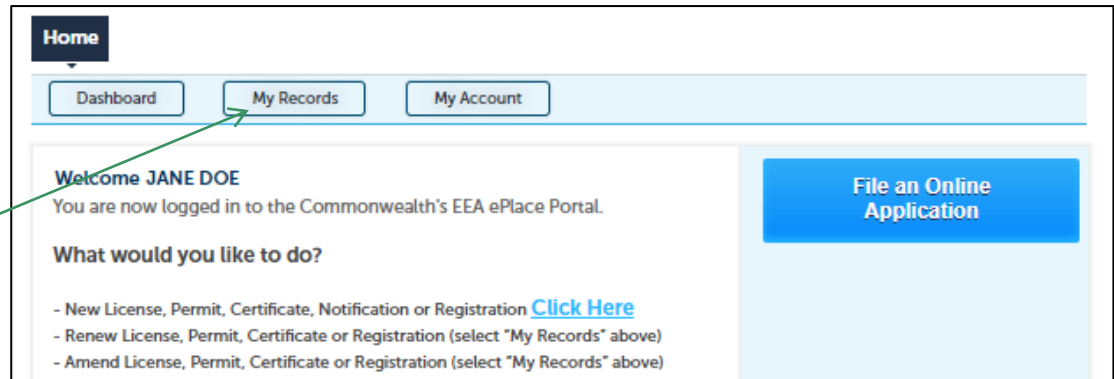


Accessing Edit Link for an application

- ❑ Log on to EEA ePLACE portal

➤ [Mass.gov Licensing and Permitting Portal](https://www.mass.gov/licenses-and-permits)

- ❑ Go to “My Records” page



- ❑ All the application record will be listed

- ❑ Select “EDIT” next to the application that you need to review and re-submit

DEP

Showing 21-30 of 100+ | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Facility/Location Address	Status	Action
<input type="checkbox"/>	02/07/2024	24-AQ5025-0001-APP	AQ 50% or 25% Facility Emission Cap Application	R I BAKER COMPANY INC. 163 RIVER RD CLARKSBURG MA 01247	In Review	
<input type="checkbox"/>	02/06/2024	24-WS-0005-AMD	WS General Admin Amendment	c 1 tgtry yr5 Boston1 MA 02144-4444	Waiting on Applicant	Edit



Questions?

For technical assistance:

- ▶ Contact the ePlace Help Desk Team at (844) 733-7522
- ▶ Or send an email to: ePLACE_helpdesk@state.ma.us

For other instruction documents, please visit the link below
[Energy and Environmental Affairs ePLACE Portal Documents](#)



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