

E-PORTAL- LOG-IN STEPS

FYI- the MA Board of Electricians now has a new website with many new features.

When you receive your renewal paperwork in the near future, you will now have the option to renew on-line (paper renewals will still be accepted).

IF THE STATE DOES NOT HAVE RECORD OF YOUR 15 HOURS OF CONTINUING EDUCATION YOU WILL NOT RECEIVE A COUPON AND THEREFORE WILL NOT BE ABLE TO RENEW.

- The 15hr record should have been sent to the State electronically by your authorized provider after you successfully completed your Continuing Education.
- The 6 hrs record must be maintained by you in case of an audit.

Step 1- Receive Authorization Codes

Authorization Codes for *each of your licenses* will be distributed via the renewal coupons. If you have both a master and journeyman's number you will receive a separate authorization code for each license.

- An Electrical License Holder Record Number is the License Number-EL-License Type (A, B, E, JR, MR), e.g. 12345B will be 12345-EL-B
- A Systems License Holder Record Number is the License Number-FA-License Type (C, D), e.g. 1234D will be 1234-FA-D

Step 2 - Visit the Board of State Examiners of Electricians website

at <http://www.mass.gov/ocabr/licensee/dpl-boards/el/> and click on the [E Licensing and Permitting Portal](#) in the right column of the page.

Step 3 - click on [Register for an Account](#). Check the "I have read the terms and conditions box", click the "Continue Registration" button at bottom.

Step 4 - Create a username, fill in your email address, create a password (click on [requirements](#) for password minimum requirements), retype password, select security question and answer, click "Add New" button.

Step 5 - Fill in your contact information and click the "Save and Close" button

Step 6 - Enter the verification letters/numbers combination from the picture in the box below it and click the "Continue registration" button.

Once registered make sure that you make note of your username and password for future access to sign into your account, renew and manage your license(s).

Linking Your License to Your Account

Go to Manage Licenses & Permits Tab

Click File an Online Application

Read Terms and Conditions, Check Box, click Continue

Select Link Your Account, click Link your online account to an existing record radio button, click continue

Select DPL under Agency

Enter Record Identification Code (License # -EL-A or E)

Enter Authorization Code (Provided from the State)

Click Continue

Keep your Record Number for Future Reference

You may use the below steps to verify your license(s) are linked to your account

Click Manage Licenses & Permits Tab

Under Licenses, Permits & Other Records you should see your license identifying number(s), record type, expiration date, status, and Action

Click on your Identifying number and verify that your information is correct