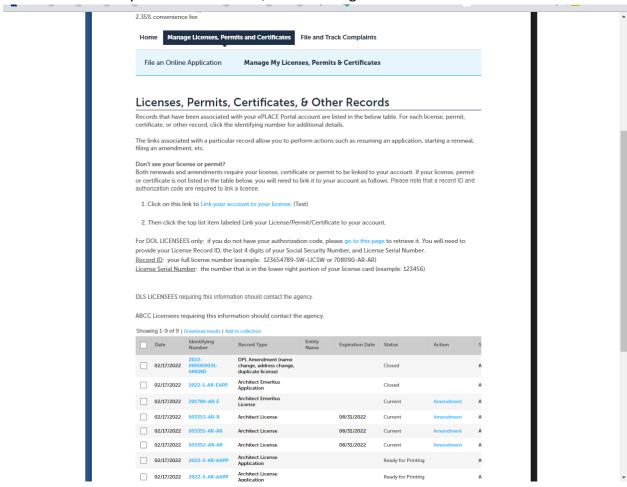
Log in to your ePlace Portal account...

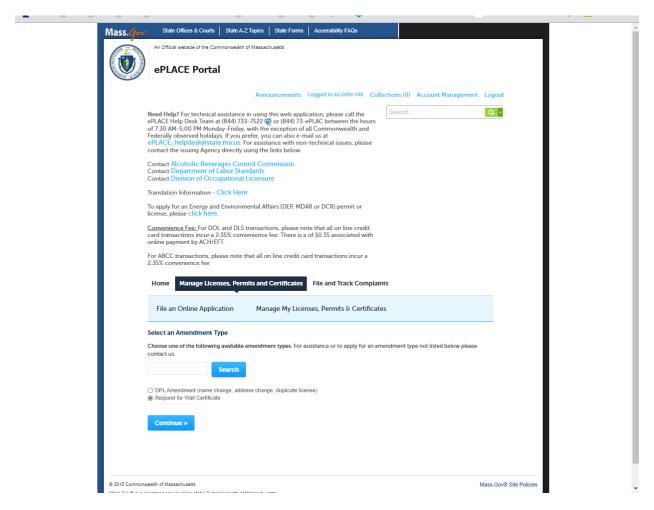
https://elicensing21.mass.gov/CitizenAccess/Default.aspxv Licensing and Permitting Portal

Select the Manage Licenses, Permits and Certificates tab...

Scroll down to find your license number, and Scroll Right to find and select "Amendment"...

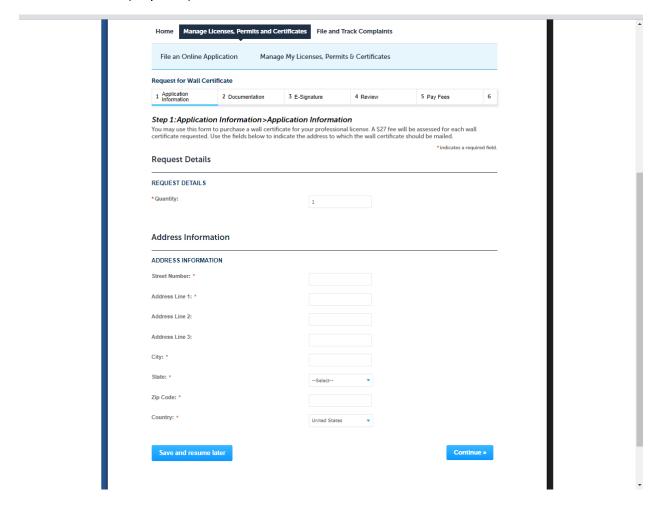


On the next screen, Select the Amendment Type: "Request for Wall-Certificate" - by clicking in the radio button available – then click Continue...

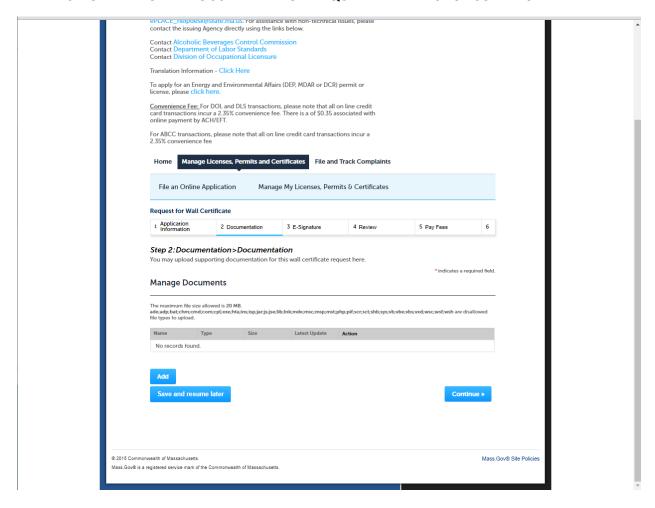


Select the number of Wall Certificates you want to have made, (typically one is sufficient).

Enter all the "*" (required) address information... then click Continue...

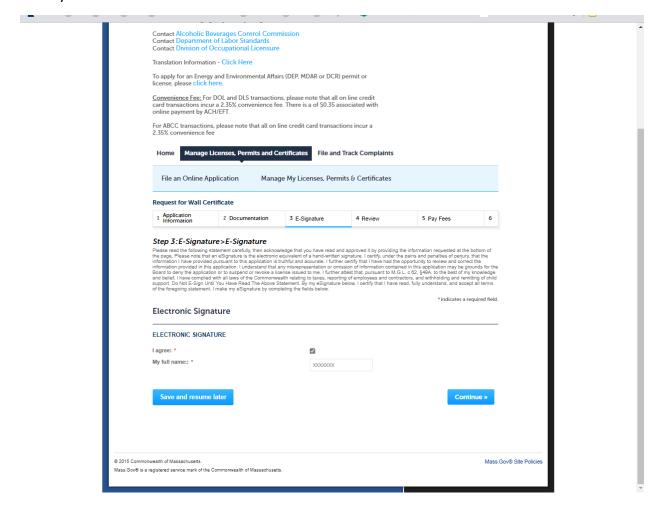


THERE IS NO ADDITIONAL DOCUMENTATION REQUIRED HERE... CLICK CONTINUE...

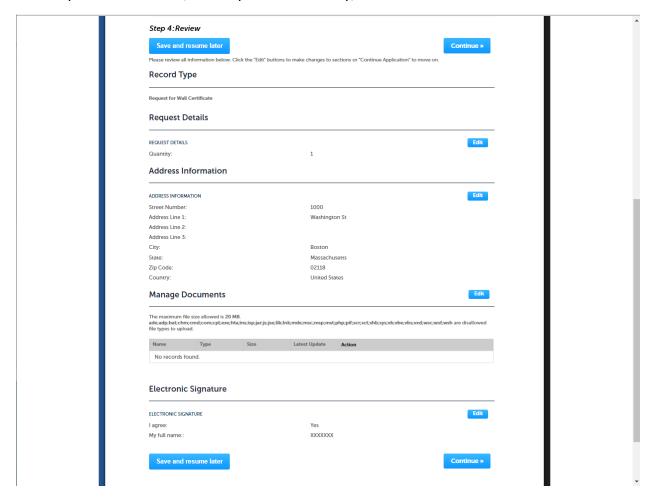


READ through and select the 'check-box' in agreement...

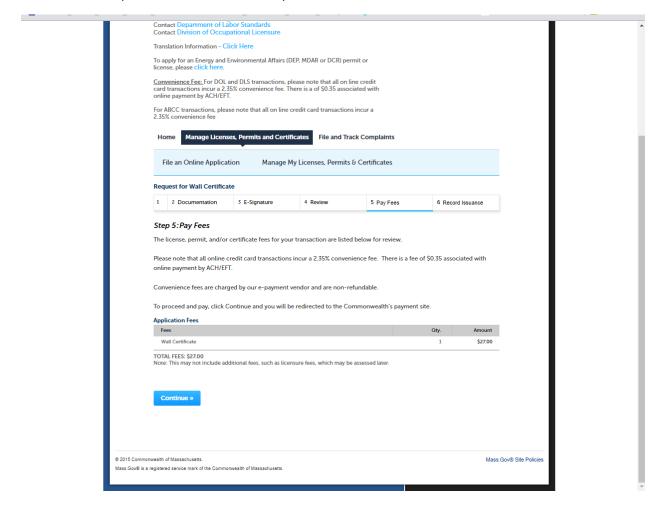
Enter your full name and click Continue...



Review your entered data, edit any items necessary, and click Continue

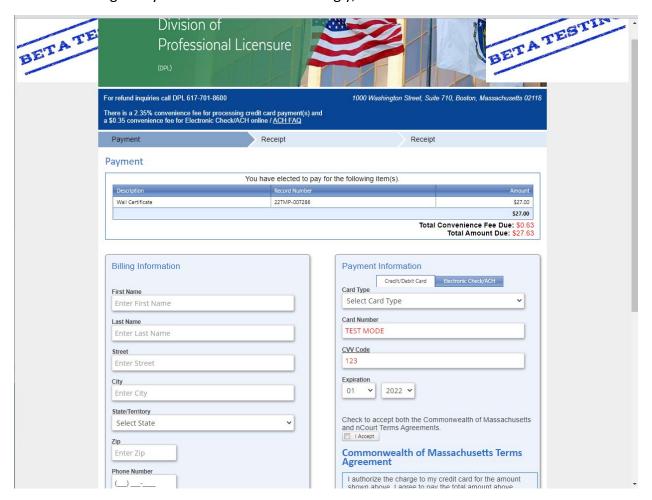


Notice the Fee (\$27.00 PER CERTIFICATE) and click Continue



You will be redirected to nCourt, our third-party payment vendor.

Enter the Billing & Payment information accordingly,



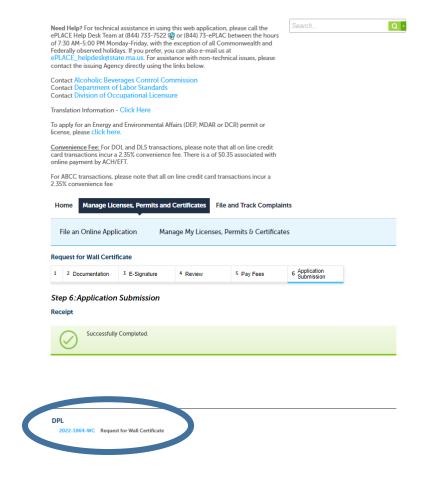
Ensure to enter the information in correlation with the Payment Method to be used.

(Do not enter personal information if paying with a business account, unless they're one and the same)

Upon completing the payment process, you will be redirected back into Accela...

You have successfully completed the request for a Wall Certificate.

Forward the screen-print similar to below, to the appropriate Board' email account, that the assigned document number (circled below) may be processed accordingly...



You 'should' receive an email confirmation/receipt from "customerservice@nCourt.com" and we ask that you:

PLEASE - DO NOT SUBMIT YOUR EMAIL RECEIPT.

We will work from the screen-print submittal as depicted just above^.