Uploading attachments in the Document Section

EEA ePLACE Instructions

EEA ePlace Portal

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 ⑦ where applicable to get more details.

❑ Suggested preferred browsers are Chrome and Microsoft Edge

EEA ePlace Portal

Uploading Documents

❑ A list of all required documents will be displayed on the Documents page, if applicable

❑ Note: It is mandatory step to upload the documents to submit the application

❑ To upload the attachments, click "Browse" button

DEP Applications

AQ01 - Limited Plan Approval for Fuel Utilization Emission Unit(s) Application

1	2	3 Application Information	4 Special Fee Provision	5 Documents	6 Signatory Authority	7 Review	8

Step 5: Documents > Page 1 of 1

* indicates a required field.

List of Documents

Documents:

Please upload 3 Required Document(s) which are mandatory to submit this Application:
1. BWP AQ BACT Form, if not proposing Top-Case BACT
2. Calculations to Support This Plan Application
3. Combustion Equipment Manufacturer Specifications, including but not limited to Emission Data

Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.
.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;ade;adp;chm;cmd;com;cpl;hta;ins;isp;jar;jse;lib;lnk;mde;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;v be;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
No records found.					

Browse

Continue Application »

Save and resume later

EEA ePlace Portal

3
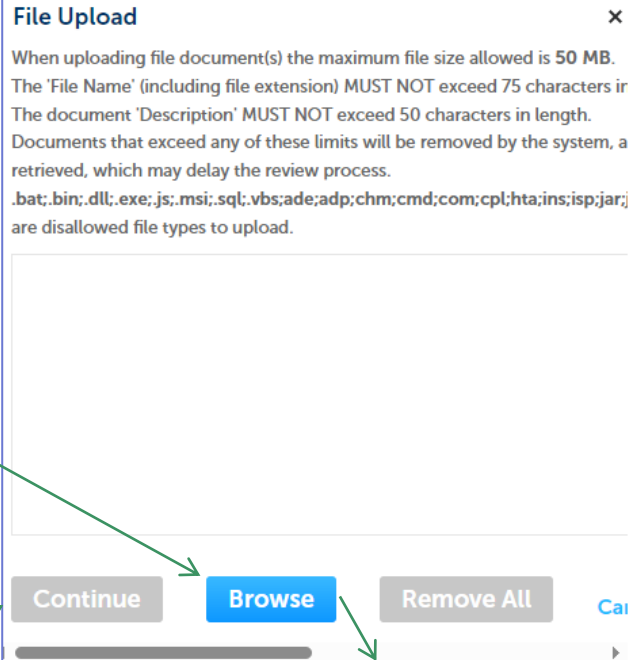
Uploading Documents (Attaching)

❑ A "File Upload" window opens

❑ Click "Browse"

❑ A pop-up will open and choose the file(s) you want to attach.

❑ **Note :** Ensure the name of attachment

   ❑ Has less than 75 characters.

   ❑ Does not contain any special characters such as commas, dashes etc.,

❑ When all files reach 100%, click "Continue"

File Upload ✕

When uploading file document(s) the maximum file size allowed is **50 MB**.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, a
retrieved, which may delay the review process.
.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;ade;adp;chm;cmd;com;cpl;hta;ins;isp;jar;
are disallowed file types to upload.

Continue **Browse** **Remove All** Ca

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Uploading Documents (Attaching)

❑ Select the document type

❑ Provide a description of each document that you uploaded

❑ Click "Browse" to add more documents

❑ When all documents are uploaded and described, click "Save"

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* Type:
--Select--

File:
invite_1 - Copy - Copy - Copy.png
100%

* Description (Maximum 50 characters):
A maximum of 50 characters.

* Type:
--Select--

File:
invite_1 - Copy - Copy (2).png
100%

* Description (Maximum 50 characters):
A maximum of 50 characters.

* Type:
--Select--

File:
invite_1 - Copy - Copy.png
100%

* Description (Maximum 50 characters):
A maximum of 50 characters.

Save   Browse   Remove All

Uploading Documents (Attaching)

❑ You should see a message that you have successfully attached documents

❑ Review the list of attached documents

❑ When ready, click on "Continue Application" to proceed to the next page of the application.

✓ **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

AQ01 - Limited Plan Approval for Fuel Utilization Emission Unit(s) Application

1	2	3 Application Information	4 Special Fee Provision	5 Documents	6 Signatory Authority	7 Review	8

Step 5: Documents > Page 1 of 1

* indicates a required field.

List of Documents

Documents:

Please upload 2 Required Document(s) which are mandatory to submit this Application:
1. Calculations to Support This Plan Application
2. Combustion Equipment Manufacturer Specifications, including but not limited to Emission Data

Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.
.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;ade;adp;chm;cmd;com;cpl;hta;ins;isp;jar;jse;lib;lnk;mde;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;v be;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
Document12.docx	Calculations to Support This Plan Application	10.24 KB	02/26/2023	Test	Actions ▾
Document12.docx	Combustion Equipment Manufacturer Specifications, including but not limited to Emission Data	10.24 KB	02/26/2023	Test	Actions ▾

Browse

Continue Application »

Save and resume later

EEA ePlace Portal

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

EEA ePlace Portal