Massachusetts E-Licensing and ePermitting
ACA Reference Guide

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1. Introduction

1.1 Massachusetts Enterprise eLicensing

The Commonwealth of Massachusetts eLicensing and ePermitting Portal (the Public Portal) serves as an online portal for the Public to interact with the Division or Professional Licensure (DPL) and Alcoholic Beverages Control Commission (ABCC). The Commonwealth of Massachusetts eLicensing and ePermitting Portal provides capabilities to request new permits and licenses, renewing existing permits and licenses, and upload documentation.

The purpose of this Guide is to introduce you to the Commonwealth of Massachusetts eLicensing and ePermitting Portal. This Guide provides instructions on how to access and navigate a variety of functions within the system.

2. eLicensing and ePermitting Basics

2.1 Registering for an eLicensing and ePermitting Portal Account

Visitors to the Public Portal must create an account in order to access many system features. Creating an account is quick and easy while allowing for immediate access to the system.

Note: Only individuals may register for a Public portal account. Businesses or other entities are not eligible for an account.

1. Navigate to the [Massachusetts eLicensing and ePermitting website](#).
2. In the Login box, click **New Users: Register for an Account**.

3. Review the terms. Select the "**I have read and accepted the above terms**" checkbox and
    click **Continue Registration**.

4. Complete the Login Information section by entering information in the required fields. The
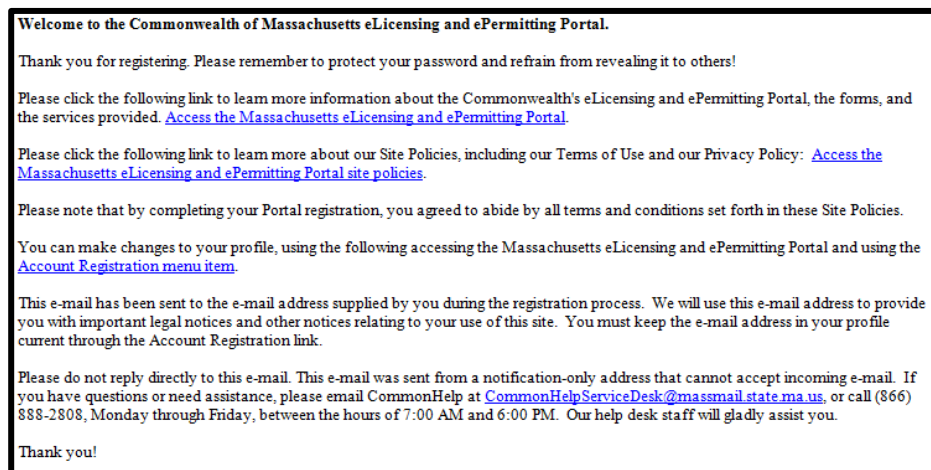   required fields are denoted by an asterisk.

- The Password must meet the requirements of containing:
  - A minimum of 8 characters
  - At least 1 upper-case letter
  - At least 1 number
  - At least 1 special character
  - User ID cannot be part of the password.
  - Cannot be any of your previous 15 password(s)
  - Cannot be a password that you have used previously

5. Click **Add New** in the Contact Information page, a pop-up window will open.

6. Complete the **Contact Information** section by entering information in the required fields. The required fields are denoted by an asterisk.

7. Click **Save and Close**

8. Click **Continue Registration** on the Account Registration page.

9. You will receive the following message: "Congratulations. You have successfully created an account with the Commonwealth of Massachusetts eLicensing and ePermitting Portal. You will receive a confirmation by e-mail."

Reminder: If you are a current license or permit holder, you must link this Portal account to your record before you can complete transactions such as a renewal or amendment.

10. Click on the **Home** tab to login and continue.

11. You will receive an email with a subject of "Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting Portal".

12. If a user wishes to link an existing license or permit to an account, refer to the *Linking a License or Permit to an Account* section of this document.