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Designer Selection Board Application Access – Add New User

Prepared For:
The Commonwealth of Massachusetts

USA

275 Rose Avenue, Suite 216
Pleasanton, CA 94566

1.925.264.0045

askus@autocene.com
https://autocene.com

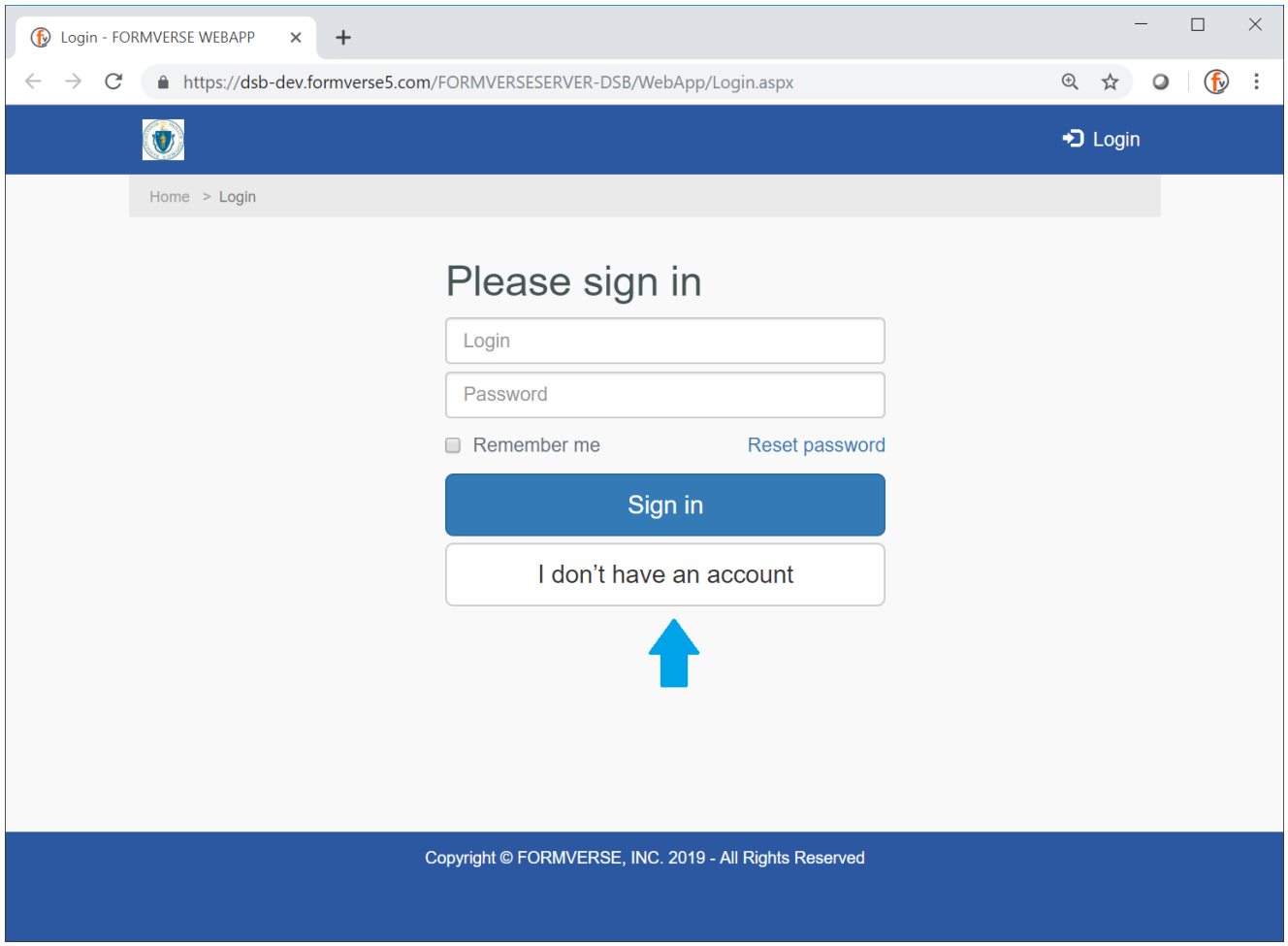
Designer Selection Board Application Access – Add New User

Recommended Web Browser (Latest Version): Microsoft Edge & Google Chrome

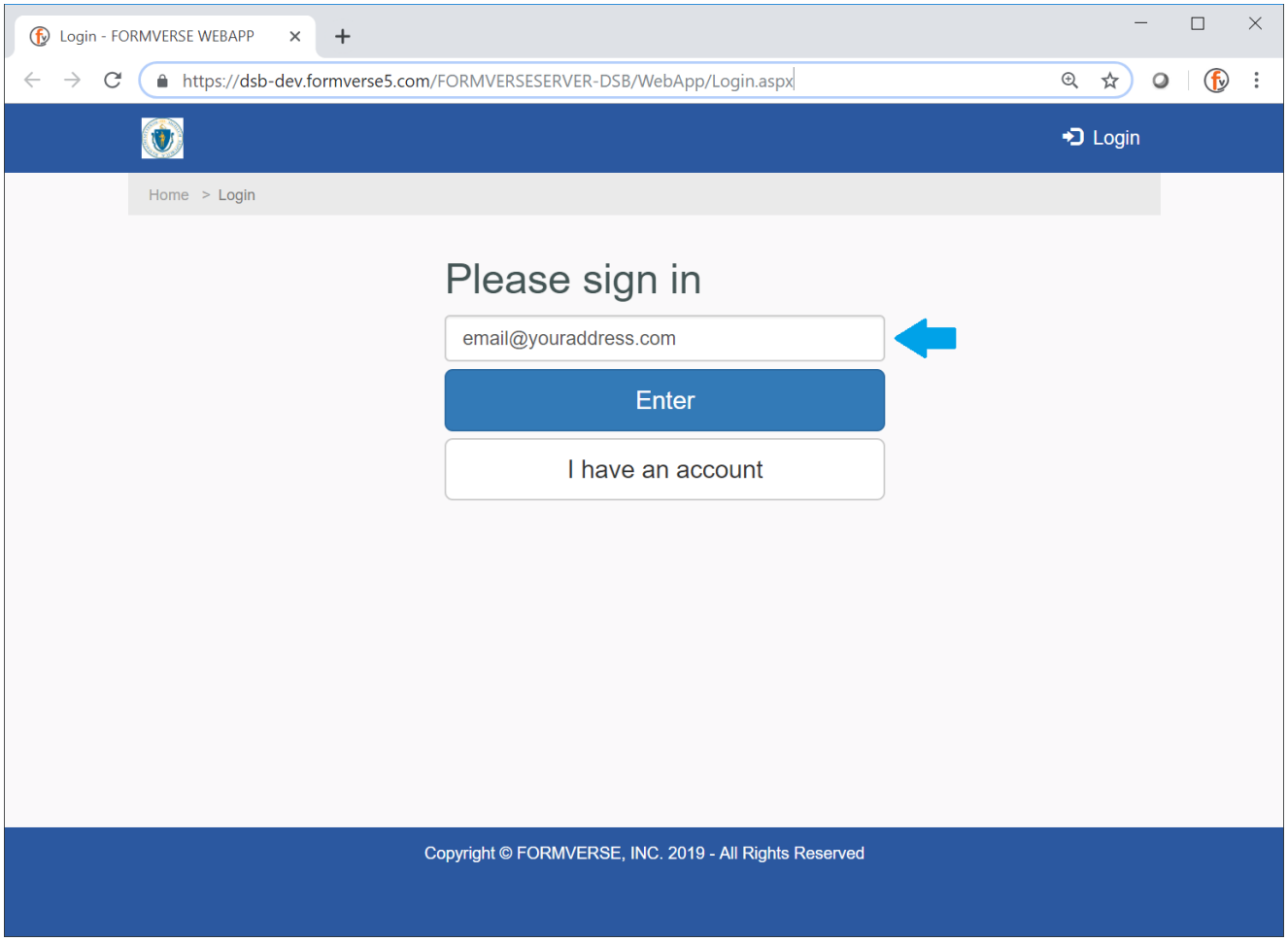
If you are logging in to the Autocene WebApp for the first time, you must first open the web application by visiting:

- https://dsb-dev.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx

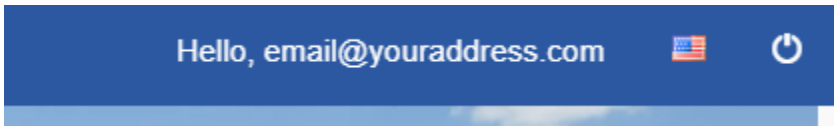
Once the page is open, click **I don't have an account** highlighted below to gain temporary login access for your first-time login.



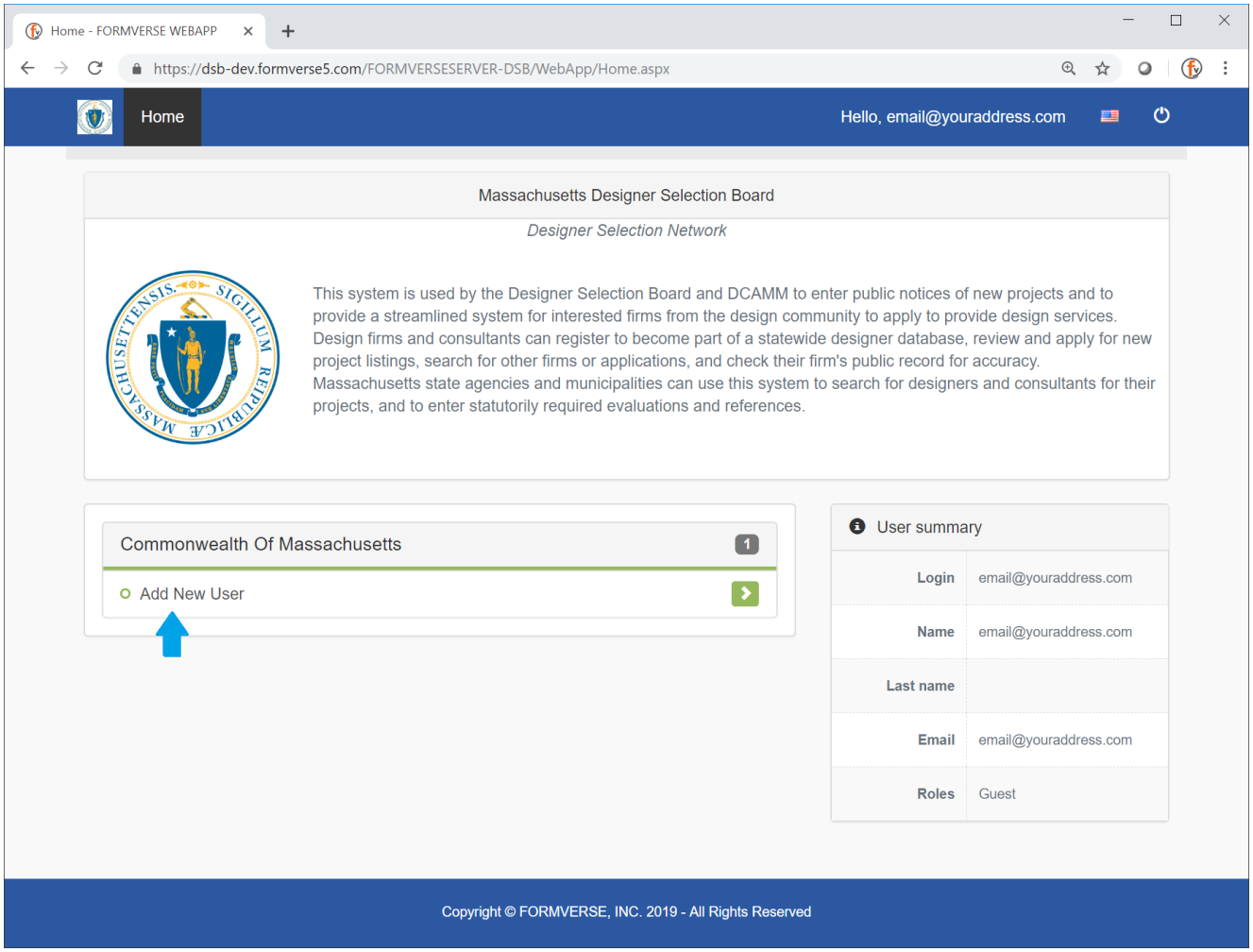
Enter your **email address** and you will be directed to the homepage.



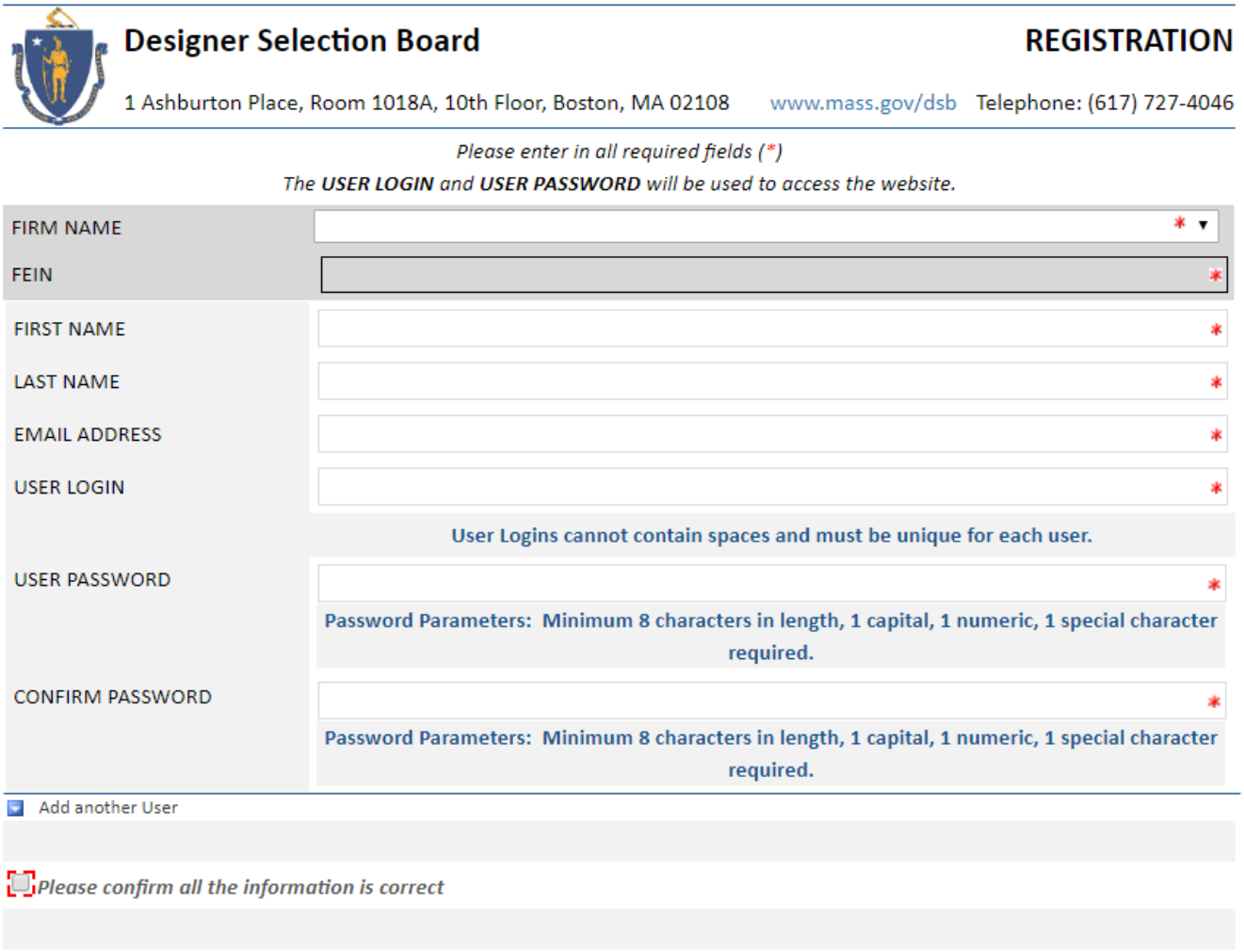
*Please note, you will be given a temporary login. You will be reminded to **logout** of this login later in the registration.



On the homepage you will see the **Add New User** application.



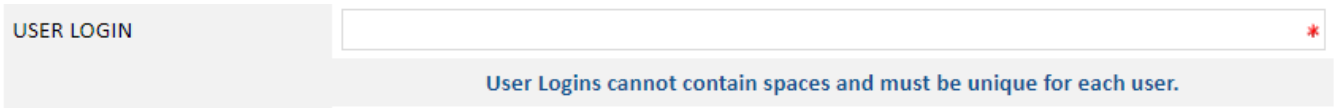
Fill in the required information presented. Extra Instructions are below.



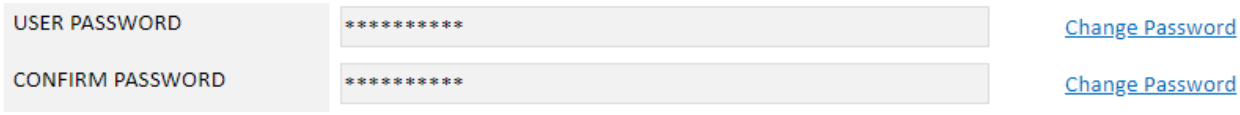
If your Firm Name/Organization does not appear in the dropdown, you may select the *** Enter New Firm** option. *Please note, that ampersands “&” will be converted to “AND”.

If you are a group without a FEIN, you may enter **NA** for Not Applicable. Otherwise please enter your FEIN number.

Your **USER LOGIN**, is your username going forward.



You will see stars if both your passwords match.

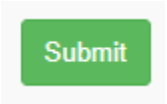


If you see a red box, your passwords do not match and will need to be corrected.

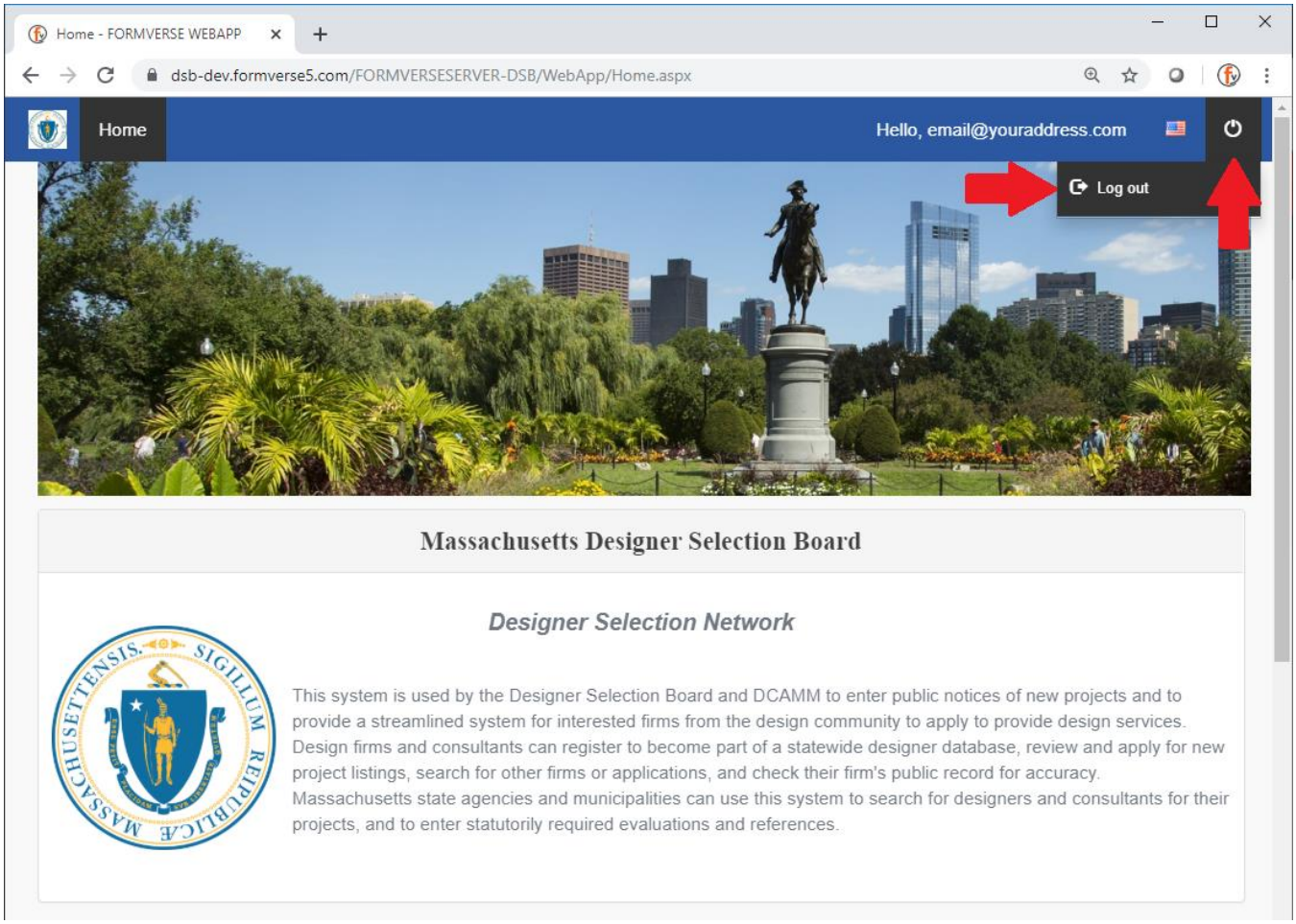
If you wish to add another user to your organization you may do so my clicking the **Add Another User** button. *Please note, USER LOGIN's for both users must be unique.

Finally, **confirm** your registration details.

And hit **Submit**.



Next, you must **logout** of the temporary login.

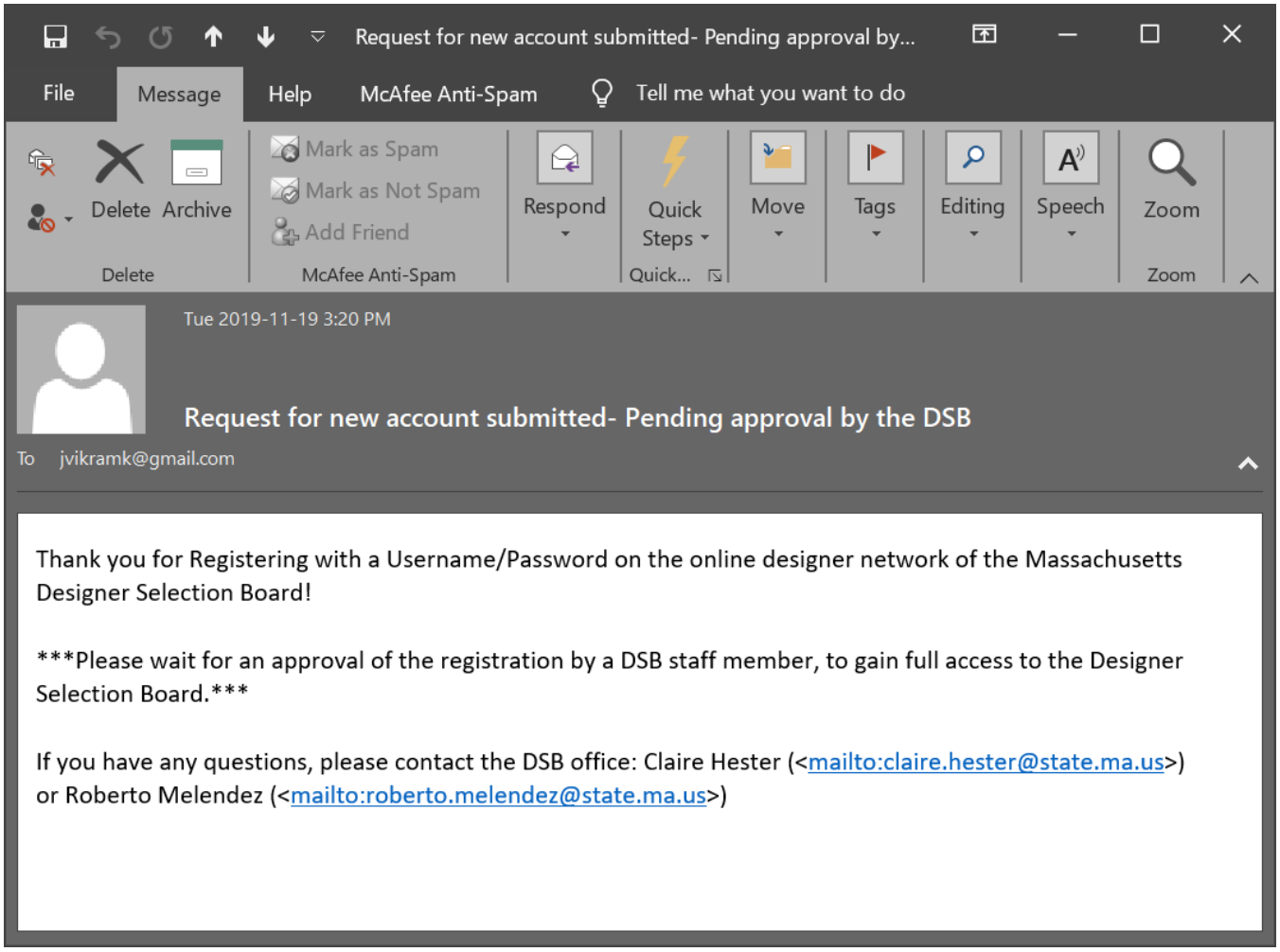


WHAT'S NEXT?

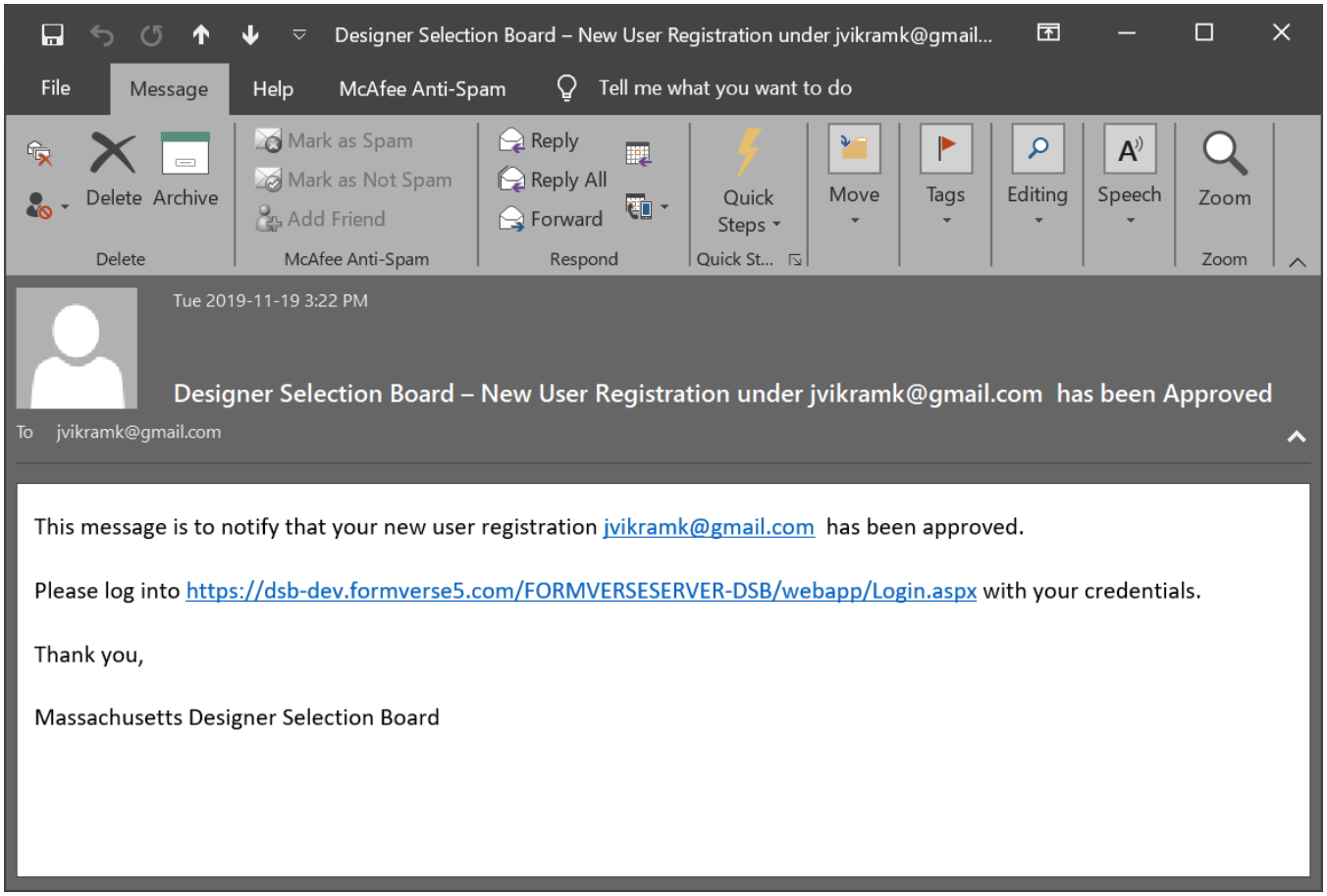
WAIT FOR REGISTRATION APPROVAL BY THE DESIGNER SELECTION BOARD

You will receive a follow-up email that your request for registration has been submitted.

Please wait for approval by a member of the DSB to gain full access to the Designer Selection Board.



Once approval is given you will be notified via email.



You may follow/save the link below to return to the Designer Selection Board web portal at any time:

- https://dsb-dev.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx