

# Short Term Parking/Moving/POD Permit

Instructions for Online Filing



# Annual Road Use Permit

- How to create an account on ePLACE
- How to file an online application
- How to pay the application fee
- How to check your permit status
- How to get help



# Register for an Account

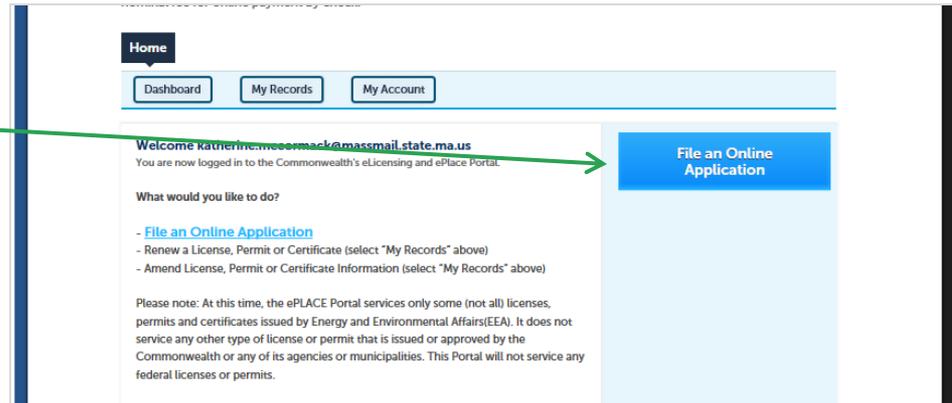
- Create or Log-in to your account in eLicensing
- First time users click [here](#)
- Be sure to provide your full name, address, and contact information when setting up your account.

The screenshot displays the EEA ePLACE Portal homepage. At the top, there is a navigation bar with links for 'State Offices & Courts', 'State A-Z Topics', 'State Forms', and 'Accessibility FAQs'. Below this, the page title is 'EEA ePLACE Portal'. A green arrow points from the text 'click here' in the list to the 'Register for an Account' link in the top right navigation area. Another green arrow points from the text 'provide your full name, address, and contact information' to the 'New Users: Register for an Account' link in the login section. The main content area includes a 'Need Help?' section with contact information for the ePLACE Help Desk Team, a 'Contact:' section with links for Energy and Environmental Affairs, MDAR, and DCR, and a 'Convenience Fee:' section. The bottom section features a 'Welcome to the Commonwealth of Massachusetts ePLACE Portal' message, 'Options for Licensees and Applicants' (Apply for, Renew, or Amend a License, Permit, Certificate or Notification; Make Payments Online), and 'ePLACE Portal Account Registration' instructions. On the right side, there is a 'Login' section with input fields for 'User Name or E-mail:' and 'Password:', a 'Login »' button, and a 'Remember me on this computer' checkbox. Below the login section, there are links for 'I've forgotten my password' and 'New Users: Register for an Account'. A 'Please note:' section at the bottom right states that ePLACE Portal services are only available for some licenses, permits, and certificates issued.

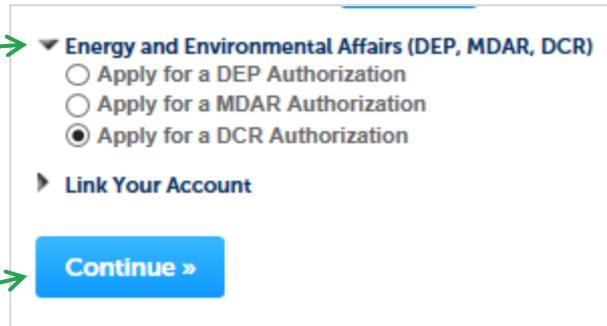


# File an Online Application

- Click [here](#) to start



- Expand the EEA list by clicking on the ► to the right

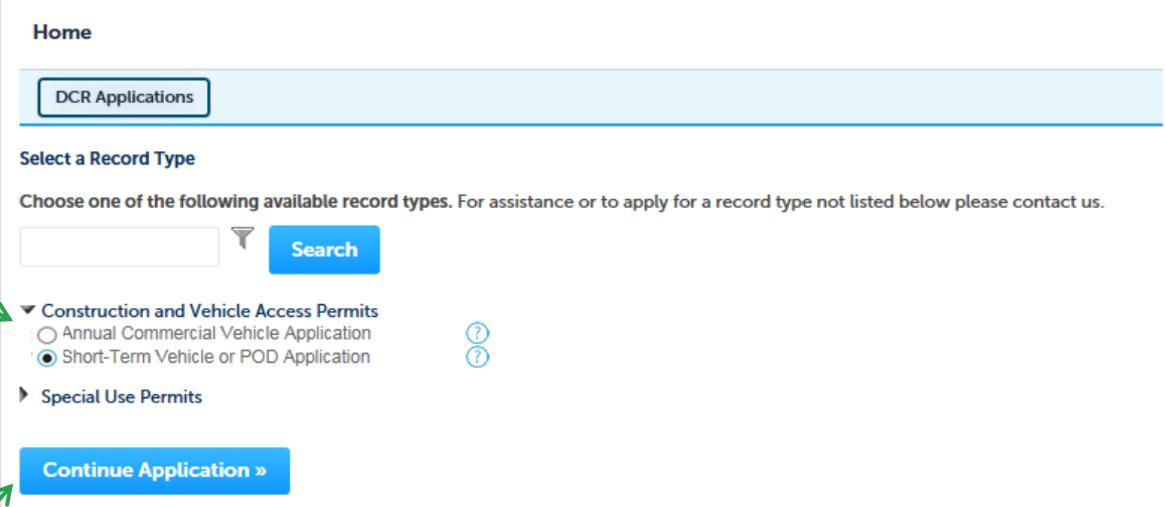


- Select 'Apply for a DCR Authorization' and click Continue



# File an Online Application

- Click the “Construction and Vehicle Access Permits” to see available applications
- Select Short-Term Vehicle or POD Application and Click “Continue Application”



The screenshot shows a web interface for 'DCR Applications'. At the top, there is a 'Home' link and a 'DCR Applications' button. Below this is a section titled 'Select a Record Type' with a search bar and a 'Search' button. The text below the search bar reads: 'Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.' The record types listed are: 'Construction and Vehicle Access Permits' (expanded), 'Annual Commercial Vehicle Application', 'Short-Term Vehicle or POD Application' (selected), and 'Special Use Permits'. There are help icons (question marks) next to the 'Annual Commercial Vehicle Application' and 'Short-Term Vehicle or POD Application' options. At the bottom of the form is a blue button labeled 'Continue Application »'.



# 1. Application Information – General Information

- Click on “Instructions” for more information about this permit
- *Note: You must apply 10 days in advance of the requested start date.*
- Select Parking/Moving
- Click “Continue Application”

Short-Term Vehicle or POD Application

1 Application Information	2 Applicant Information	3 Review	4 Record Submitted
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Step 1: Application Information > Page 1 of 5

[Instructions](#)

\* indicates a required field.

General Information

If you are using a vehicle that is greater than 40 tons or 80,000 pounds, please apply for a Construction Access Permit instead.

\* What is the purpose for this permit?:

Parking/Moving

[Continue Application »](#) [Save and resume later](#)



# 1. Application Information – Onsite Contact and Parking Information

- Enter the Onsite Contact Information

- *Note: click on the Boston moving permit site to see if you need a permit from DCR or the city of Boston*

- Enter the Parking Information

- *Note: to apply for a 24 hour period, start and end date should be the same day e.g. 8/31 to 8/31*

### Onsite Contact Information

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Onsite Contact Name: \*

Onsite Contact Phone: \* ?

### Parking Information

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Please review the city of [Boston moving permit site](#) to ensure that your parking location is a DCR Permit.

Parking Address Line 1: \*

Parking Address Line 2:

City/Town: \*

Start Date: \*

End Date: \*

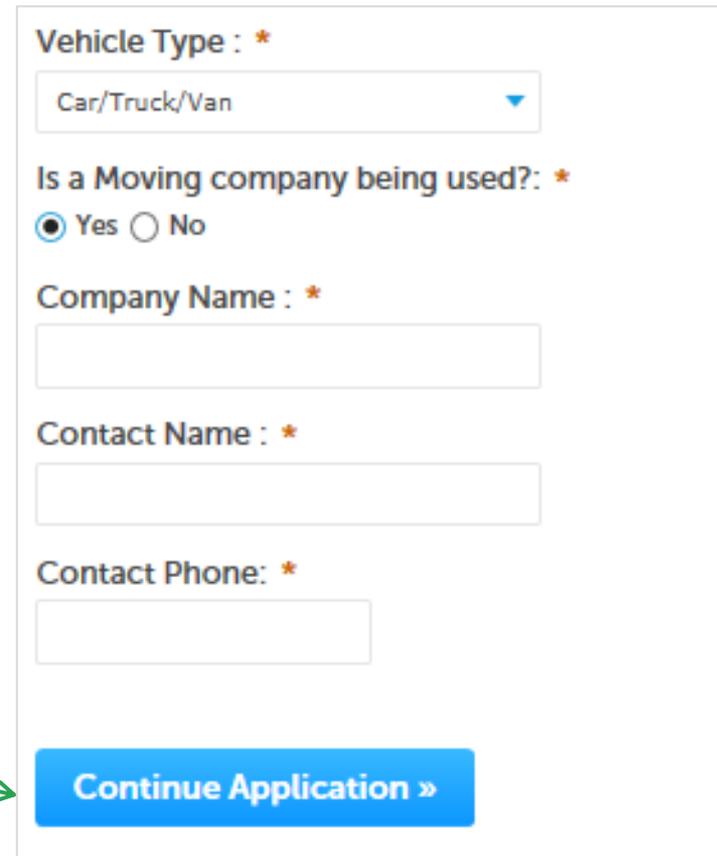
 

Vehicle Type: \*



# 1. Application Information – Parking Information: Car/Truck/Van

- If you select Vehicle Type = Car/Truck/Van , you will be asked to provide additional Information
- Enter the information and click “Continue Application”



The screenshot shows a web form with the following fields and options:

- Vehicle Type : \***: A dropdown menu with "Car/Truck/Van" selected.
- Is a Moving company being used?: \***: Radio buttons for "Yes" (selected) and "No".
- Company Name : \***: An empty text input field.
- Contact Name : \***: An empty text input field.
- Contact Phone: \***: An empty text input field.
- Continue Application »**: A blue button with white text and a right-pointing arrow.

A green arrow points from the text "Continue Application" in the list to the "Continue Application »" button.

# 1. Application Information – Parking Information: Car/Truck/Van Continued

- Enter the vehicle information for the car/truck/van
- Click “Continue Application”

### Vehicle Details

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If you have more than one vehicle, a separate permit is required.

Make:

Model:

Length (ft.): \*

Height (ft.): \*

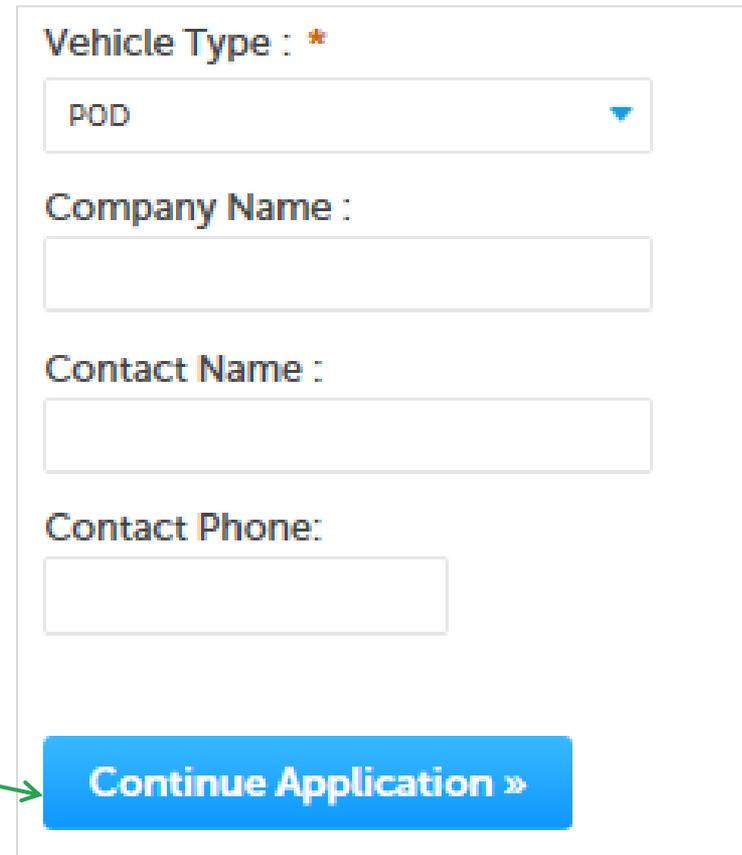
Weight (lbs.): \*

[Continue Application »](#)



# 1. Application Information – Parking Information: POD

- If you select Vehicle Type = POD, you will be asked to provide additional Information
- Enter the information and click “Continue Application”



The screenshot shows a web form with the following fields and a button:

- Vehicle Type :** \* (required field) with a dropdown menu showing "POD".
- Company Name :** (text input field)
- Contact Name :** (text input field)
- Contact Phone:** (text input field)
- Continue Application »** (blue button)

A green arrow points from the text "click 'Continue Application'" in the list to the "Continue Application »" button.

# 1. Application Information – Parking Information: POD Continued

- Enter the POD Details
- Click “Continue Application”

### POD Details

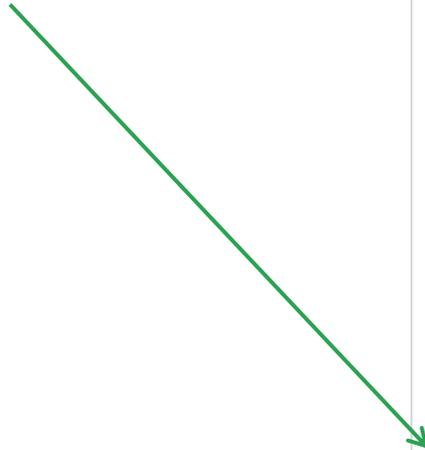
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POD Length (ft.) : \*

POD Width (ft.) : \*

Drop-off and Pick-Up Length (ft.) : \*

[Continue Application »](#)



# 3. Applicant Information

- A company or organization name is required in the applicant information
- Click “Edit”
- A pop-up box will appear
- Enter the name of business/company/organization
- Click “Continue”
- Click “Continue Application”

**Applicant Information**

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Please click the **EDIT** button to verify your information and to add your Business/Company/Organization Name.

If you are **NOT** a Business/Company/Organization, please enter NA.

**Note - You will NOT be able to continue the application until this step is completed.**

Press on the "Continue Application" button to review or certify this application. Press "Save and Resume Later" button only if exiting the application at this time.

 **An error has occurred.**  
Some of the required fields have not been completed.  
Please edit the contact and complete the required information.

**Applicant Information:**

Test Tester  
1 Winter Street  
Boston, MA, 02108  
Telephone #: 617-111-1111 Email: tes

[Edit](#)

[Continue Application »](#)

**Contact Information** ✕

\* Name of Business/Company/Organization

\* First:  Middle:  \* Last:

Country:

\* Address Line / P.O.Box:

\* City:  \* State:  \* Zip:

Home Phone:  Work Phone:  Mobile Phone:

Fax:  E-mail:

[Continue](#) [Discard Changes](#)



# 4. Review and Certification

- Review the application information.
- Click “Edit Application” to change any information
- If all information is correct, click the checkbox and click “Continue Application”
- After you’ve continued, the screen indicates the application has been successfully completed.
- You will receive a record number

### Review and Certification

If you arrive at this Review page after selecting “Resume Application” from your dashboard, (and then select “Pick up where I left off”), you will need to click on the “Applicant Information” tab at the top of this page, and then click “Continue” to finish submitting this application.

[Edit Application](#)

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#### Company Information

Company or School Department :	A
Contact Name :	A
Contact Phone:	2222222222
Email :	A@b.c
Street Address Line 1 :	1
Street Address Line 2 :	
City/Town :	1
State :	AR
Zip:	11111

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

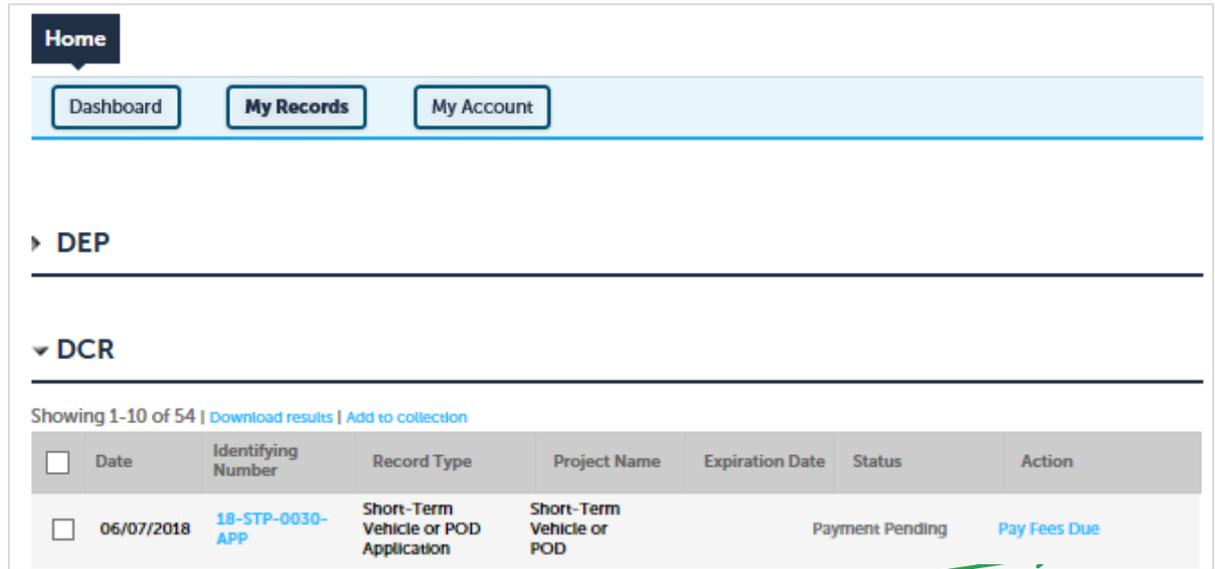
Date:

[Continue Application »](#) [Save and resume later](#)



# 5. Pay Fees Due

- When the application has been approved, you will receive an email notification that the fee is ready to be paid.
- Log-in to the ePLACE portal
- Find your application record on the “My Records” page and click “Pay Fees Due”



The screenshot shows the 'My Records' page in the ePLACE portal. At the top, there are navigation buttons for 'Home', 'Dashboard', 'My Records', and 'My Account'. Below these, there are sections for 'DEP' and 'DCR'. A table displays records, with the first record highlighted. The table has columns for Date, Identifying Number, Record Type, Project Name, Expiration Date, Status, and Action.

<input type="checkbox"/>	Date	Identifying Number	Record Type	Project Name	Expiration Date	Status	Action
<input type="checkbox"/>	06/07/2018	<a href="#">18-STP-0030-APP</a>	Short-Term Vehicle or POD Application	Short-Term Vehicle or POD		Payment Pending	<a href="#">Pay Fees Due</a>



# 5. Pay Fees Due

- Both “Pay Online and “Pay by Mail” are available.
- To pay by mail you can send a check
- You are encouraged to pay online.

DCR Applications

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your application will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

**Application Fees/Costs**

Fees		Amount
Short-Term Vehicle Application Fee - Parking	2	\$200.00

**TOTAL FEES**  
Note: This does not include additional costs which will be billed at a later date.

**\$200.00**

[Pay Online »](#)   [Pay by Mail»](#)



# 5. Pay Online

- If you select “Pay Online” you will be redirected to a third party payment page.
- Provide the information required on this page and click on “I accept” to indicate your acceptance of the Commonwealth of Massachusetts Terms of Agreement and Ncourt Terms Agreement.
- At the bottom of the page is the button to “submit Payment” or, if you wish to change your mind and pay by mail, Click the “Back” button to return to the application

Payment

You have elected to pay for the following item(s).

Description	Attendee	Amount
DCR/CAP/Annual Permit/Application	18TMP8001013	\$150.00
		<b>\$150.00</b>

**Total Amount Due: \$153.53**

### Billing Information

Same As Previous Information

First Name  
test

Last Name  
tester

Street  
1 winter st

City  
boston

State/Territory  
Massachusetts

Zip  
02108

Phone Number  
(817) 111-1111

Email  
test@test.com

Confirm Email  
test@test.com

### Payment Information

Credit/Debit Card  Electronic Check/ACH

Card Type  
VISA

Card Number  
1111111111111111

CVV Code  
111

Expiration  
01 2017

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.  
 I Accept

Please Verify above information before the Submit Payment Button is pressed. Do not click Submit Payment button more than one time.



# To Get Help

Questions about your ePLACE Account (account set up, password, find a form, make payment, My Records)

[ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us) or call (844) 733-7522 (7:30 am –5pm, M-F)

