



# ACA Training Manual Supplemental Forms

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**EIPAS ACA – ePLACE PORTAL**

Procedures for Preparing, Sharing, Certifying and Submitting an Air Plan Approval Application that requires Supplemental Forms or Certification by a Massachusetts Registered Professional Engineer

**GCOM Software Inc.**

EIPAS ACA - ePLACE PORTAL Training Manual is presented by the Massachusetts Department of Agriculture Resources. The goal of the training manual is to acquaint Public Users with the new ePLACE PORTAL application.

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**DOCUMENT HISTORY**

Version	Date	Name	Changes Made
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Laurel Comments	07/05/2017	Varun	Final

## **PROGRAM GOAL**

ePLACE PORTAL Training Manual is presented by the Commonwealth of Massachusetts Department of Environmental Protection. The program goal is to acquaint Public Users with procedures for preparing, sharing, certifying and submitting an Air Plan Approval Application that requires both the inclusion of Supplemental forms for details on Air Pollution Control Devices and for the review and Certification by a Massachusetts Registered Professional Engineer in the new ePLACE PORTAL application. This currently includes the Major and Non-Major Comprehensive Plan Approval Application (AQ02/03) and the Applications for implementing Reasonably Available Control Technology (RACT) including AQ08A, AQ08B and AQ22 (now a single application form in ePLACE)

This document covers the following:

- ✓ The various roles involved in preparing an AQ application
- ✓ Generating a PIN letter to enable sharing of the application with preparers, Professional Engineers and the Applicant
- ✓ Activating the PIN letter so shared
- ✓ Designating which supplemental forms you wish to include in your application
- ✓ Completing the supplemental forms
- ✓ Generating the Certification Information Form
- ✓ Certification by a Massachusetts Registered Professional Engineer
- ✓ Generating the Applicant PIN Letter
- ✓ Obtaining Applicant approval and submittal of the forms.

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# Preparing Air Quality Major, Non-Major Comprehensive Plan Applications and/or RACT Applications

## 1. Introduction

Applying for certain types of Air Quality Plan Approvals involves more steps when compared to other Air Quality approvals. The additional steps include the completion of supplemental forms for new air pollution control devices as well as certification by a Massachusetts Licensed Professional Engineer. The applications that require these additional steps include:

- AQ02/03 Major/ Non-Major Comprehensive Plan Application- Fuel
- AQ02/03 Major/ Non-Major Comprehensive Plan Application- Process
- AQ08A/AQ08B/AQ22 – Application for Reasonably Available Control technology

In this section, we will show the steps that should be followed to submit any Comprehensive plan application with supplemental forms and PE Certification.

## 2. Roles of Persons Preparing an Application

Persons working on an application can occupy one or more roles in application preparation. There are three main roles who interact with these applications and contribute to its completion/submission. The roles of Applicant and Professional Engineer are must for each application. There may be a preparer for some of the application. This would be a person (or persons) who prepare the content of the application for the applicant. Each role is described below along with the tasks they can perform are provided below.

**Applicant:** The entity for whose personal or Organizational benefit the application is being submitted. In the air program, this person is also referred to as the Responsible Official.

- An applicant can start the application, can delegate the application to a PE or a preparer.
- An applicant cannot certify as a Professional Engineer
- The Applicant must be the final person logged in to review and submit the application

**Preparer:** The entity to whom the applicant can delegate the task of filling out the application. There can be more than one Preparer on an application.

- A Preparer can start an application
- A Preparer, if a Massachusetts Registered Professional Engineer, can review and certify the application as a Professional Engineer.

The Preparer cannot be the one who reviews and submits the application. This is the jurisdiction of the Applicant who represents the person or Organization making the application.

**Professional Engineer (PE):** The entity who can certify application as a Massachusetts Registered Professional Engineer

- The PE Can start an application
- The PE Must be the one who certifies application as Professional Engineer

- The PE cannot be the one who reviews and submits the application finally. Again, only the Applicant or person who is a responsible official for the organization may do this.

The ePLACE system allows persons performing the roles just described to share the application through use of PIN number(s) There are two types of PIN numbers for each application.

The first PIN is the Delegate PIN. This PIN is generated and sent to the person who first starts the application when they click on the “Save and Resume Later” button. This PIN can be used to, allow a preparer to complete the application started by Applicant, to allow an Applicant to see a DRAFT Application before submittal. It is also the PIN to Share with the PE so that they can access the application to certify as PE.

The second PIN is generated and sent to the PE Once the PE has certified the application. The process of PE Review and certification “locks” the application so that no changes should be made after that review. The PE will be sent the “Applicant PIN” once the certification is complete. The PE should send this PIN to the Applicant or Responsible Official who would activate it on their account. The applicant logs in to his account, uses the applicant PIN and can review, certify and finally submit the application.

### 3. Activating the PIN

Once a PIN Letter has been generated by the person who first stats the application, it can be shared with others who need to see or contribute to the application in its development. For example, you need to give this PIN to Professional Engineer so that he or she can review and certify the application before submittal

An example of the Authorization PIN letter is below. The Applicant PIN letter is similar but uses the word “Applicant” rather than Authorization. And this PIN letter will be received by the PE once they certify and must be sent by the PE to the Applicant or Responsible Official.

Authorization PIN, Authorization # 17TMP-002186, Authorization Type - AQ02/03 – Non-Major/Major Comprehensive Plan Approval Fuel Application  
From: EIPAS (ENV)  
Sent: Tue, Mar 21, 2017 at 6:17 pm  
To: bharavi.butta@gcomsoft.com

NOTICE DATE: 3/21/2017

**PIN - 081501765867**

This PIN has been created in order for you to allow others to assist you in completing your 17TMP-002186 application. You can choose to share this PIN with any registered ACA user. That user will then have the ability to view, modify, or pay for the authorization.

To learn more about the delegation, please see the FAQs: <http://www.mass.gov/eea/agencies/massdep/service/approvals/>

1. A person who is given a PIN letter must log in to ACA to activate the PIN which will add this application to the records. Follow the below steps to activate the PIN.
2. On the home page of your ACA account, select the “Account Management” button present at the top of the page.

Mass.gov State Offices & Courts | State A-Z Topics | State Forms | Accessibility FAQs

An Official website of the Commonwealth of Massachusetts

## EEA ePLACE Portal

[Announcements](#) | Logged in as: bbharavi |  Accessibility Support | **Account Management** | [Logout](#)

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](#)

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**

[Dashboard](#) | [My Records](#) | [My Account](#)

Welcome bbharavi  
You are now logged in to the Commonwealth's eLicensing and ePlace Portal.  
What would you like to do?

[File an Online Application](#)

3. Inside the Account Management page in the section Contact Information, select button “Add New”.

**Contact Information** [Add New](#)

Please select "Add New" to provide contact information. E-mail addresses must be current in order to receive important

4. In the box that appears, select “Delegate” in the Type dropdown and select continue

**Select Contact Type** [X]

\* Type: Delegate ▼

**Continue** Discard Changes

5. Enter the PIN number from the letter in the next box and select continue

## Contact Information

\* PIN

081501765867

Continue

Clear

Discard Changes

## 4. Supplementation Forms and Certification Form

The Major/Non-Major Comprehensive Plan Approval as well as the applications for implementation of Reasonably Available Control technology at a facility (RACT), have the option to attached Supplementation Forms that are specific to Air Pollution Control Technology that is proposed as part of the application.

The Certification form that will be used by the PE and Applicant to submit the application is also a Supplemental Form. It is therefore important to understand how the supplemental forms work in context of the primary application form.

The first step to including supplemental forms in the application is within the main or “parent” application where you will find a table where you will identify the type of air pollution control equipment you are proposing (new or modified).

### Select Applicable Supplemental Form(s)

#### EQUIPMENT DETAILS

Please click “Add a Row” and select the supplemental form(s) associated with your application. Supplemental forms are required for each air pollution control device proposed, and/or if you are not proposing top case BACT. Each application will include at least one supplemental form, the Certification form, to be used by the Massachusetts Licensed Professional Engineer (PE) and the Responsible Party for the applicant, to certify the application prior to submission.

Showing 0-0 of 0

Equipment Type	PCD ID #
No records found.	

Add a Row

Edit Selected

Delete Selected

Continue Application »

Save and resume later

1. Click on “Add a Row” to add the supplemental forms. System will show you the below screen once you click on “Add a Row”.

**EQUIPMENT DETAILS**

Please click "Add a Row" and select the supplemental form(s) associated with your application. Supplemental forms are required for each air pollution control device proposed, and/or if you are not proposing top case BACT. Each application will include at least one supplemental form, the Certification form, to be used by the Massachusetts Licensed Professional Engineer (PE) and the Responsible Party for the applicant, to certify the application prior to submission.

\* Equipment Type:  \*PCD ID #:

**Submit** Cancel

2. Click on the Equipment Type drop down. The System will show you all the available Supplemental forms. Select the Appropriate supplemental form, assign it a pollution control device number (PCD#) and click submit. You can add more than type of air pollution control equipment or add multiples of a single type by adding more rows and selecting the equipment type and assigning PCD #.
3. You can also add more than one Pollution Control device at once. For this click on the small arrow next to Add a Row button. System will show you the below screen.

**Select Applicable Supplemental Form(s)**

**EQUIPMENT DETAILS**

Please click "Add a Row" and select the supplemental form(s) associated with your application. Supplemental forms are required for each air pollution control device proposed, and/or if you are not proposing top case BACT. Each application will include at least one supplemental form, the Certification form, to be used by the Massachusetts Licensed Professional Engineer (PE) and the Responsible Party for the applicant, to certify the application prior to submission.

Showing 0-0 of 0

Equipment Type	PCD ID #
No records found.	

**Add a Row**

- Add 2 Rows
- Add 3 Rows
- Add 4 Rows
- Add 5 Rows**
- Add 6 Rows
- Add 7 Rows
- Add 8 Rows
- Add 9 Rows
- Add 10 Rows

4. Click on the number of supplemental forms you would like to enter. System will show you the below screen with an option of adding all the supplemental forms you would like to add at once.

**EQUIPMENT DETAILS**

Please click "Add a Row" and select the supplemental form(s) associated with your application. Supplemental forms are required for each air pollution control device proposed, and/or if you are not proposing top case BACT. Each application will include at least one supplemental form, the Certification form, to be used by the Massachusetts Licensed Professional Engineer (PE) and the Responsible Party for the applicant, to certify the application prior to submission.

* Equipment Type: <input type="text" value="--Select--"/>	* PCD ID #: <input type="text"/>
<hr/>	
* Equipment Type: <input type="text" value="--Select--"/>	* PCD ID #: <input type="text"/>
<hr/>	
* Equipment Type: <input type="text" value="--Select--"/>	* PCD ID #: <input type="text"/>
<hr/>	
* Equipment Type: <input type="text" value="--Select--"/>	* PCD ID #: <input type="text"/>
<hr/>	
* Equipment Type: <input type="text" value="--Select--"/>	* PCD ID #: <input type="text"/>

5. Select all the supplemental forms you like to add and click on submit. Then click on "Continue Application".

**Select Applicable Supplemental Form(s)**

**EQUIPMENT DETAILS**

Please click "Add a Row" and select the supplemental form(s) associated with your application. Supplemental forms are required for each air pollution control device proposed, and/or if you are not proposing top case BACT. Each application will include at least one supplemental form, the Certification form, to be used by the Massachusetts Licensed Professional Engineer (PE) and the Responsible Party for the applicant, to certify the application prior to submission.

Showing 1-5 of 5

<input type="checkbox"/>	Equipment Type	PCD ID #	
<input type="checkbox"/>	Adsorption Equipment	1234	Actions ▾
<input type="checkbox"/>	Sorbent or Reactant Injection	1235	Actions ▾
<input type="checkbox"/>	Wet or Dry Scrubbers	1236	Actions ▾
<input type="checkbox"/>	Cyclone or Inertial Separators	1237	Actions ▾
<input type="checkbox"/>	Baghouse or Fabric Filters	1238	Actions ▾

6. Once this table is complete, the System will take you to the next page of the parent form to complete attachments. You will return to Supplemental forms again later. Please note, if, when filling out supplemental forms you change your mind, or the applicant changes equipment, you

must return to this table and adjust so that the correct supplemental forms are provided to you at the end of the “parent” application.

7. Continue to the end of the Parent Application. The system will take you to the review page. Verify all the information you entered. Click on the edit button on top of the page if you would like to edit any information. If all the information entered appears proper, click on Continue application at the bottom of the page.
8. The system will take you to the Authorizations page. Here you will see the list of Supplemental forms with a “Start Application” link on right of each form.

#### AQ02/03 – Non-Major/Major Comprehensive Plan Approval Fuel Application

1	2	3	4	5 Applicant and Contributors	6 Review	7 Authorization Forms	8 Pay Fees	9 Application Submitted
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#### Step 7: Authorization Forms

You have selected the following Authorization.

This section contains all of the supplemental forms you previously indicated you wished to include in this application. If you need additional forms, please go back to the Supplemental Forms table, add a row and answer the associated questions to add a supplemental form. To start filling in a supplemental form, click on the “start application” button. At the end of each form you will be given the opportunity to review and edit the form just completed or you can return to this page to start the next form or review and edit your completed form.

You must fill out the authorization form before you proceed to payment.

#### 001. Adsorption Equipment

PCD ID: 1234

[Start Application](#)

#### 002. Sorbent/Reactant Injection Application

PCD ID: 1235

[Start Application](#)

#### 003. Wet or Dry Scrubbers

PCD ID: 1236

[Start Application](#)

#### 004. Cyclone or Inertial Separators

PCD ID: 1237

[Start Application](#)

#### 005. Baghouse or Fabric Filters Application

PCD ID: 1238

[Start Application](#)

[Save and resume later](#)

Click on the Start Application link of any supplemental form to submit it. Once you click on the start application the system will open the supplemental form you have selected.

**PLEASE NOTE:** MANY FIELDS ON THE SUPPLEMENTAL FORMS ARE NOT “REQUIRED”. This is to allow the applicant to move freely through the form. THESE DATA ELEMENTS ARE IMPORTANT AND SHOULD BE PROVIDED AS APPLICABLE OR THE APPLICATION MAY BE FOUND TECHNICALLY DEFICIENT.

9. Fill in all the applicable and required details in each supplemental form and click on “Submit”. The system will return you to the Authorizations form page (Step 7) to access the next supplemental form.
10. Follow the same process for each supplemental form until complete. You can click on “Save and Resume Later” at any point of time. When you resume the link will say “Start Application” but you can return to the point where you left off in the form.
11. Each supplemental form will show application contributors and review page. You can review and edit the supplemental form like the procedure used on the main portion of the application.

## 5. Certification Information Form

1. When you submit the last supplemental form on the list, a CERTIFICATION INFORMATION form will be added in the list of Authorization forms. “Save and Resume Later” at this point if you are not the PE for this application. Remember that the initial application and all the supplemental forms should be submitted completely for the certification record to appear.

### AQ02/03 – Non-Major/Major Comprehensive Plan Approval Fuel Application

1	2	3	4	5 Applicant and Contributors	6 Review	7 Authorization Forms	8 Pay Fees	9 Application Submitted
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#### Step 7: Authorization Forms

You have selected the following Authorization.

This section contains all of the supplemental forms you previously indicated you wished to include in this application. If you need additional forms, please go back to the Supplemental Forms table, add a row and answer the associated questions to add a supplemental form. To start filling in a supplemental form, click on the “start application” button. At the end of each form you will be given the opportunity to review and edit the form just completed or you can return to this page to start the next form or review and edit your completed form.

You must fill out the authorization form before you proceed to payment.

#### 001. Adsorption Equipment

PCD ID: 1234

[Edit Application](#)

#### 002. Sorbent/Reactant Injection Application

PCD ID: 1235

[Edit Application](#)

#### 003. Wet or Dry Scrubbers

PCD ID: 1236

[Edit Application](#)

#### 004. Cyclone or Inertial Separators

PCD ID: 1237

[Edit Application](#)

#### 005. Baghouse or Fabric Filters Application

PCD ID: 1238

[Edit Application](#)

#### 006. Certification Information

[Start Application](#)

[Save and resume later](#)

2. The system will save the application. Use the Delegate PIN number to share the application with the PE. Please remember that the delegate PIN will be sent only to entity who “Save and Resume” the application for the first time. (The contributor who started the application)

3. Once the PE has activated the PIN letter, the Application will be visible in on the PE's My Records page under DEP section. The PE will should click on "Resume Application" button to review and approve the application. The PE should be sure to review both the parent application as well as any supplemental forms.
4. The PE should begin their review of the application with the main or parent application. The PE will also need to review each supplemental from for completeness and accuracy.
5. To complete the PE certification, click on Start application next to the Certification Information form. The certification starts with Professional Engineer Certification. Once you click the Start Application system will show you the PE Certification page.
6. If you are the PE for the application, then you can click on the "I agree that I am the Professional Engineer" check box.
7. The system will auto populate the details like Printed Name, PE address date signed. Enter your license number and expiration date and click "Continue Application".

**Certification Information**

1 PE Certification	2 Applicant and Contributors	3 Review	4 Authorization Forms
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**Step 1: PE Certification > Professional Engineer**

\* indicates a required field.

**Professional Engineer's Certification**

This is to certify that the information contained in this form has been checked for accuracy, and that the design represents good air pollution control engineering practice.

\*I agree that I am the Professional Engineer:



Printed Name:

Kausar A.

PE Address:

1 Winter St.  
Boston, MA, US  
02108

\*Date Signed:

05/26/2017

\*PE License #:

\*Expiration date:

**Continue Application »**

« Back to Authorization Forms

**Save and resume later**

8. The system will show you the next page which is where the Applicant must certify
9. Click on "Save and Resume" on this page. The system will send you (the PE) an email with Applicant PIN.

## Applicant Information

### Applicant Information:

Bharavi Butta  
1 winter st  
Boston, MA, 02115  
Telephone #: 857-928-3612 Email: bharavi.butta@gcomsoft.com

[Edit or View](#)

[Continue Application »](#)

[« Back to Authorization Forms](#)

[Save and resume later](#)

10. The PE should send the applicant PIN to applicant or responsible official.

Applicant PIN, Authorization # 17TMP-002186, Authorization Type - AQ02/03 – Non-Major/Major Comprehensive Plan Approval Fuel Application

From: Auto\_Sender@Accela.com

Sent: Wed, Mar 22, 2017 at 11:05 am

To: bharavi.butta@gcomsoft.com

NOTICE DATE: 3/22/2017

**APPLICANT PIN - 081721739938**

This PIN has been created in order for you to allow Applicant to review 17TMP-002186 application and certify it. You can choose to share this PIN with any registered ACA user who is Applicant of this application. That user will then have the ability to review and certify the application.

To learn more about the delegation, please see the FAQs: <http://www.mass.gov/eea/agencies/massdep/service/approvals/>

11. The applicant needs to activate the Applicant PIN. Even if the applicant has already activated the Delegate PIN on their account, the Applicant PIN needs to be added to complete the review/submittal. (see pages 6-8 for instruction on activating a PIN)

12. The Applicant can then access the application and review the application. Use the button “Exit to Supplemental Forms” to exit to supplemental forms for review

**Note:** The Applicant cannot make any changes to the application. If changes are made, the PE must recertify the application.

DEP Applications

Please note that, if you have made any changes to the application, they have not been saved.

Please use the below button to review the supplemental forms.

[Exit to Supplemental Forms](#)

AQ02/03 – Non-Major/Major Comprehensive Plan Approval Fuel Application

1	2	3	4 Special Fee Provisions	5 Applicant and Contributors	6 Review	7 Authorization Forms	8 Pay Fees	9
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**Step 6: Review**

13. The browser asks you to confirm to leave the page, go ahead and confirm it.

Please note that, if you have made any changes to the application, they have not been saved.  
Please use the below button to

**Exit to Supplemental Forms**

AQ02/03 – Non-Major/Major Comprehensive

1	2	3	4 Special Fee Provisions	5 Application	6	7	8 Pay Fees	9
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**Step 6: Review**

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

Windows Internet Explorer Supplemental forms

Are you sure you want to leave this page?

Message from webpage:

Your information has not been saved.

[Leave this page](#)

[Stay on this page](#)

14. The Supplemental forms list also contains the Certification Information form. Once the Applicant Review is complete, click the “Start Application” link for the Certification Information form. In the second page of the application, check if the correct applicant information is displayed at the end of page. Enter all information required and click on continue application.

\*Organization Name:

\*Source of Signatory Authority:

\*Title:

**Applicant Information**

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**Applicant Information:**

Bhar Butta  
49 Burbank St  
Boston, MA, 02115  
Telephone #: 857-927-6262 Email: bharavi.butta@gcomsoft.com

[Edit or View](#)

[Continue Application »](#) [« Back to Authorization Forms](#) [Save and resume later](#)

15. In the next page click the “I am the Applicant” box to certify that you are the applicant and select to continue. This action will insert a date on the application.

Title:

General Partner

## Applicant Information

Bhar Butta  
49 Burbank St  
Boston, MA, 02115  
United States

Telephone #:857-927-6262  
E-mail:bharavi.butta@gcomsoft.com

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

I am the Applicant

Signed Date:

[Continue Application »](#)

[« Back to Authorization Forms](#)

[Save and resume later](#)

16. After certifying the application click the “Continue to Submit” button at the bottom of the page.

### 001. Wet or Dry Scrubbers

PCD ID: gsbb

[Edit Application](#)

### 002. Certification Information

[Edit Application](#)

[Continue to Submit Application»](#)

[Save and resume later](#)

17. The past step is to pay the permit fee. Both Pay by Mail and Pay Online options are available. Click the appropriate box to select a payment method and you will be directed to either the online payment portal or additional instruction on where to mail payment.

18. When the application is successfully submitted (including payment of the permit fee) the applicant will receive notice. This notice will include the Application Number and will also show what other documents have been attached as part of the application.

## AQ01 - Limited Plan Approval for Process Emission Unit(s) Application

1	2	3	4 Special Fee Provisions	5 Applicant and Contributors	6 Review	7 Pay Fees	8 Record Issuance
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### Step 8: Record Issuance



Thank you for using our online services.  
Your Record Number is 17-AQ01P-000048-APP.

### Conditions

Showing 1-2 of 2

<b>Documents - 2 Uploaded</b>
<b>Required Documents</b>
PCD Supplemental Form- Afterburner/ Oxidation
Required Documents:
Uploaded     04/06/2017
Process Equipment Manufacturer Specifications and supporting Safety Data Sheets for materials used
Required Documents:
Uploaded     04/06/2017

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

19. The Applicant can monitor the progress of the application review from their “My Records” Page.

## 6. Step Summary

The following is a summary of the procedure explained in detail in this document

1. The Preparer or Applicant starts the application and clicks “Save and Resume” to generate the PIN letter that allows the application to be shared.
2. The PIN letter is shared with other persons who are working on or reviewing the application.
3. While completing the main application, the preparer indicates which supplemental forms should be attached (pollution Control Devices)
4. Supplemental forms are provided for those PCDs so indicated at the end of the main application
5. Click the “Start Application link next to each supplemental for to complete the form. You can click the save & resume button at any time.

6. Complete ALL of the appropriate information on the supplemental form. Just because a data element is not required by the system does not mean it is not required for the application.
7. Once the last supplemental form is opened, the Certification Information form appears on the list of supplemental Forms.
8. Share the PIN with the Massachusetts Registered Professional Engineer so they can review the application and complete their part of the Certification Information Form.
9. Once the PE certifies, the PE is sent a PIN number that the PE must send to the Applicant or responsible Official for their final review and submittal.
10. The Applicant logs into their account and activates the new Applicant PIN number to access the application, review and submit it, along with payment of the application fees.