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# WM01

## Water Management Permit/ Registration Transfer

MassDEP, Bureau of Water Resources



**EEA ePLACE Portal**

# Overview

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- ❑ This presentation is to assist in completing an **WM01-Water Management Permit/ Registration Transfer Application**
- ❑ The Transfer Form is a request for a complete or partial transfer of the right to withdraw water that was provided through the issuance of a Water Management Act Program registration or permit. Either registrations or permits may be transferred.
- ❑ This presentation will take you screen by screen through the ePLACE online permitting application process.



# General Navigation

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- Always Click  to move to the next page.
- Do NOT use the Browser Back Button  as this will take you out of the system
- Any field with a red asterisk (\*) is required before you can move off the page.
- Click  to save your work and resume at a later time
- Click on the tool tips where applicable to get more details 
- We strongly suggest using Internet Explorer as a preferred browser



# How to Apply

## First time users:

- ❑ Click or type this address on your browser:  
<https://eplace.eea.mass.gov/citizenaccess>
- ❑ Follow the prompts to create a new user account.
- ❑ Be sure to provide full name, address and contact information when you set up your account.
- ❑ **Log into** your account in ePlace using your username/password



Announcements  Accessibility Support Register for an Account Reports (2) Login

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us). For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

Contact:  
[Energy and Environmental Affairs, MASSDEP](#)  
[Energy and Environmental Affairs, MDAR](#)  
[Energy and Environmental Affairs, DCR](#)

For DPL, DCAMP and ABCC permits or licenses, please [click here](#).

**Convenience Fee:** Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

[Home](#)

**Welcome to the Commonwealth of Massachusetts ePLACE Portal**

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

**Options for Licensees and Applicants:**

- Apply for, Renew, or Amend a License, Permit, Certificate, Notification or Registration
- Make Payments Online

**ePLACE Portal Account Registration:**

In order to utilize most of the services available through the ePLACE, you must first register for an account to do any of the following:

- Apply for a License, Permit, Certificate, Notification or Registration
- Renew a License, Permit, Certificate or Registration
- Track the Status of Applications
- Review and Update Applications, Permitting and/or Certificate Information

**First Time Users:**

**Login**

User Name or E-mail:

Password:

Remember me on this computer

[I've forgotten my password](#)  
[New Users: Register for an Account](#)

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

# File an Online Application

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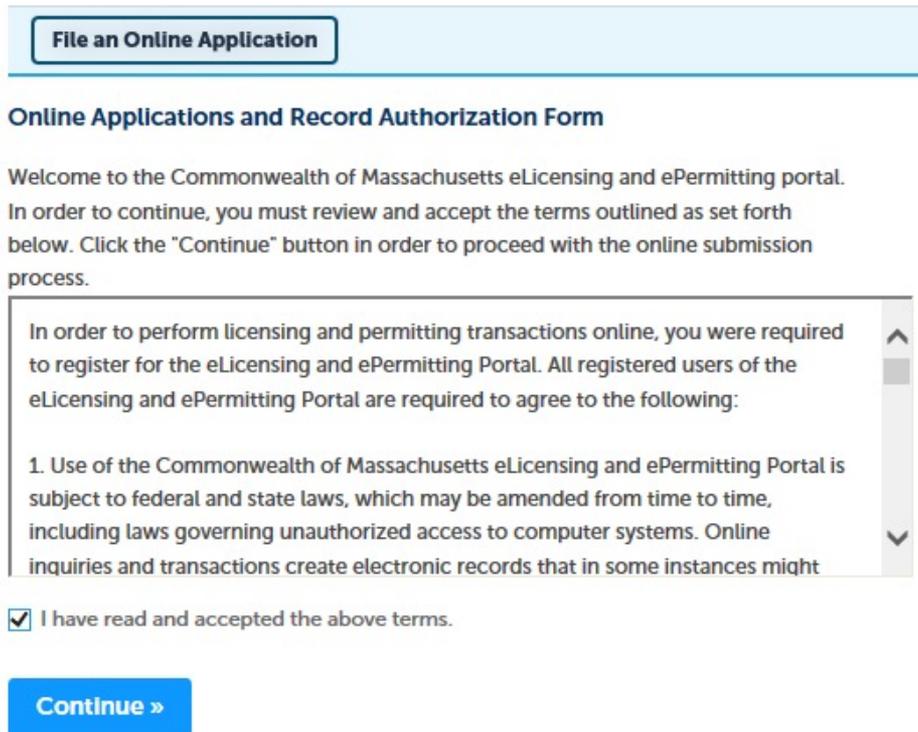
- ❑ Click here to start

The screenshot shows the user interface of the EEA ePLACE Portal. At the top left, there is a dark blue 'Home' button. Below it is a light blue navigation bar containing four buttons: 'Dashboard', 'My Records', 'My Account', and 'Advanced Search' with a dropdown arrow. The main content area is divided into two columns. The left column has a 'Welcome' section with the text 'You are now logged in to the Commonwealth's eLicensing and ePlace Portal.' and a 'What would you like to do?' section with a list of options: '- [File an Online Application](#)', '- Renew a License, Permit or Certificate', and '- Amend License, Permit or Certificate Information'. The right column features a large blue button with the text 'File an Online Application'. A green arrow originates from the text 'Click here to start' and points directly to this blue button.



# File an Online Application

- ❑ Read and accept the Terms and Conditions and 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 »**



# File an Online Application

- ❑ Click “Apply for a DEP Authorization – Watershed Management (WM) Watershed Management (WM)”
- ❑ Select “WM01- Water Management Permit/Registration Transfer Application”
- ❑ Click “Continue”

- ▶ 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 - Solid Waste (SW)
- ▼ Apply for a DEP Authorization - Watershed Management (WM)
  - WM01 - Water Management Permit/Registration Transfer Application
  - WM03 - Water Management Permit Application
  - WM04 - Herbicide License Application
- ▶ Apply for a DEP Authorization - Waterways Chapter 91 (WW)
- ▶ Apply for a DEP Authorization - Water Pollution Wastewater (WP)
- ▶ Apply for a DEP Authorization - Water Pollution Residuals (WP)
- ▶ Apply for a DEP Authorization - 401 Water Quality Certification (WW)
- ▶ Apply for a DEP Authorization - Toxic Use Reduction (TUR)
- ▶ Apply for a MDAR Authorization
- ▶ Apply for an EEA General Request
- ▶ Link Your Account



# Step 1: Facility Information

## ❑ Add your Facility information:

- ❑ Please read the instructions on how to find your facility.
- ❑ Based on what you have searched for, a list will be returned with all possible matches. Click on the button to the left of the facility you are seeking and click “Select”.

Step 1: Facility Information > Page 1 of 1

Instructions

\* indicates a required field.

Facility Information

You must identify the facility for which you are completing this application. Enter the facility name, or portion of the name, in the "Name" box and click on "Search". Your search will return a list of facilities and addresses that meet your search criteria. If your facility is on this list, select it by clicking the button to the left of the name. If your facility is not on the list, you may search again, by pressing "Clear" and using different criteria. For example, try a new search using street address. If you know your DEP Facility ID, you may enter it in the applicable box and click on "Search". The facility information will populate the boxes. If applicable for a new facility, press the "Clear" button, and enter the information for the facility into the boxes provided (boxes with an asterisk are required), and continue to the next section without clicking on "Search".

\* Facility Name:

\* Street #  \* Street

\* City:

Latitude

DEP Facility ID:

AC

Search Clear

Facility(s)

Showing 1-12 of 120+

Facility Name   Address
<input type="radio"/> ACTON   0 ACTON ACTON MA 01720
<input type="radio"/> ALGONGUIN GAS TRANSMISSION CO   0 BEACHAM ST EVERETT MA 02149
<input type="radio"/> ALGONGUIN GAS TRANSMISSION CO   0 BRADLEY HILL RD ROCHESTER MA 02770
<input type="radio"/> ALGONGUIN GAS TRANSMISSION CO   0 BULLARD ST SHARON MA 02067
<input type="radio"/> ALGONGUIN GAS TRANSMISSION LLC   0 BATES ST MENDON MA 01756
<input type="radio"/> ALLEN AVENUE SCHOOL   0 ALLEN AVE NORTH ATTLEBOROUGH MA 02760
<input type="radio"/> AMVET ELEMENTRY SCH   0 AMVET BLVD NORTH ATTLEBOROUGH MA 02760
<input type="radio"/> ASHBURNHAM   0 ASHBURNHAM ASHBURNHAM MA 01450
<input type="radio"/> ASHBY   0 ASHBY ASHBY MA 01431
<input type="radio"/> AT&T MOBILITY   0 AMELIAS WAY TIBURDY MA 02568
<input type="radio"/> ATHOL   0 ATHOL ATHOL MA 01331
<input type="radio"/> ATHOL ORANGE AERO CLUB   0 AIRPORT RD ORANGE MA 01364

< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >

Select Cancel

Continue Application »

Save and resume later



# Step 2: Contact Information

Please enter the Registration and/or Permit holder contact information

Enter Registration and/or Permit Transferee information here

Click “Continue Application”

WM01 - Water Management Permit/Registration Transfer Application

1 Facility Information	2 Contact Information	3 Application Information	4 Documents	5 Special Fee Provision	6	7
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Step 2: Contact Information > Page 1 of 1 \* indicates a required field.

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Registration and/or Permit Holder Information

\* First Name:

\* Last Name:

Company Information:

P.O. Box/Address Line:

City:

State:

Zip Code:

E-mail:

Telephone #:

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Registration and/or Permit Transferee Information

\* First Name:

\* Last Name:

Company Information:

P.O. Box/Address Line:

City:

State:

Zip Code:

E-Mail:

Telephone #:

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



# Step 3: Application Information

- ❑ Select the type of permit:
- ❑ Enter you current Permit/Registration number that is being transferred here. If you have multiple numbers, enter all of them separated by a semicolon ;
- ❑ Identify the type of transfer
- ❑ Add here any additional information pertaining to the transfer
- ❑ Click “Continue Application”

WM01 - Water Management Permit/Registration Transfer Application

1 Facility Information	2 Contact Information	3 Application Information	4 Documents	5 Special Fee Provision	6	7
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Step 3: Application Information > Page 1 of 1

\* indicates a required field.

**General Information**

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\*Please identify the type of permit:  
--Select--

**Permit/Registration Information**

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Enter the permit and/or registration number that is being transferred.

\*Permit and/or Registration Number:

**Transfer Type**

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\*Please identify the type of transfer:  
--Select--

**Additional Information**

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

Additional Information:

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



# Step 4: Documents

- ❑ Upload all required documents for your application
- ❑ The required documents will be listed on the table
- ❑ To begin attaching documents, click “Browse”

## WM01 - Water Management Permit/Registration Transfer Application

1	2 Contact Information	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7
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Step 4: Documents > Page 1 of 1

\* indicates a required field.

### Documents

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

1. MassDEP Application Form

### 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.

.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
No records found.					

Browse

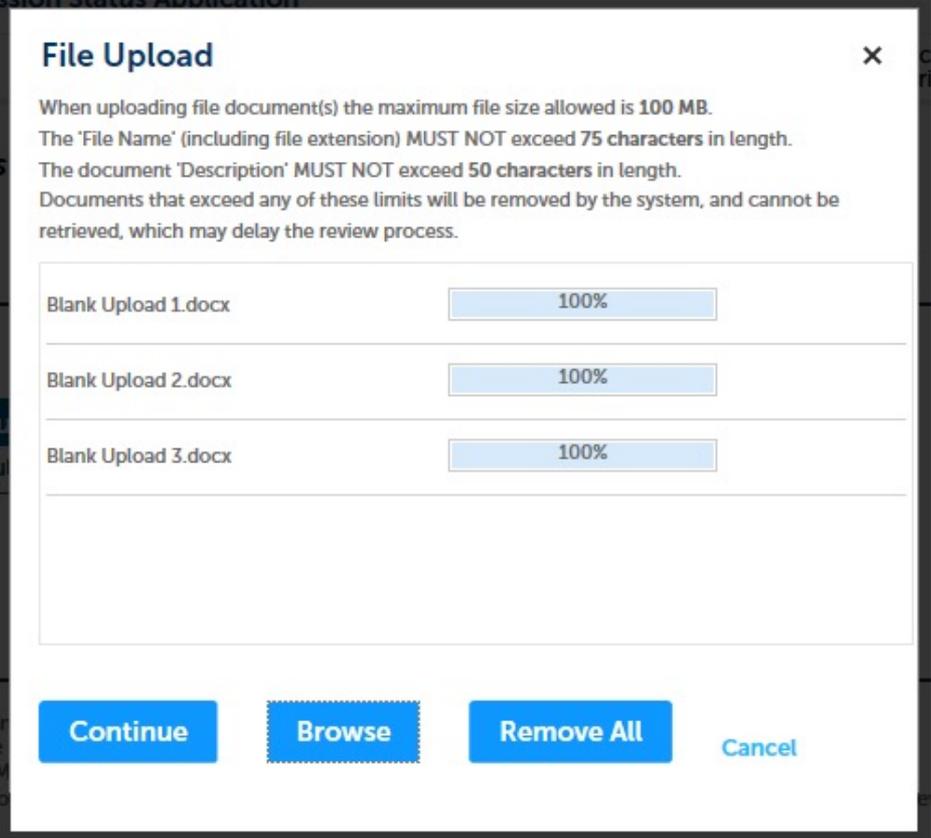
Continue Application »

Save and resume later



## Step 4: Documents (Attaching)

- ❑ A “File Upload” window opens
- ❑ Click “Browse”
- ❑ Choose the file(s) you want to attach
- ❑ When all files reach 100%, click “Continue”



**File Upload** ✕

When uploading file document(s) the maximum file size allowed is 100 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.

Blank Upload 1.docx	100%
Blank Upload 2.docx	100%
Blank Upload 3.docx	100%

**Continue** **Browse** **Remove All** **Cancel**



# Step 4: 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”
- ❑ Click “Continue Application”

The screenshot displays a web interface for uploading documents. It features three identical document entry forms stacked vertically. Each entry includes:

- A file name: "Blank Upload 1.docx", "Blank Upload 2.docx", and "Blank Upload 3.docx" respectively.
- A progress indicator showing "100%".
- A description field with the placeholder text "A maximum of 50 characters."
- A "Type" dropdown menu with "--Select--" as the current selection.
- A "Remove" link to the right of each entry.

At the bottom of the interface, there are five buttons: "Save", "Browse", "Remove All", "Continue Application", and "Save and resume later".



# Step 4: Documents (Attaching)

- ❑ You should see a message that you have successfully attached documents
- ❑ Review the list of attached documents
- ❑ When ready, click “Continue Application”

DEP Applications

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

WM01 - Water Management Permit Application

1	2 Contact Information	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7
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Step 4: Documents > Page 1 of 1

\* indicates a required field.

Documents

Please upload 2 Required Document(s) which are mandatory to submit this Application:

1. Legal Agreement
2. MassDEP Application Form

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.  
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
<a href="#">File1.jpg</a>	MassDEP Application Form	4.05 KB	07/14/2020	test	<a href="#">Actions</a> ▼
<a href="#">File 2.jpg</a>	Legal Agreement	4.05 KB	07/14/2020	test	<a href="#">Actions</a> ▼

[Browse](#)

[Continue Application >](#)

[Save and resume later](#)



# Step 5: Special Fee Provision

- If Special Fee Provision is applicable, check the appropriate box and provide requested information
- Click “Continue Application

1	2	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7 Application Submitted
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Step 5: Special Fee Provision > Page 1 of 1

\* indicates a required field.

## Special Fee Provision

Exemption: [?](#)

Exclusion (special agreement or policy): [?](#)

Substitution (ASP/IRP): [?](#)

Double Fee for Enforcement: [?](#)

Hardship payment extension request: [?](#)

Continue Application »

Save and resume later



# Step 6: Review

- ❑ The entire application is shown on a single page for your review
- ❑ If you note something you want to change, click “Edit Application”
- ❑ Otherwise, continue to the bottom of the page

1	2	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7 Application Submitted
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**Step 6: Review**

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

Please review all the information before submitting. Once this application has been submitted, you will not be able to make changes. To make changes you will need to contact the agency directly.

### Review and Certification

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[Edit Application](#)

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**Permittee**

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Individual  
Testing Elpas  
111 Main st  
Waltham, MA, 01752  
United States

Telephone #:617-617-6177  
E-mail:testingelpas@gmail.com

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**Permittee Company**

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**Application Contributors**

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Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
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# Step 6: Review

- Read the Certification Statement
- Click the check box to complete your certification
- Click “Continue Application” to proceed with your submittal

## Application Submitter

Individual  
Testing Eipas  
Waltham, MA, 01752

Telephone #: 617-617-6177  
E-mail: testingeipas@gmail.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



# Step 7: Pay Fees

- Both online payment and pay by mail are available
- Online payment will require a service charge
- Click the appropriate box to continue

1	2	3	4 Documents	5 Special Fee Provision	6 Review	7 Pay Fees	8 Application Submitted
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## Step 7: 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 permit 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
WM01 Application Fees	\$215.00

\$215.00

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.
- ❑ You will be e-mailed a receipt once payment is completed

The screenshot shows a two-column payment form. The left column is titled 'Billing Information' and contains fields for First Name, Last Name, Street, City, State/Territory (a dropdown menu), Zip, Phone Number, Email, and Confirm Email. The right column is titled 'Payment Information' and contains a 'Credit/Debit Card' button, an 'Electronic Check/ACH' button, a 'Card Type' dropdown menu, a 'Card Number' field with 'TEST MODE' in red, a 'CVV Code' field with '123', and an 'Expiration' field with '01' and '2011' dropdowns. Below these fields is a checkbox labeled 'I Accept' and a section titled 'Commonwealth of Massachusetts Terms Agreement' with a text box containing an authorization statement and a link to 'nCourt Terms Agreement'. A blue 'Back' button is located at the bottom left of the form area.

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



# Pay by Mail

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- If you choose “Pay by mail”.
- Check your email for instructions
- Your application will not be reviewed until payment is received

**Payment online:** If you have paid online by credit or ACH you will receive an additional notification from the epayment vendor that your payment is complete. Review of your application will begin. That notification will include a Reference ID # for your records.

**Pay by Mail:** If you chose the "Pay by Mail" option, please make your payment in the form of a check or money order made payable to the Commonwealth of Massachusetts. Do not send cash. You must include your Application Number 20-WM01-0006-APP on the check or money order that must be sent to the address below.

Department of Environmental Protection  
PO Box 4062  
Boston, MA 02211



# 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

1	2	3	4 Documents	5 Special Fee Provision	6 Review	7 Pay Fees	8 Record Issuance
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## Step 8: Record Issuance



Successfully Completed.

Thank you for using our online services.  
Your Record Number is 20-WM01-0006-APP.

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

If applicable, if you are willing to make an Online Payment, please click on "DEP Applications" button and click the "Pay Fee Due Link" next to your Application Record.



# To check the status of an application

- ❑ Log on to EEA ePlace portal:

<https://eplace.eea.mass.gov/citizenaccess>

- ❑ Go to your “My Records” page in ePLACE to see or track the status of an application

Home

Dashboard My Records My Account

Welcome Jalila Jadidi  
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.

If you are using assistive tools such as JAWS, please check our FAQs for important information. [EEA ePlace Quick Guides](#)

To search and view all pending and final decisions for License, Permit, Certificate, Notification or Registration Applications submitted online and provide Comments on Applications that are open for Public Comments please visit the [EEA ePLACE Public Access Portal](#)

For additional information about the Commonwealth, please visit the [Mass.gov](#) portal. For EEA information, please visit the [Mass.gov/EEA](#) portal.

File an Online Application



# Questions?

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For technical assistance:

- ▶ Contact the ePlace Help Desk Team at (844) 733-7522
- ▶ Or send an email to: [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us)

For business related questions, please visit the link below:

<https://www.mass.gov/how-to/wm-01-water-management-permitregistration-transfer>

