

# Signing up for an eDEP Account as ConCom Staff or Member

*MassDEP Wetlands Program*

*May 2025*



# Why use eDEP?


- Proven success;
- Once you are authorized, it's easy to use;
- Auto population saves time;
- No need to mail MassDEP a copy, so it saves postage and paper;
- Easy to submit to MassDEP the same day it's picked up by applicant, so issuance dates match;
- Allows uploading or mailing attachments;
- Creates a permanent archive of your submissions.



It is the wave of the future.



# STEP 1: Get a Username and Password

 MassDEP's Online Filing System

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### Login or Get Username & Password

**Note:** eDEP is unavailable from 8:55 PM Friday through 5:00 AM Saturday for backup purposes and from 8:00 PM Sunday to 8:00 AM Monday for server maintenance.

Welcome to eDEP, a secure site for submitting environmental permits, transmittals, certifications, and reports electronically to the Massachusetts Department of Environmental Protection (DEP). With eDEP, you can fill out your forms online; save your work and return to it later; submit your forms and payments to DEP electronically; "sign" your submittals; and print out receipts of your transactions.

- [eDEP Help & Instructions](#)
- [What forms can I file in eDEP?](#)
- [eDEP Contacts & Feedback](#)

#### Log into eDEP

Username:

Password:

[Reset Password](#)  
[Get Login Help](#)

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Register and get Username and Password

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#### Read the eDEP Requirement

For PC's:

- Microsoft Windows Vista, Windows 7, Windows 10
- Browsers: Firefox 20 and up; Google Chrome 30 and up
- Adobe Reader 11.0.0

For Mac:

- Mac OS 10.4.11 or higher.
- Apple Safari Browser.
- Adobe Reader for Mac 8.0.

[More...](#)

**Sign up as an eDEP user.** Go to eDEP and sign up as a “New User”. This gives you an eDEP account that allows you to fill out applications (NOIs and ARADs).

<https://edep.dep.mass.gov/edep/>



# Get a Username and Password

Use generic information that can be shared by the conservation office and passed on if necessary:

1. email address (e.g., concom@town.org or conservation@town.org), not your personal work email.
2. User Name (e.g., TownCC), not *your* name.
3. Security questions for the account.



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**Step 1 of 4: User Registration**

Create an account in eDEP by completing all the required fields \*. Then click Next.

Personal Information - create your account profile. Please Read the [DEP's Privacy Policy](#).

\*First Name   
Middle Name   
\*Last Name   
Salutation   
Suffix   
Job Title   
\*E-mail Address  e.g., jsmith@domain.com  
\* Retype E-mail Address   
Business Name   
\*Contact Address Line 1   
Contact Address Line 2   
\*City   
\*State  MA   
\* Zip Code  [U.S. format:](#) 02108, 02108-1234  
[Canadian format:](#) L4K-1L7  
Country  United States   
\* Main Phone  Ext   
Home Phone   
Mobile Phone   
Fax

Login Information - create your login profile.

\*Username  [Pick a Username](#) with at least 5 characters but with NO spaces  
\*Nickname  [Pick a Nickname](#) DIFFERENT from your Username for [sharing](#) in eDEP  
\*Password  [Pick a Password](#) with at least 8 characters BOTH letters & numbers  
\*Retype Password

# Get a Username and Password, cont.

Login Information - create your login profile.

\*Username  Pick a [Username](#) with at least 5 characters but with NO spaces

\*Nickname  Pick a [Nickname](#) DIFFERENT from your Username for [sharing](#) in eDEP


\*Password

\*Retype Password



- Pick a Username like TownCC or ConComTown, TownConCom, TownConservation
- The log-in and security questions for the account are also best kept something generic that can be shared by the conservation office and passed on if necessary.

# Finalizing your Registration



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Username: CHRISTN  
Nickname: CHRISTY [LOG OFF](#)

[My eDEP](#) | [Forms](#) | [My Profile](#) | [Help](#) | [Notifications](#)

### User Profile

An email with a link to confirm has been sent to your email address. Please confirm by clicking the link. Please logout and log back in after activating the email.

Name: CHRSITINE FRANKLIN

- ☒ 1. User Registration
- ☒ 2. Terms And Conditions
- ☐ 3. Email Activation
- ☐ 4. Security Questions

[Next](#)

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MassDEP's Online Filing System ver.12.6.0.0© 2013 MassDEP



After completing all required fields, review and agree to the eDEP Terms and Conditions.

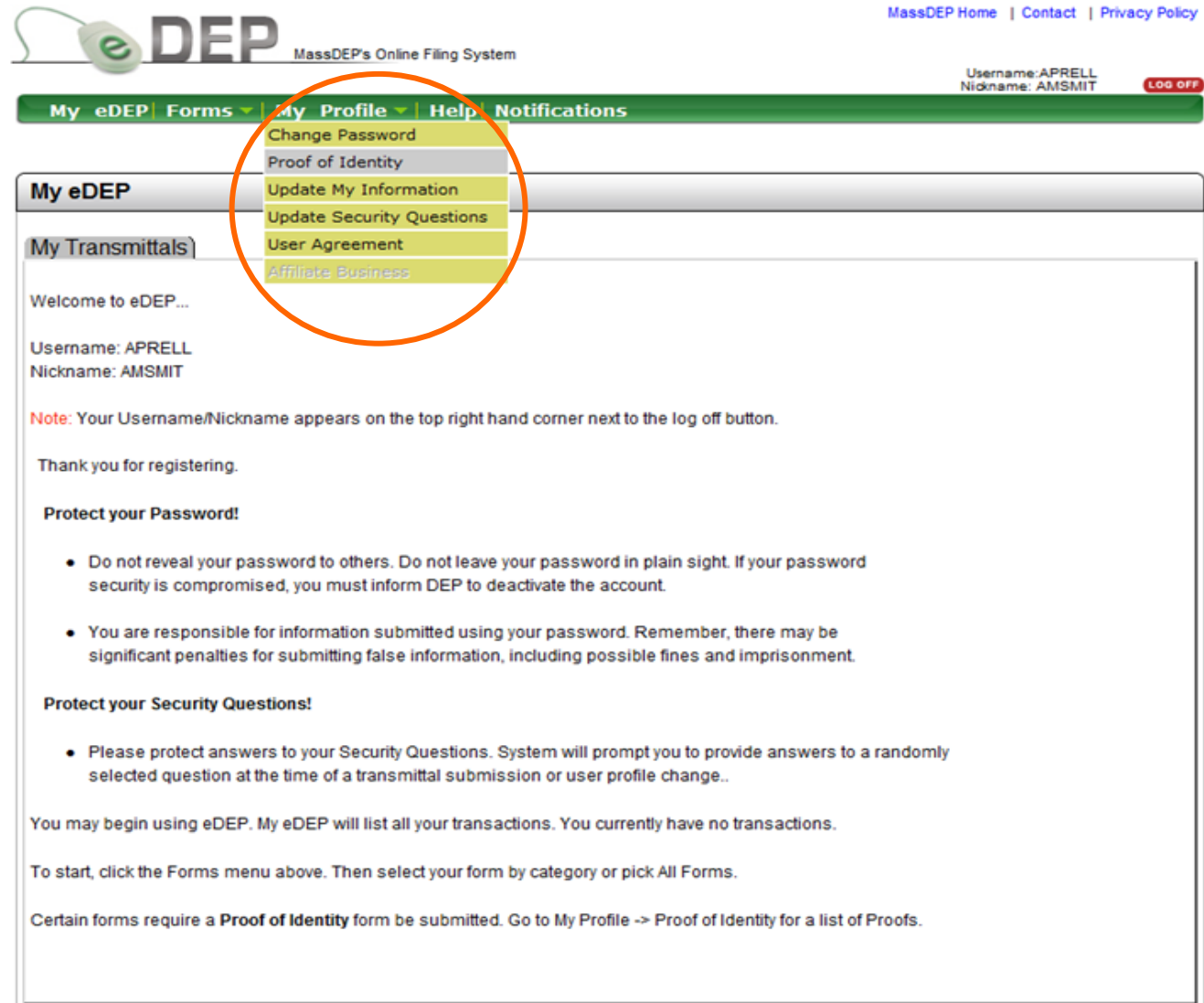
- Read and confirm the Terms and Conditions
- Activate your account by clicking the link in the email sent to your address.
- Login to eDEP using your new username and password.
- Select and respond to the five security questions and click on the Next button.

# Step 2: Proof of Identity

## *What is Proof of Identity?*

Proof of Identity is a process used in eDEP to verify the identity of individuals who need to access secure documents including the Orders of Conditions (OOCs) and Orders of Resource Area Delineation (ORADs) for issuing Wetlands Permits.

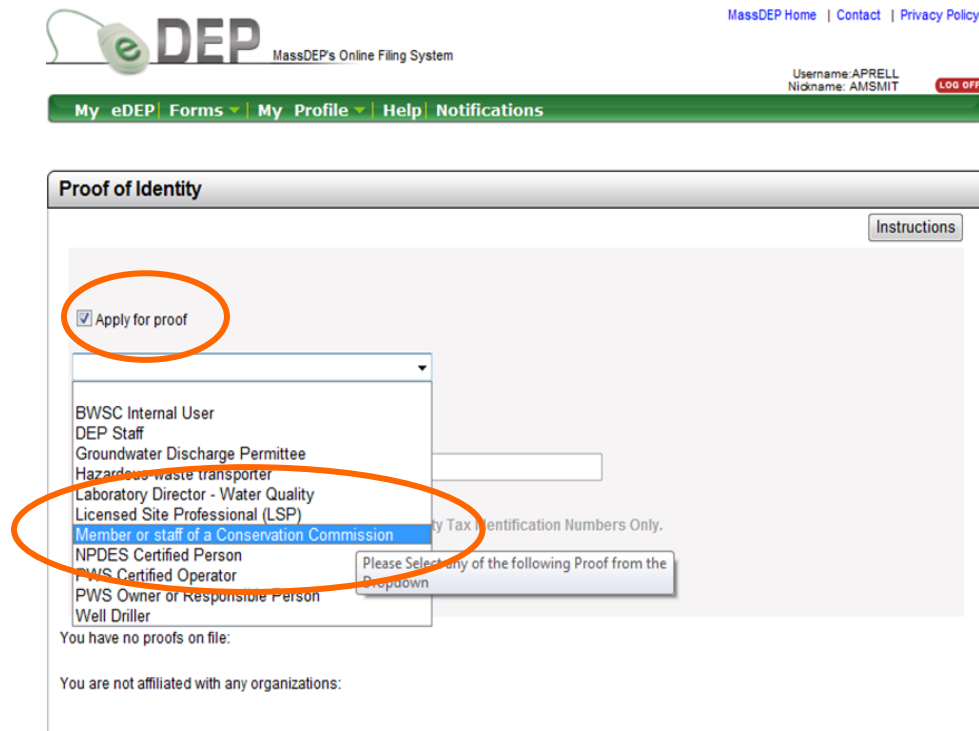
To obtain a security access as a Conservation Commission member, go to the My Profile drop down menu and select Proof of Identity.





# Proof of Identity

- Check the box labeled “Apply for proof”
- Select “Member of Conservation Commission” from the drop-down menu.



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Username: APRELL  
Nickname: AMSMIT [LOG OFF](#)

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### Proof of Identity

[Instructions](#)

☒ Apply for proof

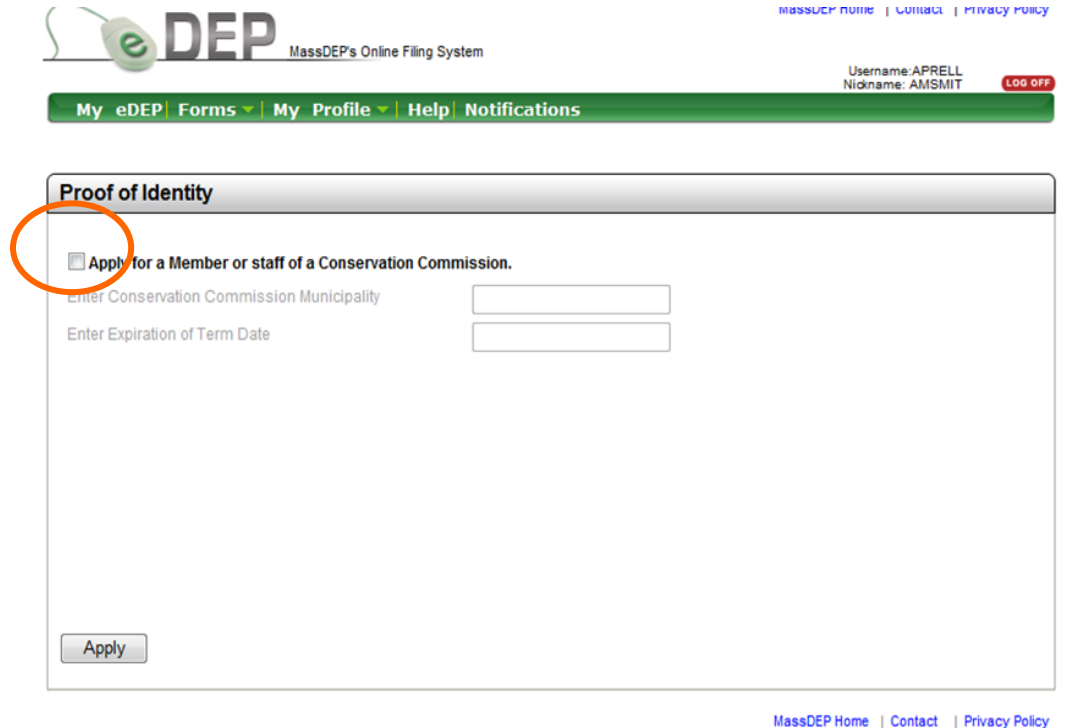
**Member or staff of a Conservation Commission**

BWSC Internal User  
DEP Staff  
Groundwater Discharge Permittee  
Hazardous waste transporter  
Laboratory Director - Water Quality  
Licensed Site Professional (LSP)  
NPDES Certified Person  
PWS Certified Operator  
PWS Owner or Responsible Person  
Well Driller

Please Select any of the following Proof from the Dropdown

You have no proofs on file:

You are not affiliated with any organizations:



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MassDEP's Online Filing System

Username: APRELL  
Nickname: AMSMIT [LOG OFF](#)

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### Proof of Identity

☐ Apply for a Member or staff of a Conservation Commission.

Enter Conservation Commission Municipality

Enter Expiration of Term Date

[Apply](#)





Print the Standard Proof  
of Identity form,  
sign it & mail to:

**MassDEP Boston- Wetlands  
Suite 900  
100 Cambridge Street  
Boston, MA 02114**

and email to  
**DEP.Wetlands@mass.gov**

Proof of Identity



**MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL  
PROTECTION**

**STANDARD PROOF OF IDENTITY FORM  
(For the eDEP online filing system)**

**Instructions:**

1. ALL users must print this form.
2. Must provide a hand-written signature.
3. Mail the printed signed form to :  
Alice Smith  
5th floor MassDEP  
One Winter St, Boston, MA 02108

**Apply for a Member or staff of a Conservation Commission**

First Name: ALICE  
Last Name: SMITH  
User Name: APRELL  
E-mail Address: alice.smith@state.ma.us  
Phone Number: (617) 292-5854  
Date: 4/4/2014  
Start Date: 4/4/2014 11:18:37 AM

Enter Conservation Commission Municipality:   
Enter Expiration of Term Date:

All Users Must Provide  
a Hand- written Signature:



# Using eDEP for OOCs and ORADs

- You will receive an email that your request for proof has been approved
- Now you will have access to OOC and ORAD forms, as well as NOIs and ANRADs
- If you need assistance filing out these forms, refer to those specific trainings in the MassDEP WPA 101 Library online or contact your Circuit Rider to request a training.

Your (ALICIA2020) request for the proof 'DEP Staff' has been approved.

← REPLY

↩ REPLY ALL

→ FORWARD



Mark as unread



edep.confirmation@massmail.state.ma.us

Tue 2/9/2021 10:36 AM

To: Geilen, Alicia (DEP);

Cc: Administrator, eDEP (DEP);

Your request for the proof 'DEP Staff' has been approved.

Terms and Conditions of Use for DEP's Web Site

Welcome to the Massachusetts Department of Environmental Protection's ("DEP," "We," "Us," "Our") web site ("site"). This Terms and Conditions of Use Agreement ("TCU" or "Agreement") is made by and between Us and You, the user of this site. Use of this site is provided to You subject to this Agreement, which may be updated from time-to-time at Our sole discretion. You hereby agree as follows:

BY USAGE OF THIS SITE, YOU REPRESENT THAT YOU HAVE READ AND UNDERSTAND THIS AGREEMENT AND THE WEBSITE'S [PRIVACY POLICY](#), HEREBY INCORPORATED BY REFERENCE, AND EXPRESSLY AGREE TO, AND CONSENT TO BE BOUND BY, ALL OF THE TERMS AND CONDITIONS CONTAINED THEREIN. THIS AGREEMENT SHALL HAVE THE SAME LEGAL EFFECT AND FORCE AS A WRITTEN AND SIGNED DOCUMENT. IF YOU DO NOT AGREE TO ALL OF THE TERMS AND CONDITIONS, YOU MUST CEASE USING THIS SITE. ANY VIOLATION OF THIS AGREEMENT CAN, IN CERTAIN CIRCUMSTANCES, RESULT IN LEGAL ACTION TAKEN BY US AGAINST YOU.



## **For More Assistance**

- Contact your Regional Circuit Rider:

<https://www.mass.gov/info-details/massdeps-wetlands-circuit-rider-program>

Email: [DEP.Wetlands@mass.gov](mailto:DEP.Wetlands@mass.gov)

