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# WW06- Simplified License Amendment

Bureau of Water Resources, Waterways and Wetlands



**EEA ePLACE Portal**

# Overview





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- ❑ This presentation is to assist in completing a **WW06 – Simplified License Amendment**
- ❑ A WW06 certification provides owners of small residential docks, piers, seawalls and bulkhead with a simplified process for licensing their structures
- ❑ Chapter 91 of the Massachusetts General Laws requires licensing of all non-commercial, residential, water-dependent, small-scale docks, piers, and similar structures within tidelands, Great Ponds, and navigable rivers. The state legislature amended MGL Chapter 91 with a new Section 18c that allowed MassDEP to create a General License for these structures
- ❑ This presentation will take you through the ePlace online permitting application amendment 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 Microsoft EDGE as a preferred browser



# How to Apply

- ❑ Click or type this address on your browser

<https://eplace.eea.mass.gov/citizer>  
[access](#)

- ❑ 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) 733-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

**Login**

User Name or E-mail:

Password:

[Login »](#)

☐ Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

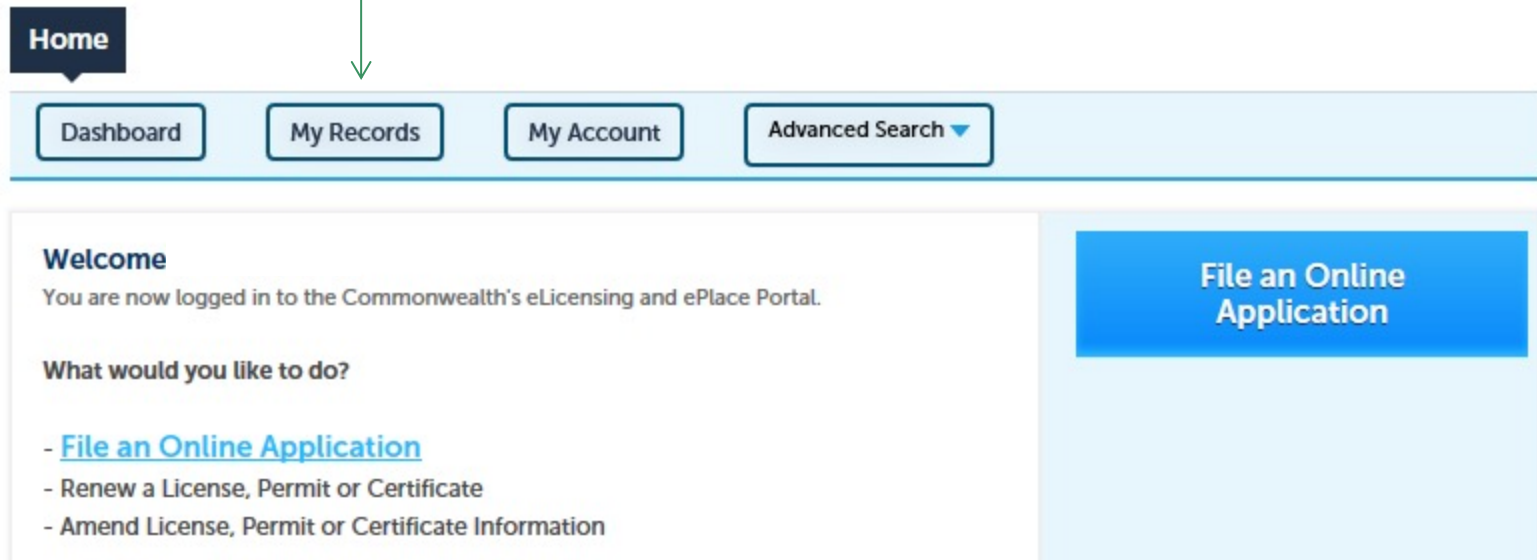
Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs (EEA). It does not service any other



EEA ePLACE Portal

# File an online WW06 Amendment

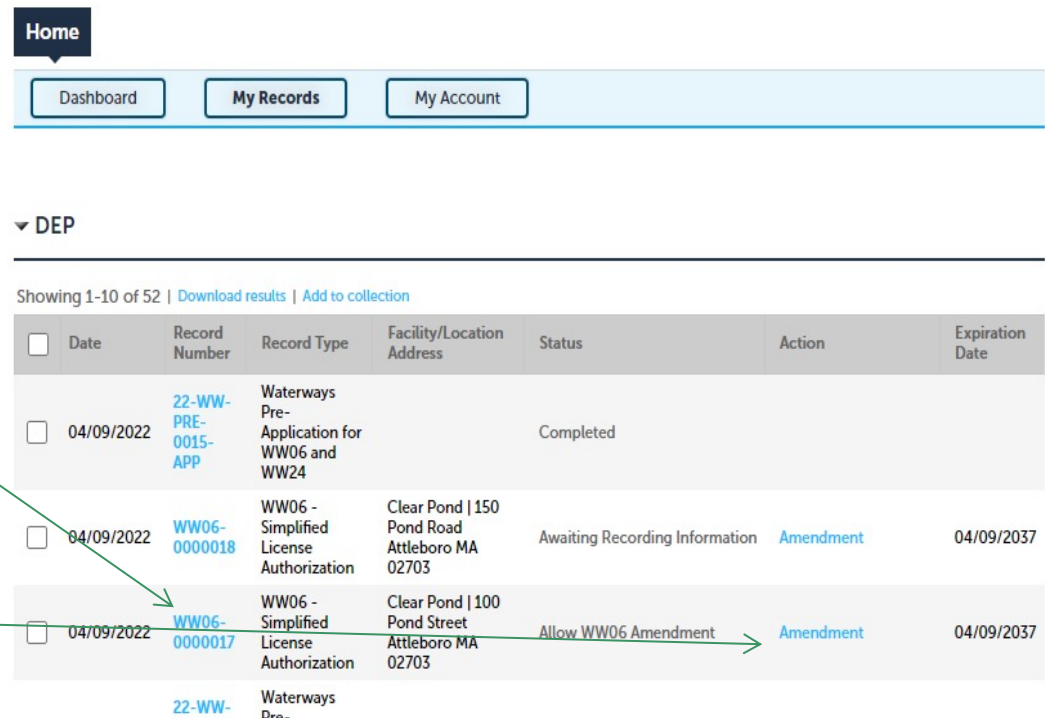
- ❑ Click on “ My Records” tab to start



# Access your record

A list of your records will be displayed

- ☐ Locate the permit record you need to Amend
- ☐ Click on “Amendment” link to continue



Home

Dashboard My Records My Account

▼ DEP

Showing 1-10 of 52 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Facility/Location Address	Status	Action	Expiration Date
<input type="checkbox"/>	04/09/2022	22-WW-PRE-0015-APP	Waterways Pre-Application for WW06 and WW24		Completed		
<input type="checkbox"/>	04/09/2022	WW06-0000018	WW06 - Simplified License Authorization	Clear Pond   150 Pond Road Attleboro MA 02703	Awaiting Recording Information	<a href="#">Amendment</a>	04/09/2037
<input type="checkbox"/>	04/09/2022	WW06-0000017	WW06 - Simplified License Authorization	Clear Pond   100 Pond Street Attleboro MA 02703	Allow WW06 Amendment	<a href="#">Amendment</a>	04/09/2037
		22-WW-	Waterways Dra..				



# General Information

- ❑ Please complete the Amendment information
- ❑ Click “Continue Application”

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Step 1: General Information > Page 1 of 1

Instructions

\* indicates a required field.

Amendment Information

\* Have you consulted with the agency and has the agency approve that you qualify for an amendment/modification? If so, please provide consultation date below: ?

04/04/2022

\* Have the agency provided you a written confirmation? If Yes, later in the process you will need to attach a written confirmation letter as a "Supporting Attachment" in the documents section.:  
☒ Yes ☐ No

Continue Application »

Save and resume later



# Step 2: Contact Information

- ❑ **Permittee:** Read instructions to enter “Permittee” then Click “Add New” or “Look up”.

- ❑ **Application Contacts:** If you have additional contacts – Permittee(s), Property Owner(s) or other; Please read instructions then click on “Add New” or “Look up” and follow the prompts.

- ❑ Select corresponding “Contact Type” and follow the prompts to enter additional information. Repeat for each contact type that is needed for your application

Step 2: Contact Information > Page 1 of 1

Instructions

\* indicates a required field.

## Permittee

“Permittee” is the individual, or individual authorized by a company/organization submitting the application and the authorization will be issued in their name.

If you are the Permittee you may click on “Add New” button and select the checkbox on the top “Use Login Information” and click “Continue”.

If you are a consultant, engineer, attorney, or other representative who is preparing the application on behalf of the Permittee you are an “Application Contact”. Do not enter your name or contact information in the fields for the Permittee.

- If the Permittee has an EEA ePLACE account and they will be contributing to the Application process, click “Look Up” button, search and select the appropriate Permittee.
- If the Permittee does not have an EEA ePLACE account and will not be contributing to the Application process, click “Add New” button and enter the Permittee information on their behalf.
- If there are multiple Permittees, please enter information for one primary Permittee here and any additional Permittees in the “Application Contact” section.

An application will not be processed without valid contact information for the Permittee that includes their mailing address and phone number or email address.

Add New

Look Up

## Application Contacts

An “Application Contact” is an individual or organization who is a party to the application (in addition to the Permittee), or who is contributing to the application. For example, a Property Owner, Additional Permittee, a consultant, an authorized representative etc.,

- If the Contact has an EEA ePLACE account and they will be contributing to the search and select the appropriate Contact.
- If the Contact does not have an EEA ePLACE account and/or will not be contributing to the search, click “Add New” button and enter their Contact information.

Note – If a Contact who will be submitting information in the online Application process, click the “save and resume later” button, advise the Contact to create an account in the EEA ePLACE system and “Look Up” that person.

Add New

Look Up

## Select Contact Type

\* Contact Type: ?

--Select--

--Select--  
Additional Permittee  
Additional Property Owner  
Application Prepared By  
Permittee Company  
Property Owner

Continue





# Step 2: Contact Information

☐ Select the appropriate answer to each of the questions

☐ Click “Continue Application” to proceed

## Additional Contacts Info

\* Please provide the Name of the Permittee(s) exactly as it should be listed in the license/permit that will be recorded at the Registry of Deeds (the name(s) listed here need to match the name(s) listed on the plans or the license may be rejected by the Registry of Deeds):

Test Test

\* I hereby attest that I have listed all the Permittees in the Application Contacts section (each Permittee entered as a separate contact - do not list 2 names in 1 field):



\* Is the project site within a right of way? :

☒ Yes ☐ No

Are you the sole owner of right of way? : \*

☒ Yes ☐ No

\* Are you submitting evidence of legal authority to apply in lieu of the Property Owner's Signature? If yes, please attach a document 'Evidence of Legal Authority' in the document section:

☒ Yes ☐ No

\* I hereby attest that I have listed all the Property Owners in the Application Contacts section:



Continue Application »

Save and resume later



# Step 3: Application Information

❑ Click on “Add a Row” to List all components of the structure/structures that are included in the subject application

❑ Follow the prompts to select further answers

❑ Click “Submit” to proceed

Note: Primary Project Location cannot be edited in Amendment

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Step 3: Application Information > Page 1 of 2

Instructions

Modified Project Details

PROJECT DETAILS

List all components of the structure/structures that are included in the subject application. The number and size of all piles and/or bottom anchors are not entered in this table, and must be added to the "Description of Project" below.

Showing 0-0 of 0

Apply for	Please select the structure / fill	Length of the structure (in ft)	Width of the structure (in ft)
No records found.			

Add a Row Edit Selected Delete Selected

Primary Project Location

Please review the Primary Project Location Information. This information cannot be edited. To select "Save and Resume" and contact the Waterways Program at [dep.waterway@mass.gov](mailto:dep.waterway@mass.gov).

Name of the Waterbody:  
Clear Pond

\*Street #  
100

\*Street Name:  
Pond Street

Street Name 2

\*City:  
Attleboro

\*State:  
MA

\*Zip:  
02703

Latitude\*  
42.1435

Longitude\*  
71.7568

Select Apply for (Select only one)

Apply for

- ☐ Construct a new post - 1984 structure
- ☐ Maintain and/or modify an existing post - 1984 structure
- ☐ Maintain and/or modify an existing pre-1984 structure/fill

Next » Cancel

Select Please select the structure / fill

Maintain and/or modify an existing post - 1984 structure

Please select the structure / fill

- ☐ Boat Lift
- ☐ Float(s)
- ☐ Gangway
- ☐ Pier/ Dock
- ☐ Pile-Supported Boat House

« Back Finish » Cancel

PROJECT DETAILS (EEA)

List all components of the structure/structures that are included in the subject application. The number and size of all piles and/or bottom anchors are not entered in this table, and must be added to the "Description of Project" below.

\* Apply for: ☐ Maintain and/or modify an existing post - 1984 structure

\* Please select the structure / fill: ☐ Float(s)

\* Length of the structure (in ft):

\* Width of the structure (in ft):

Submit Cancel



# Step 3: Application Information

☐ Please read instructions for more details

☐ Enter your Project Information here

☐ Select the appropriate answer to the question

☐ Click “Continue Application” to proceed

## Project Information

Please use the text box to describe the project.

Please use the text box to describe the location(s) that is the subject of this application if it involves multiple properties/locations and/or if there is not a traditional physical address for the property. Please see the help text for examples.

If the project location is a single property with a traditional physical address, please enter N/A in this text box and only complete the “Primary Property Location”.

\* Brief Description of Project (e.g., dock, seawall, boat ramp, Harborwalk – if a longer narrative is to be provided, please upload a separate document):

Test

\* Brief Description of Project Location - Non-Traditional Address(e.g., “west end Toronto Avenue right-of-way at Gloucester Harbor” DO NOT complete this field if your project has a traditional address –enter N/A):

Test

\* Tax Assessor’s ID Number:

1111111111

\* Is the Project site in an Environmental Justice Community?: ?

☐ Yes ☒ No

Which Wetlands Protection Act process document are you attaching?: ?

WPA Order of Conditions▼

Continue Application »

Save and resume later



# Step 3: Additional information

- ☐ Please read the disclaimer, confirm you have completed this important step
- ☐ Enter notification date
- ☐ Select all the eligible parties you have notified about your project
- ☐ Click “Continue Application” to proceed

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Step 3: Application Information > Page 2 of 2

Instructions

I hereby certify that I have submitted the Public Notice to the Municipal Official, Planning Board, Zoning Enforcement Officer (if applicable) and Conservation Commission, and sent the Public Notice via certified mail, return receipt requested, to all property owners, interested parties, and abutters. I further certify that the Public Notice was published in accordance with 310 CMR 9.10(3)(e) on the date specified below:

\* indicates a required field.

Attestation

Public Notice Newspaper Publication Notification Date: \*

MM/DD/YYYY

Name of the publication where the public notice was published: \*

Municipal Official : ?

☐ Planning Board:

☐ Zoning Enforcement Officer (for Coastal Structures only) :

☐ Conservation Commission :

☐ All Property Owner :

☐ Interested Parties: ?

☐ Abutters: ?

☐

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 and details here
- ❑ To begin attaching documents, click “Browse”

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Step 4: Documents > Page 1 of 1

Instructions

Please upload the required documents which are mandatory for submission of this application, in addition to any supplemental information that may be required for your specific project.

One of the WPA Documents and Plans are mandatory for most of the applications.

“Supporting Attachment” is a written confirmation letter from the Agency.

\* indicates a required field.

### List of Documents

Documents:

Please upload 6 Required Document(s) which are mandatory to submit this Application:

1. Chapter 91 Plans
2. Copy of Public Notice
3. Evidence of Legal Authority
4. Supporting Attachment
5. WPA Order of Conditions
6. WPA Plans

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

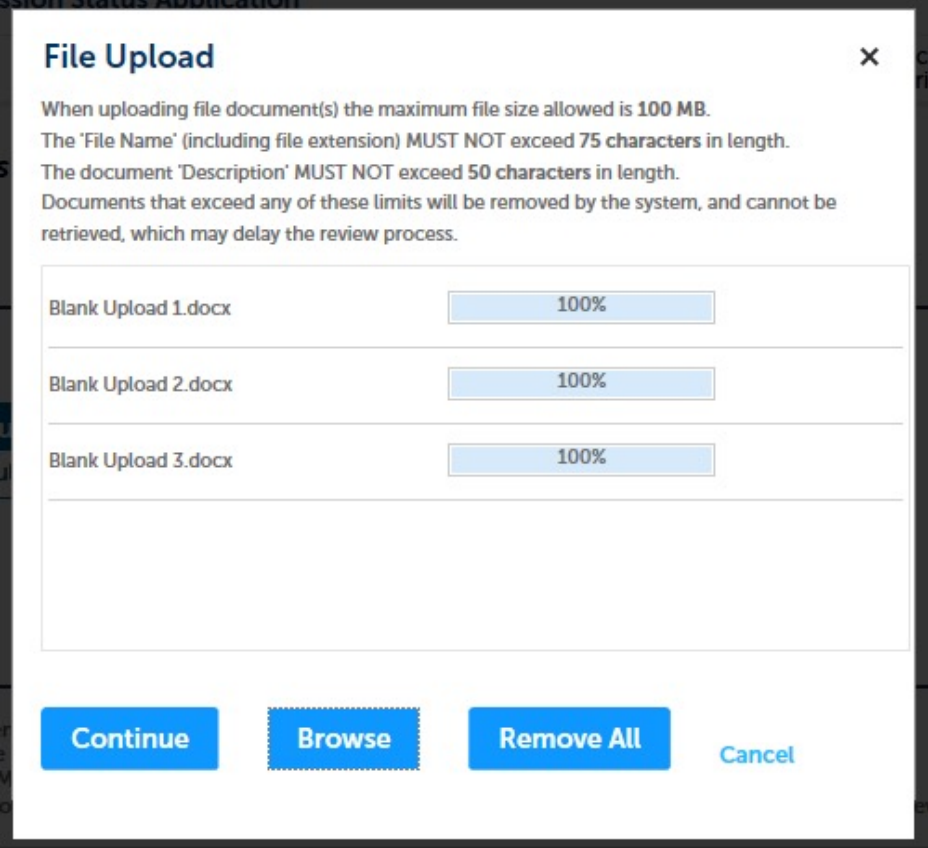
Name	Type	Size	Latest Update	Description	Action
No records found.					

Browse



## 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” to proceed

\*Type: Remove  
Copy of Public Notice

File:  
MDAR\_Pesticide\_Approval\_v1.1\_20211027\_084747.pdf  
100%

\*Description (Maximum 50 characters):  
test

\*Type: Remove  
Evidence of Legal Authority

File:  
RE- MassDEP HW Permit Renewal (2).eml  
100%

\*Description (Maximum 50 characters):  
A maximum of 50 characters.

\*Type: Remove  
WPA Order of Conditions

File:  
22-SUP-0229-APP POR (1).pdf  
100%

\*Description (Maximum 50 characters):  
A maximum of 50 characters.

[Save](#) [Browse](#) [Remove All](#)

[Continue Application >](#) [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”

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

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Step 4: Documents > Page 1 of 1

[Instructions](#)

Documents:

Please upload 5 Required Document(s) which are mandatory to submit this Application:

1. Chapter 91 Plans
2. Copy of Public Notice
3. Evidence of Legal Authority
4. WPA Notice of Intent
5. WPA Plans

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	Description	Action
Bragga Insurance.pdf	WPA Plans	26.46 KB	03/15/2022	test	<a href="#">Actions ▼</a>
MDAR_Pesticide_Approval_v1.1_20210102_160712.pdf	WPA Notice of Intent	155.02 KB	03/15/2022	test	<a href="#">Actions ▼</a>
MDAR_Pesticide_Approval_v1.1_20220314_145608.pdf	Evidence of Legal Authority	155.22 KB	03/15/2022	test	<a href="#">Actions ▼</a>
MDAR_Pesticide_Approval_v1.1_20220314_145608 (1).pdf	Copy of Public Notice	155.22 KB	03/15/2022	test	<a href="#">Actions ▼</a>
MDAR_Pesticide_Approval_v1.1_20220202_153357.pdf	Chapter 91 Plans	154.14 KB	03/15/2022	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” to proceed

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Step 5: Special Fee Provision > Page 1 of 1

Instructions

Do not check any of these boxes unless the applicant meets the criteria identified in the help text below for a special fee provision.

\* indicates a required field.

Special Fee Provision

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Check if applicable:

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

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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**

[Edit Application](#)

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**Amendment Information**

Have you consulted with the agency and has the agency approve that you qualify for an amendment/modification? If so, please provide consultation date below: 04/04/2022

Have the agency provided you a written confirmation? If Yes, later in the process you will need to attach a written confirmation letter as a "Supporting Attachment" in the documents section.: Yes

**Permittee**

Individual  
Test Test  
100 Winter Street  
Boston, MA, 02703  
United States

Telephone #: 617-292-1234  
E-mail: gail.annese@mass.gov

**Application Contacts**

Showing 0-0 of 0

Contact Type	Name	Organization Name	Contact Person	Action
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# Step 6: Review

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

I hereby certify that the information submitted in this application and on the attached plans is true and accurate to the best of my knowledge and is in conformance with the eligibility requirements as outlined in the Simplified License.

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

Date: 03/15/2022

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



# Step 7: Pay Fees

- ☐ You will have the option to select the payment method:
  - ☐ Pay Online
  - ☐ Pay by Mail
- ☐ Online payment will require a service charge
- ☐ Select the payment method you prefer to continue

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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
WW06 Amendment Fees	\$75.00
<b>Total Fees</b>	<b>\$75.00</b>

[Pay Online »](#) [Pay by Mail »](#)



# Pay Online

- ❑ If you choose “Pay Online”, you will be redirected to the payment site
- ❑ Provide all payment and billing information
- ❑ Accept the terms and conditions and click submit
- ❑ You will receive an email receipt from nCourt the payment provider

### Billing Information

First Name

Last Name

Street

City

State/Territory

Zip

Phone Number

Email

Confirm Email

### Payment Information

Card Type

Card Number

CVV Code

Expiration

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

#### Commonwealth of Massachusetts Terms Agreement

I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above according to the card issuer agreement. By checking the box below, I certify that I am an authorized user for the above referenced credit card account.

[nCourt Terms Agreement](#)

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



# Pay by Mail

## ☐ If you choose “Pay by Mail”

### ☒ Check your email for instructions

## ☐ Note - The review of your application by they agency will not start until payment has been received

NOTICE DATE: 12/8/2020

Thank you for submitting your online application form for record type: WW06 - Simplified License Renewal. Your Record Number is: 20-WW06-0007-REN. You will receive a separate email with a copy of the application information you submitted i.e. "Proof of Record".

**To Pay 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.

**To Pay by Mail:** If you choose to "Pay by Mail", 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 Record Number 20-WW06-0007-REN on the check or money order that must be sent to the address below.

Department of Environmental Protection  
PO Box 4062  
Boston, MA 02211

*Review of your application will not begin until after your payment has been received and processed.*

**Fee Exempt Status or Hardship Status Requested:** If your application indicated a Fee Exempt Status, MassDEP will review your request. If your fee exempt status is not approved you will be contacted with instructions for paying the fee. If your application indicated a request for hardship status, your request will be reviewed and you will be contacted with the final determination.

You can track the progress of your submission through the review process at the following link: <https://testaca.eea.mass.gov/CitizenAccess/>.

**Need Help using the Web Portal?** For technical assistance in using the portal <https://testaca.eea.mass.gov/CitizenAccess/> to submit or access your application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 733-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federal observed holidays. If you prefer, you can also e-mail us at [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us).



# 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


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**Step 8: Application Submitted**

 Your application has been successfully submitted. Please print your record and retain a copy for your records.

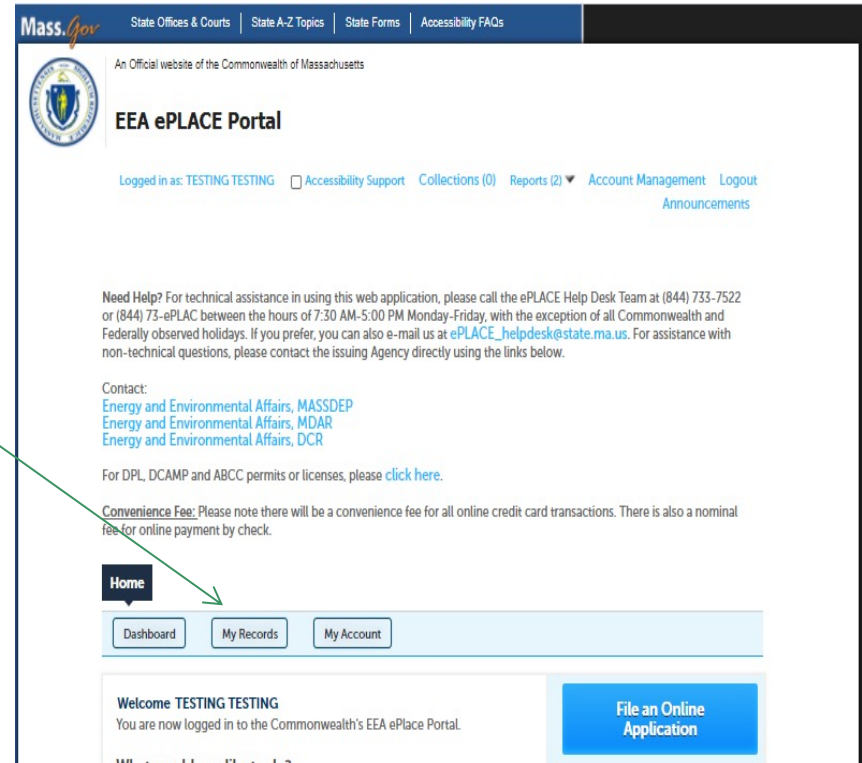
Thank you for using our online services.  
**Your Record Number is 22-WW06-0002-AMD.**

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



# 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





# 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/ww-06-12-chapter-91-simplified-license-license-renewal>

