
MDAR – Plant Industries Nursery Forms EEA ePLACE Portal Instructions

Below forms are part of Plant Industries-Nursery Program

- ✓ Nursery Grower License
- ✓ Nursery Agent License
- ✓ Change of Company Information Form



EEA ePLACE Portal



EEA ePlace Portal

Instructions for EEA ePLACE Portal

- [Finding your Registration/License Application](#)
- [Adding Contact Information](#)
- [Adding Application Information](#)
- [Uploading attachments](#)
- [Review and submit your Application](#)
- [Make a Payment](#)



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



Finding your Registration/License Application in EEA ePLACE Portal

EEA ePLACE Instructions

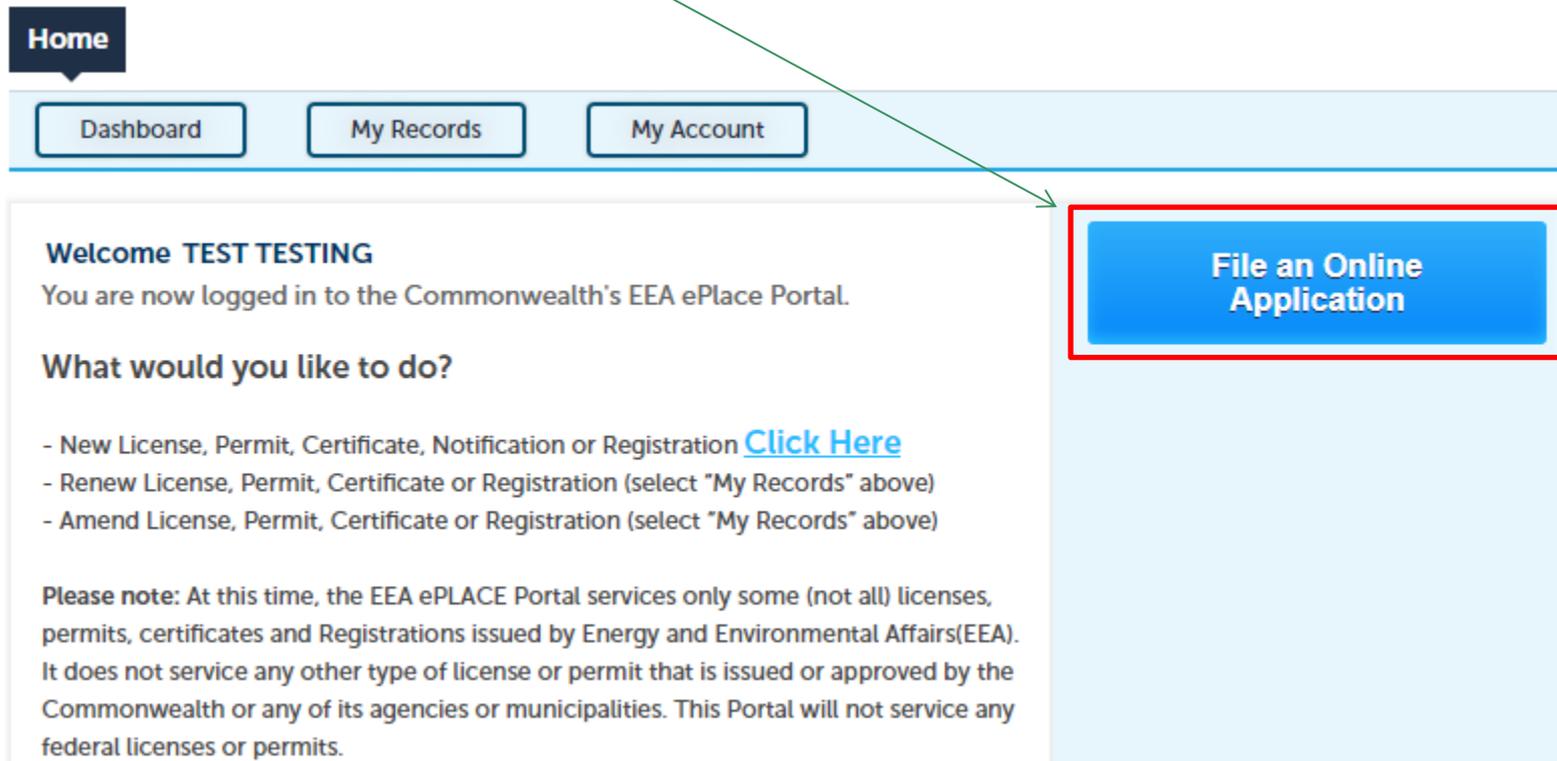


EEA ePlace Portal

[Back to home](#)

File an Online Registration/License Application

- ❑ After logging in to the EEA ePLACE Portal, click here to start



Home

Dashboard My Records My Account

Welcome TEST TESTING
You are now logged in to the Commonwealth's EEA ePlace Portal.

What would you like to do?

- New License, Permit, Certificate, Notification or Registration [Click Here](#)
- Renew License, Permit, Certificate or Registration (select "My Records" above)
- Amend License, Permit, Certificate or Registration (select "My Records" above)

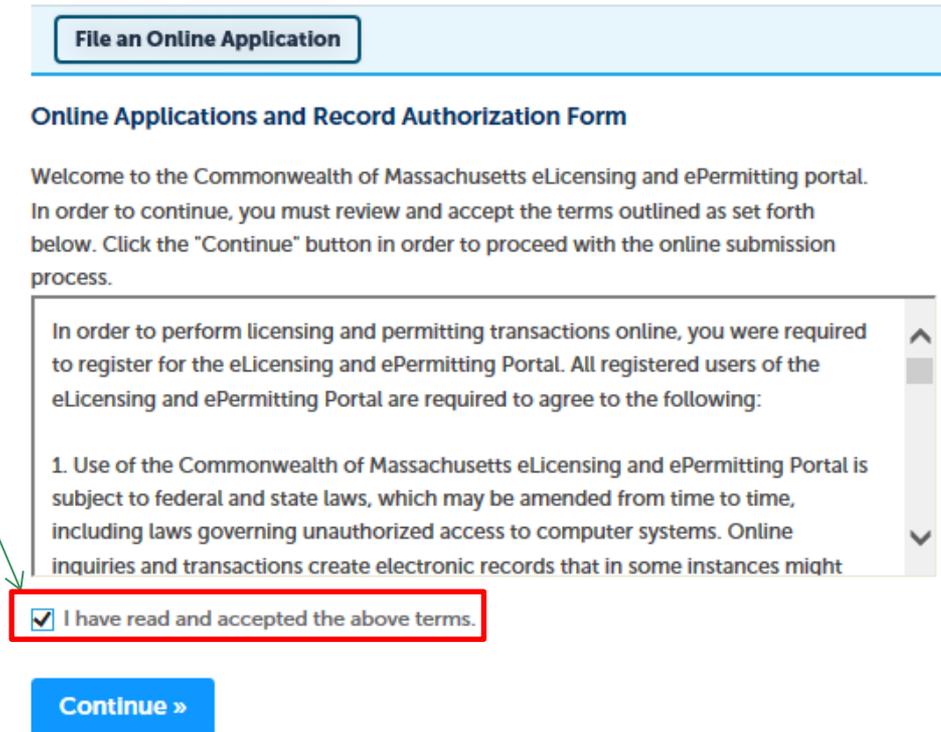
Please note: At this time, the EEA ePLACE Portal services only some (not all) licenses, permits, certificates and Registrations issued by Energy and Environmental Affairs (EEA). It does not service any other type of license or permit that is issued or approved by the Commonwealth or any of its agencies or municipalities. This Portal will not service any federal licenses or permits.

File an Online Application



File an Online Registration/License Application

- ❑ Read and accept the “Terms and Conditions”
- ❑ Click the checkbox and click “Continue”



File an Online Application

Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

I have read and accepted the above terms.

Continue »



Select the MDAR- Plant Industries Program

- ❑ Click on “Apply for a MDAR Authorization – Plant Industries (Nursery)” from the list of options

- ❑ You can also search for the application on the search bar field

Commonwealth of Massachusetts EEA ePLACE Online Services

The Commonwealth of Massachusetts EEA ePLACE portal provides the ability to file applications for licenses, permits, certificates, notifications, and registrations. From the listing below, please click on the appropriate link to expand the options, select the service that you would like to use and click the continue button.

For easier and quicker way to find your application from the list below, Use Search Bar. Type in the name of your application or a keyword in the search field and click search for results.

- ▶ Apply for a DCR Authorization - Construction and Vehicle Access Permits
- ▶ Apply for a DCR Authorization - Special Use Permits
- ▶ Apply for a DEP Authorization - Air Quality (AQ)
- ▶ Apply for a DEP Authorization - Drinking Water (DW)
- ▶ Apply for a DEP Authorization - Hazardous Waste (HW)
- ▶ Apply for a DEP Authorization - NPDES (WM)
- ▶ Apply for a DEP Authorization - Laboratory Certification Program (LES)
- ▶ Apply for a DEP Authorization - Solid Waste (SW)
- ▶ Apply for a DEP Authorization - Toxic Use Reduction (TUR)
- ▶ Apply for a DEP Authorization - Watershed Management (WM)
- ▶ Apply for a DEP Authorization - Water Pollution Residuals (WP)
- ▶ Apply for a DEP Authorization - Water Pollution Wastewater (WP)
- ▶ Apply for a DEP Authorization - Waterways Chapter 91 (WW)
- ▶ Apply for a DEP Authorization - 401 Water Quality Certification (WW)
- ▶ Apply for a MDAR Authorization - Pesticide Program
- ▶ **Apply for a MDAR Authorization - Plant Industries (Nursery)**
- ▶ Apply for a MDAR Authorization - Plant Industries (Fertilizers)
- ▶ Apply for a Licensed Site Professional
- ▶ Apply for an EEA General Request
- ▶ Link Your Account - For MassDEP and LSP Only
- ▶ Other

Continue »



Plant Industries – Registration/License Process

1. [Apply for New Registration/License](#)
2. [Adding new Outlet\(s\) to your current Registration/License](#)
3. [Renew your Registration/License](#)
4. [Modify/Amend your Registration/License](#)
5. [Update your Company/Nursery Information](#)



Apply for New Registration/License

☐ Select MDAR – Plant Industries (Nursery) program a list of applicable record types will be displayed.

☐ Choose the appropriate application for a new registration/license, then click "Continue" at the bottom of the page to begin your application.

- ▼ **Apply for a MDAR Authorization - Plant Industries (Nursery)**
 - ➔ MDAR - Nursery Agent Application
 - MDAR - Nursery Agent Renewal
 - MDAR - Nursery Agent Amendment
 - ➔ MDAR - Nursery Grower Application
 - MDAR - Nursery Grower Renewal
 - MDAR - Nursery Grower Amendment
 - MDAR - Change of Company Information Form
- ▶ **Apply for a MDAR Authorization - Plant Industries (Fertilizers)**
- ▶ **Apply for a Licensed Site Professional**
- ▶ **Apply for an EEA General Request**
- ▶ **Link Your Account - For MassDEP and LSP Authorizations Only**

Continue »



Adding new Outlet(s) to your License

- ❑ Select MDAR – Plant Industries(Nursery) program, a list of applicable record types will be displayed.

- ❑ To add Outlet(s), select “Nursery Agent Application”

- ❑ Click "Continue" button.

- ❑ **Important:** Before beginning the application process to add new Outlet(s) ensure you have your Company Reference Number and Current Registration/ License Number. If you do not have this information, please contact the agency.

▼ Apply for a MDAR Authorization - Plant Industries (Nursery)

- MDAR - Nursery Agent Application
- MDAR - Nursery Agent Renewal
- MDAR - Nursery Agent Amendment
- MDAR - Nursery Grower Application
- MDAR - Nursery Grower Renewal
- MDAR - Nursery Grower Amendment
- MDAR - Change of Company Information Form

▶ Apply for a MDAR Authorization - Plant Industries (Fertilizers)

▶ Apply for a Licensed Site Professional

▶ Apply for an EEA General Request

▶ Link Your Account - For MassDEP and LSP Authorizations Only

Continue »



Renew your Registration/License

- ❑ Select MDAR – Plant Industries (Nursery) program, a list of applicable record types will be displayed.
- ❑ Choose the appropriate renewal for your registration/license, then click "Continue" to begin your application.
- ❑ **Important:** Before beginning the renewal process, ensure you have your Company Reference Number and Current Registration/License Number. If you do not have this information, please contact the agency.

- ▼ **Apply for a MDAR Authorization - Plant Industries (Nursery)**
 - MDAR - Nursery Agent Application
 - ➔ MDAR - Nursery Agent Renewal
 - MDAR - Nursery Agent Amendment
 - MDAR - Nursery Grower Application
 - ➔ MDAR - Nursery Grower Renewal
 - MDAR - Nursery Grower Amendment
 - MDAR - Change of Company Information Form
- ▶ **Apply for a MDAR Authorization - Plant Industries (Fertilizers)**
- ▶ **Apply for a Licensed Site Professional**
- ▶ **Apply for an EEA General Request**
- ▶ **Link Your Account - For MassDEP and LSP Authorizations Only**

Continue »

Pre-Application Information

*Enter your Nursery Reference Number:

*Enter your current Nursery Grower License Number:

Continue Application » **Save and resume later**



Modify/Amend your Registration/License

❑ Select MDAR – Plant Industries (Nursery) program, a list of applicable record types will be displayed.

❑ Choose the appropriate amendment your Registration/License, then click "Continue" to begin your application.

❑ **Important:** Before beginning the amendment process, ensure you have your Company Reference Number and Current Registration/License Number. If you do not have this information, please contact the agency.

- ▼ **Apply for a MDAR Authorization - Plant Industries (Nursery)**
 - MDAR - Nursery Agent Application
 - MDAR - Nursery Agent Renewal
 - ➔ MDAR - Nursery Agent Amendment
 - MDAR - Nursery Grower Application
 - MDAR - Nursery Grower Renewal
 - ➔ MDAR - Nursery Grower Amendment
 - MDAR - Change of Company Information Form
- ▶ **Apply for a MDAR Authorization - Plant Industries (Fertilizers)**
- ▶ **Apply for a Licensed Site Professional**
- ▶ **Apply for an EEA General Request**
- ▶ **Link Your Account - For MassDEP and LSP Authorizations Only**

Continue »

Pre-Application Information

* Enter your Nursery Reference Number:

* Enter your current Nursery Grower License Number:

Continue Application » **Save and resume later**



Update your Company/Nursery Information

Select MDAR – Plant Industries (Nursery) program, a list of applicable record types will be displayed.

Choose the “MDAR – Change of Company Information Form” to update your Company or Nursery Information, click "Continue" to begin your application.

Important: Before beginning the Company Information form, ensure you have your Company Reference Number, and any Current Registration/ License Number associated with the Company. If you do not have this information, please contact the agency.

- ▼ **Apply for a MDAR Authorization - Plant Industries (Nursery)**
 - MDAR - Nursery Agent Application
 - MDAR - Nursery Agent Renewal
 - MDAR - Nursery Agent Amendment
 - MDAR - Nursery Grower Application
 - MDAR - Nursery Grower Renewal
 - MDAR - Nursery Grower Amendment
 - ➔ MDAR - Change of Company Information Form
- ▶ **Apply for a MDAR Authorization - Plant Industries (Fertilizers)**
- ▶ **Apply for a Licensed Site Professional**
- ▶ **Apply for an EEA General Request**
- ▶ **Link Your Account - For MassDEP and LSP Authorizations Only**

Continue »

Pre-Application Information

*Enter your Company Reference Number:

*Please enter the appropriate Plant Industry Registration/License Number associated with the Company referenced above:

Continue Application » **Save and resume later**



Adding Contact Information

EEA ePLACE Instructions



EEA ePlace Portal

[Back to home](#)

Contact Types

Note: Please read the instructions under each contact section to add the information accordingly.

- [Company Information – Look Up](#)
- [Company Information – Add New](#)
- [Authorized Representative Company](#)



Contact Type – Company Information – Look Up

- ❑ Company Information will be the company information of the Registrant company.
- ❑ Depending on your application, the system will provide you option
- ❑ To “Look Up” the Company Information
 - ❑ Click the “Look Up” button
 - ❑ Search portlet will open. Enter the Company name information and click “Look Up”.
 - ❑ Select the contact and click “Continue”

Company Information

Click the "LOOK UP" button to search for your Company Information.

Please review the company details below. If any changes are needed, please submit a Company Information Update Form.

Look Up

Search for Contact

To search for organization contact, please enter Name of Company/Organization

Name of Company/Organization/Nursery:

Look Up **Clear** Cancel

Search for Contact

To search for organization contact, please enter Name of Company/Organization

[Revise Search](#)

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-7 of 7

	Business Name	Contact Name	Contact Type	Phone Number	E-mail
<input type="radio"/>	PLANT FOOD SYSTEMS INC.	PATRICIA FABRY	Organization		
<input checked="" type="radio"/>	Plant Food Company	Earth Water	Organization	222-222-2222	test@tset.com
<input type="radio"/>	PLANT HEALTH CARE, INC.	KEVIN STASKA	Organization	617-619-3921	
<input type="radio"/>	Plant Food Company	hungq	Company Information	222-222-2222	hungtest@test.com
<input type="radio"/>	PLANT HEALTH INTERMEDIATE	MELISSA BREY	Organization	914-428-1316	
<input type="radio"/>	Plant Food LIME Company	Eva Wall E	Organization	111-111-1111	test@test.com
<input type="radio"/>	Plant Food Company	Wall E	Organization	222-222-2222	sneha.kalagarla@mass.gov

Continue Discard Changes



Contact Type – Company Information – Add New

- ❑ Company Information will be the company information of the Registrant company.
- ❑ This information will be required. To add this information
 - ❑ Click “Add New”
 - ❑ Enter the information and click “Continue”

Company Information

Please enter your Company Information by clicking the "ADD NEW" button.

Add New

Contact Information

* Individual/Organization:
Organization

* Name of Company/Organization/Nursery: ? * Contact Person:

* Country: United States * Address / P.O. Box ?

* City/Town: * State: --Select-- * Zip Code: ?

* Telephone #: ? Ext #: * Contact E-mail Address: ?

FEIN: ?

* Is mailing address same as physical address?:
 Yes No

P.O. Box / Address Line: *

City: * State: * Zip: *

Continue **Clear** Discard Changes



Contact Type – Authorized Representative Company

- ❑ Authorized Representative Company will be the company information of the 3rd party company hired by the registrant company.
- ❑ This information will be required. To add this information
- ❑ Click “Add New”
- ❑ Enter the information and click “Continue”

Authorized Representative Company

Please enter the Authorized Representative Company information below.

Add New

Contact Information

* Individual/Organization:
Organization

* Name of Company/Organization/Nursery: ? * Contact Person:

* Country:
United States

* Address / P.O. Box ?

* City/Town: * State: --Select-- * Zip Code: ?

* Contact E-mail Address: ? * Telephone #: ?

Continue **Clear** Discard Changes



Adding Application Information

EEA ePLACE Instructions



EEA ePlace Portal

[Back to home](#)

Adding Application Information

- [Adding Application Information – Table](#)
- [Adding Application Information – Yes/No](#)
- [Adding Application Information – Text box](#)
- [Adding Application Information – Description box](#)
- [Adding Application Information – Checkboxes](#)
- [Adding Application Information – Dropdowns](#)



Adding Application information - Table

- ❑ Please read the instructions under the section, if available
- ❑ To add information into the table,
- ❑ Click "Add a Row"
- ❑ Enter information accordingly and click "Submit"
- ❑ Repeat the steps above to add multiple rows
- ❑ Click "Continue Application" to proceed to the next page of the application

List of Lime Products

LIST OF LIME PRODUCTS
If you are registering for new Lime Registration, please enter a list of all Lime Products.
If you already have a Lime Registration and would like to add new products, then only add new products.

Showing 0-0 of 0

Lime Product Name	Total Ca	Total Mg	Min CCE	Min ENV
No records found.				

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

LIST OF LIME PRODUCTS
If you are registering for new Lime Registration, please enter a list of all Lime Products.
If you already have a Lime Registration and would like to add new products, then only add new products.

*Lime Product Name:

*Total Ca: ?

*Total Mg: ?

*Min CCE: ?

*Min ENV: ?

[Submit](#) [Cancel](#)

[Continue Application »](#)

[Save and resume later](#)



Adding Application information – Yes/No

- ❑ Please read the instructions under the section, if available
- ❑ To answer the questions, select either “Yes” or “No” as applicable
- ❑ Click "Continue Application" to proceed to the next page of the application

Additional Nursery Growing Site(s)

* Do you have any additional nursery growing site(s)?:
 Yes No

Continue Application »

Save and resume later



Adding Application information – Text box

- ❑ Please read the instructions under the section, if available
- ❑ Enter the information accordingly in the Text boxes
- ❑ Click "Continue Application" to proceed to the next page of the application accordingly

Step 1: Pre-Application Information > Page 1 of 1

[Instructions](#)

* indicates a required field.

Pre-Application Information

* Please select the Registration/License that you would like to submit the Tonnage.:
--Select--

* Enter your Company Reference Number:

* Please enter the appropriate Plant Food Registration/License Number :

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



Adding Application information – Description box

- ❑ Please read the instructions under the section, if available.
- ❑ Enter the information accordingly in the Description box.
- ❑ **Note** – You can enter up to 4000 characters in the description box.
- ❑ Click "Continue Application" to proceed to the next page of the application.

1 Contact Information 2 Property Information 3 Application Information 4 Documents 5 Special Fee Provision 6 7

Step 3: Application Information > Page 1 of 1

Instructions

* indicates a required field.

Application Information

Please enter additional information that may seem pertinent to your application.

* Additional Information:

Continue Application » Save and resume later



Adding Application information – Checkboxes

- ❑ Please read the instructions under the section, if available
- ❑ Select the checkbox(es) accordingly.
- ❑ **Note** – You can select multiple or only one check box depending on the business rule.
- ❑ Click "Continue Application" to proceed to the next page of the application accordingly.

1 Pre-Application Information 2 Nursery Information 3 Amendment Information 4 Documents 5 Review 6

Step 3: Amendment Information > Page 1 of 1

* indicates a required field.

Amendment Information

To update your Additional Nursery Site(s) or Supplier list, please choose the relevant option below and provide a detailed description of the requested changes in the text area.

Modify/Remove Additional Nursery Site(s):

Add/Modify/Remove List of Suppliers:

Continue Application » Save and resume later



Adding Application information – Dropdowns

- ❑ Please read the instructions under the section, if available
- ❑ Select a value from the dropdown list which is applicable to the application section.
- ❑ Click "Continue Application" to proceed to the next page of the application accordingly

Step 3: Application Information > Page 1 of 1

Nursery Information

* Please select the total acreage of your nursery: ?

--Select--

- Select--
- Less than one acre
- 1-5 acres
- 6-25 acres
- 26-100 acres
- Over 100 acres
- Stock predominantly grown in greenhouse(s)

Continue Application »

Save and resume later



Uploading attachments in the Document Section

EEA ePLACE Instructions



EEA ePlace Portal

[Back to home](#)

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

1 2 Contact Information 3 Application Information 4 Documents 5 Review 6 Record Submitted

Step 4: Documents > Page 1 of 1

* indicates a required field.

List of Documents

Documents:

Please upload 1 Required Document(s) which are mandatory to submit this Application:

1. Product Information Sheet or Product Label

Documents

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;.vbe;.vxd;.wsc;.wsf;.wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

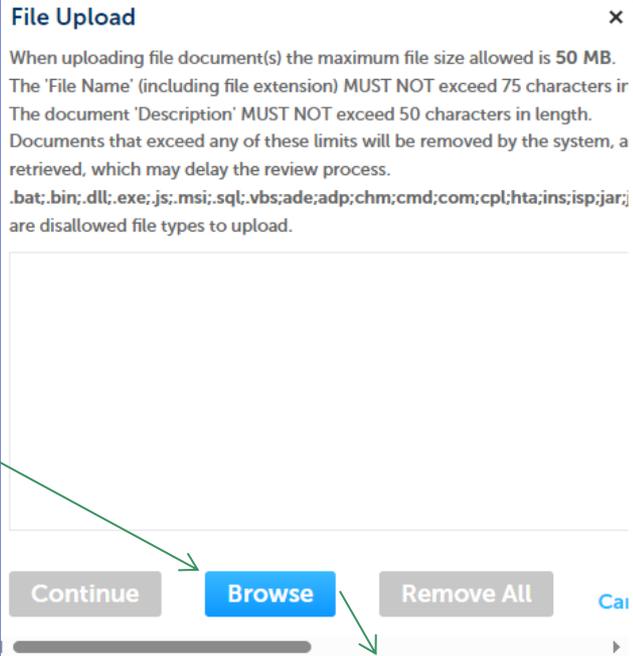
Continue Application >>

Save and resume later



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”

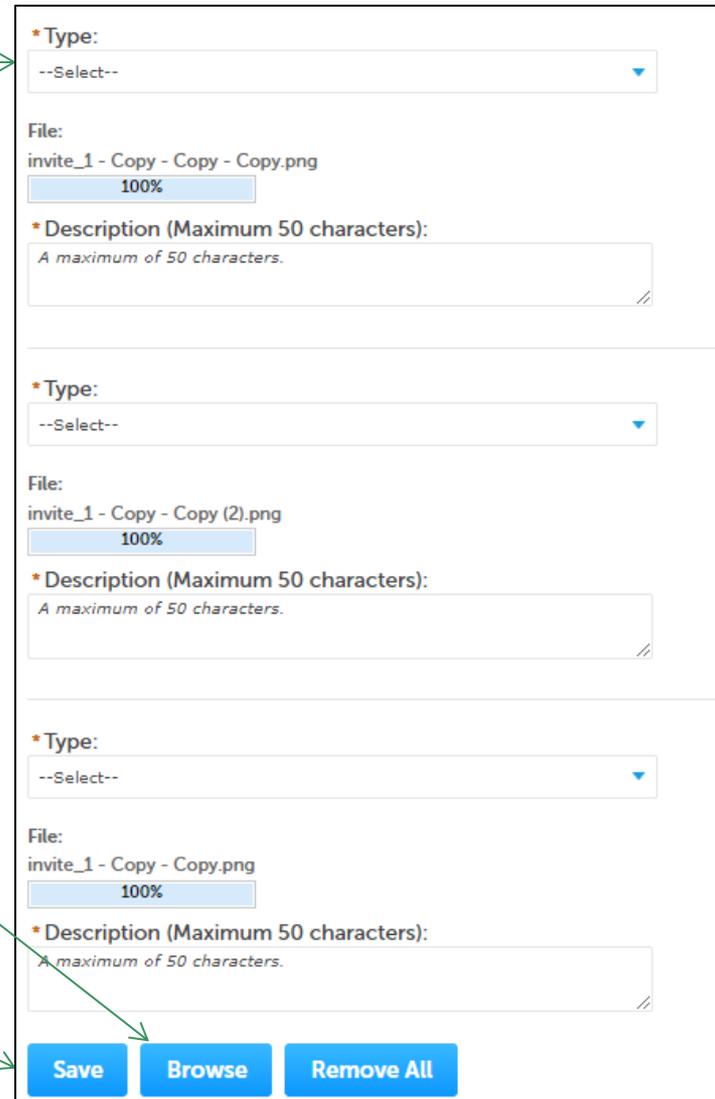


The screenshot shows a 'File Upload' dialog box with the following text: 'When uploading file document(s) the maximum file size allowed is 50 MB. The 'File Name' (including file extension) MUST NOT exceed 75 characters in length. The document 'Description' MUST NOT exceed 50 characters in length. Documents that exceed any of these limits will be removed by the system, 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;.j... are disallowed file types to upload.' Below the text is a large empty text area for file selection. At the bottom, there are three buttons: 'Continue' (disabled), 'Browse' (active), and 'Remove All' (disabled). A 'Cancel' button is partially visible on the right.



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”



The screenshot displays a document upload interface with three entries. Each entry consists of a dropdown menu for document type (currently set to "--Select--"), a file name (e.g., "invite_1 - Copy - Copy - Copy.png"), a progress bar at 100%, and a text area for a description (with a placeholder "A maximum of 50 characters."). At the bottom of the interface are three buttons: "Save", "Browse", and "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. If you do not see your attachment(s), please make sure the file name and size comply with the specified limits below.

MDAR - Agricultural Lime Product Registration Application

1	2 Contact Information	3 Application Information	4 Documents	5 Review	6 Record Submitted
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Step 4: Documents > Page 1 of 1 * indicates a required field.

List of Documents

Documents:

Please upload 1 Required Document(s) which are mandatory to submit this Application:

1. Product Information Sheet or Product Label

Documents

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;.cpt;.hta;.ins;.isp;.jar;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vxd;.wsc;.wsf;.wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
invite_2 - Copy (3).png	Product Information Sheet or Product Label	51.99 KB	09/10/2024	Actions ▼

[Add](#)

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



Review and submit your Application

EEA ePLACE Instructions



EEA ePlace Portal

[Back to home](#)

Review of your application

- ❑ The entire application information is shown on a summary page for your review
- ❑ If you need to make any changes, select “Edit Application” button. This will take you to the first page of your application
- ❑ Continue to the bottom of the page

1	2 Contact Information	3 Application Information	4 Documents	5 Review	6 Record Submitted
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[Continue Application »](#) [Save and resume later](#)

Please review all information below. Click the "Edit Application" button to make changes, if needed.

Review and Certification

[Edit Application](#)

Pre-Application Information

Does your company have any current Agricultural Lime Product Registration with Massachusetts? No

Does the registering company hold any current Specialty Product Registration or Fertilizer Manufacture/Distribute License with Massachusetts? No

Company Information

Organization Test test test, AL, 34353 United States	Telephone #:111-111-1111 Contact E-mail Address:2@2.com
--	--

Is mailing address same as physical address?: Yes
Type: Mailing

Authorized Representative

Are you an authorized representative/agent submitting this application on behalf of the registrant company? No

Authorized Representative Company



Certifying the application

Read the Certification Statement

Select the check the box to complete your certification

Click “Continue Application” to proceed with the submittal of the application

Application Submitter

Individual
Testing Eipas
Melrose, MA, 01928

Telephone #:123-123-2323
E-mail:testing@eipas.com

I certify that I am familiar with the work proposed and that to the best of my knowledge and belief the information contained in this application is true, complete, and accurate.

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

Date:

Continue Application »

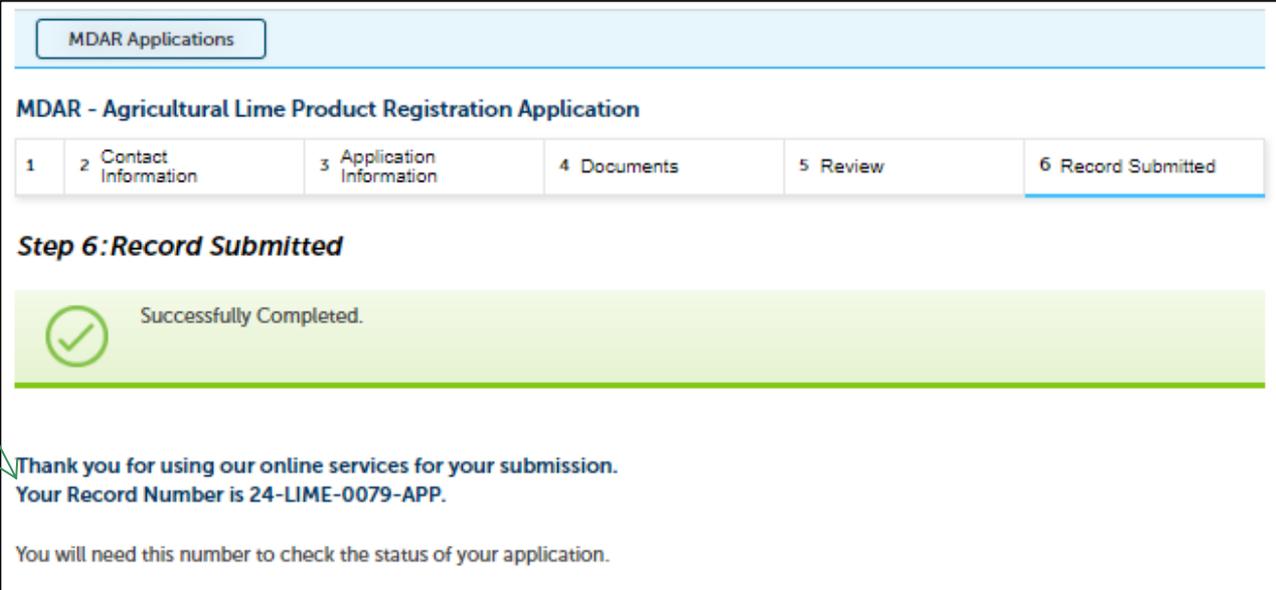
Save and resume later

✓ **Please note** that some applications require specific certification steps; please check system email notifications. The notifications will provide instructions on how to complete the next steps.



Application Submission Successful!

- ❑ When you submit your application, you will receive a Record ID so you can track the status of your application online
- ❑ Upon submission of your application please make sure to check your email for system notifications
- ❑ **Note:** A copy of your Application i.e., Proof of Record (POR) will be emailed



MDAR Applications

MDAR - Agricultural Lime Product Registration Application

1	2 Contact Information	3 Application Information	4 Documents	5 Review	6 Record Submitted
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Step 6: Record Submitted

 Successfully Completed.

Thank you for using our online services for your submission.
Your Record Number is 24-LIME-0079-APP.

You will need this number to check the status of your application.



Make a Payment for an Application

EEA ePLACE Instructions



EEA ePlace Portal

[Back to home](#)

Selecting the Payment Option

As a part of application submission, the system will take you to the fee page, both online payment and pay by mail options are available

Note - Online payment will require a service charge

Click the appropriate box to continue

MDAR Applications

MDAR - Nursery Grower License Renewal

1	2	3 Application Information	4 Documents	5 Review	6 Pay Fees	7 Record Submitted
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Step 6: Pay Fees

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

Fees	Amount
MDAR - Nursery Grower Renewal	\$30.00
Total Fees	\$30.00

[Pay Online »](#) [Pay by Mail»](#)



Pay Online

- ❑ If you choose “Pay Online”, you will be brought to this screen
- ❑ Provide all payment and billing information
- ❑ Accept the terms and conditions and click submit
- ❑ You will be e-mailed a receipt.
- ❑ The application will be submitted to the Agency

Billing Information

First Name
Enter First Name

Last Name
Enter Last Name

Street
Enter Street

City
Enter City

State/Territory
Select State

Zip
Enter Zip

Phone Number
() - -

Email
Enter Email Address

Confirm Email
Enter Email Address

Payment Information

Credit/Debit Card Electronic Check/ACH

Card Type
Select Card Type

Card Number
TEST MODE

CVV Code
123

Expiration
01 2018

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

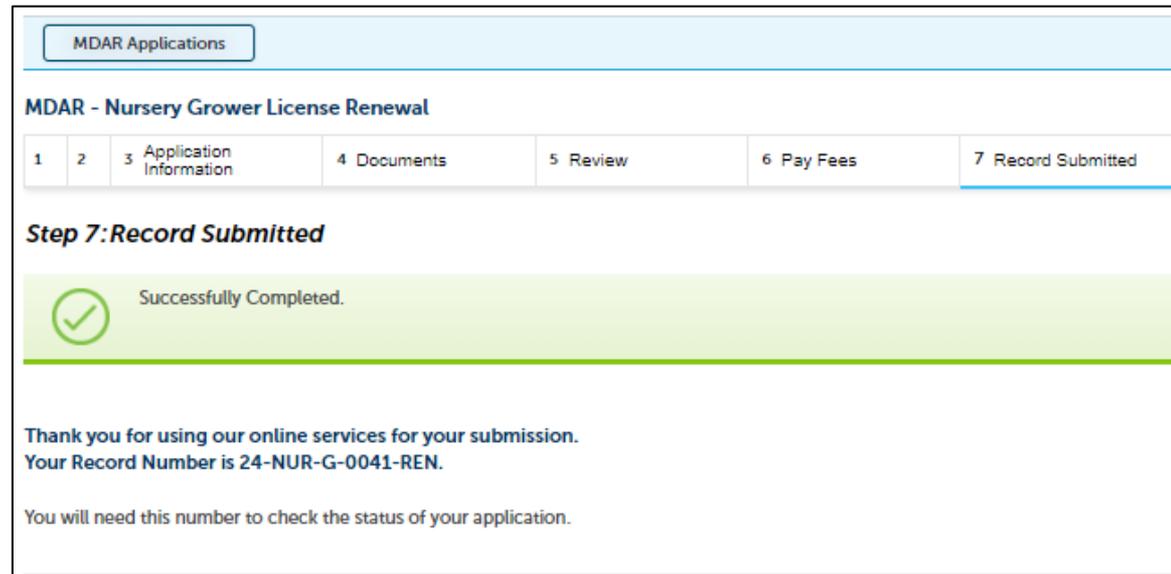
Please Verify above information before the Submit Payment Button is pressed. Do not click Submit Payment button more than one time.

Submit Payment



Application Submission Successful!

- ❑ When the online payment is completed successfully, the Record ID page will be displayed
- ❑ Note: Use this number to track the status of your application online
- ❑ Upon submission of your application please make sure to check your email for system notifications



MDAR Applications

MDAR - Nursery Grower License Renewal

1	2	3 Application Information	4 Documents	5 Review	6 Pay Fees	7 Record Submitted
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Step 7: Record Submitted

 Successfully Completed.

Thank you for using our online services for your submission.
Your Record Number is 24-NUR-G-0041-REN.

You will need this number to check the status of your application.



Pay by Mail

- ❑ If you choose “Pay by mail”
- ❑ Check your email for instructions
- ❑ **Note** – A payment instructions will be attached to your notification
- ❑ Please note – If you decide to pay online, you can access the payment link. Go to [Slide 7](#) for instructions

MDAR_PF_POR_20240910_112037.pdf 121 KB

MDAR_PF_Pay_Instructions_20240910_112040.pdf 120 KB

NOTICE DATE: 9/10/2024

Dear **SNEHA L**,

Thank you for submitting your online application form for record type: MDAR - Fertilizer License to Manufacture and Distribute Application. Your Record Number is: 24-CMFL-0020-APP.

Payment Online: If you have paid your license fee online, you will receive an additional notification that your payment is complete.

Pay by Mail: If you chose the "Pay by Mail" option, please mail the attached form with your check or money order made payable to the Commonwealth of Massachusetts, to the address provided below. Please be sure that your Application Record Number (**24-CMFL-0020-APP**) is printed on both the form and your check or money order. Do not send cash.

Mail the attached form and payments (check or money order only) to:

COMMONWEALTH OF MASSACHUSETTS
P.O. BOX 417103
BOSTON, MA 02241-41703

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS

 **Department of Agricultural Resources**
225 Turnpike Rd, Southborough, MA, 01772
www.mass.gov/agr



CMFL

September 10, 2024

Sneha K
1 Winter St
Boston, MA 23423

Dear Sneha K,

Thank you for submitting your online **MDAR - Fertilizer License to Manufacture and Distribute Application for Plant Food Company.**

Please print this PAY BY MAIL NOTICE for your MDAR - Fertilizer License to Manufacture and Distribute Application as it must be returned with your check or money order made payable to the COMMONWEALTH OF MASSACHUSETTS.*

You should receive your license within 12 business days following the receipt of your completed application, fee payment, copies of labels or product information as may be applicable.

RECORD NUMBER:	24-CMFL-0020-APP
PAY THIS AMOUNT:	\$250.00
DUE DATE:	October 10, 2024

VIA U.S. MAIL:	Commonwealth of Massachusetts P.O. Box 417103 Boston, MA 02241-7103
VIA OVERNIGHT COURIER SERVICE	Bank of America LBX Services Commonwealth of MA LBX 417103 MAS-527-02-07 2 Morrissey Blvd. Dorchester, MA 02125

* Make Check or Money Order Payable to COMMONWEALTH OF MASSACHUSETTS.



How to make a payment via PAY FEES DUE link

- ❑ If your application is assessed with additional fees, you can pay online by logging into your account in EEA ePLACE using your username/ password - [Mass.gov Licensing and Permitting Portal](https://www.mass.gov/EEA-ePLACE-portal)

Announcements Accessibility Support Register for an Account Reports (4) Login

Home

Advanced Search

Welcome to the Commonwealth of Massachusetts EEA ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With EEA ePLACE Portal, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services. In the EEA ePLACE Portal you have the option to apply, renew or amend a License, Permit, Certificate etc., with various agencies within EEA.

For General Information on the EEA ePLACE Portal and for a detailed list of services and applications offered here, please visit the [mass.gov/EEA-ePLACE-portal](https://www.mass.gov/EEA-ePLACE-portal).

EEA ePLACE Portal Registration:
If you need to apply or manage any of services offered by EEA ePLACE Portal and you do not have an account, first you will need to register. To create an account, click on "Register for an Account" Link provided at the top of this page.

Login

User Name or E-mail:

Password:

Login >

Remember me on this computer
I've forgotten my password
New Users: Register for an Account

- ❑ Click on the "My Records" tab

Home

Dashboard My Records My Account

Welcome JANE DOE
You are now logged in to the Commonwealth's EEA ePlace Portal.

What would you like to do?

- New License, Permit, Certificate, Notification or Registration [Click Here](#)
- Renew License, Permit, Certificate or Registration (select "My Records" above)
- Amend License, Permit, Certificate or Registration (select "My Records" above)

File an Online Application



Accessing Payment Link on the Application Record

- ❑ The Application Record will be listed
- ❑ Select “Pay Fees Due” link
- ❑ The system will take you to the Fee Page, where you can select the payment option
- ❑ Follow instructions from page 3 – 6 to complete your payment accordingly

The screenshot shows the user interface of the EEA ePlace Portal. At the top, there is a navigation bar with a 'Home' button and three main menu items: 'Dashboard', 'My Records', and 'My Account'. Below this, a dropdown menu is open for 'MDAR'. Underneath, there is a table of records. The table has columns for 'Date', 'Record Number', 'Record Type', 'Category', 'Expiration Date', 'Status', and 'Action'. One record is visible with the date '09/10/2024', record number '24-CMFL-0020-APP', and status 'Payment Pending'. In the 'Action' column for this record, there is a blue button labeled 'Pay Fees Due' which is highlighted with a red rectangular box. A green arrow points from the text 'Select “Pay Fees Due” link' in the list to this button.

<input type="checkbox"/>	Date	Record Number	Record Type	Category	Expiration Date	Status	Action
<input type="checkbox"/>	09/10/2024	24-CMFL-0020-APP	MDAR - Fertilizer License to Manufacture and Distribute Application	CMFL New Application		Payment Pending	Pay Fees Due



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 assistance with MDAR – Plant Industries Agency

- ▶ Nursery and Plant Inspections
 - <https://www.mass.gov/nursery-and-plant-inspections>

