Primary Contact

Page 1 of the “Contact & Business Details” step, requires the Primary contact information, shown in figure 1.0.

Figure 1.0

1. To add the Primary contact you can either:
   a. Click the ‘Copy from ePLACE Account’ button, which will auto-fill contact information from your ePLACE user account (Individual) or
   b. Click ‘Add New’ to enter in new information. A pop-up window will open, enter in required (*) information, shown in figure 1.1.
3. Select in Business Address from the Address Type dropdown menu. Enter required information (*), then click the 'Save and Close' button to close the pop-up window, shown in figure 2.2.

![Figure 2.2](image)

4. A Mailing Address is optional. To add a mailing address, click the 'Save and Add Another' button. Select in Mailing Address from the Address Type dropdown menu. Enter required information (*), then click the 'Save and Close' button.

If additional technical assistance is needed, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLACE 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 the ePLACE Help Desk at ePLACE_helpdesk@state.ma.us.