



Renew Your License through Mass.gov with ePLACE Portal.

(Note: This is an interactive web connected PDF, if you would like to access one our more of the websites links to Mass.gov, click on any work or phrase with **Blue Font** to be redirected to the proper mass.gov landing page in the instructions below. You must be connect to the internet to be redirected to Mass.gov)

Renew Your License Online

The Division of Professional Licensure (DPL) is pleased to provide licensees with the ability to renew professional license(s) online through **ePLACE**. To renew your license online, please refer to the instructions detailed below.

Renewal Instructions

To renew online, you will need your license Record ID and Authorization Code. If your license is eligible for renewal, this information is provided on the license renewal application which was mailed to your address of record. If you do not have a license renewal form, please email DPLauthcodes@mass.gov. You must provide the following information to obtain your license Record ID and Authorization Code:

- First & Last Name for a person or Entity Name for an organization
- License Number
- Type of License
- Mailing Address

For all other inquiries, please visit DPL's [contact information page](#) to obtain contact information for the Board that issues your license.

For technical assistance in using this portal, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 a.m. to 5 p.m. Monday-Friday

www.mepconed.com

Once you have your license Record ID and Authorization Code, you may complete the following steps to renew online:

1. Visit the **ePLACE** Portal to register for an account. Detailed instructions on how to create a portal account can be found [here](#).
2. After you have registered for an account, please log in with the username and password that you created.
3. After logging in with the username that you created when you registered, click on the “Home” tab, and complete the following steps:
 - a. Select the “Link Your Account to Your License” link under “What would you like to do?”
 - b. Select the “Link Your License/Permit/Certificate to Your Account” link dropdown; and click the circle next to “Link your license/permit/certificate to your portal account”
 - c. Scroll to the bottom of the page and click the Continue button
 - d. In the Record Link page, do the following:
 - i. For Agency: select DPL (Division of Professional Licensure)
 - ii. For Record Identification Code: enter your Record ID (Example: 1234-PL-M1)
 - iii. For Authorization Code: enter your Authorization Code (Example: 1234567899)
 - e. Click the Continue button
 - f. On the next page review what you entered for accuracy, then click the Continue button
 - g. A confirmation message appears stating you successfully completed linking your account

Note: Your Record ID/license number and Authorization Code can be found on page one (1) of the license renewal form provided to you. If you are unable to locate your Record ID/license number and Authorization Code, please contact DPLauthcodes@mass.gov.

4. Once you have successfully linked your account, go back to the “Manage Licenses, Permits, and Certificates” page and you should now see your license listed and the option to renew. Be advised the option to renew will only be present if your license is currently eligible for renewal.
5. In the right column labeled “Action”, you will see a link for “Renew Application”. That is the link for your online license renewal. Click that link to begin the process.
6. *For even more detailed instructions on how to create an account, link your license and renew it please click [here](#).*

PLEASE NOTE: As our agency begins to phase out paper renewal forms, eventually licensees will only have the option to renew online. Licensees may only renew their license ONCE per license cycle, either online OR via postal mail if that option is still available. Please DO NOT renew online AND by mail. Doing so will interfere with the processing of your renewal application and delay approval and receipt of your renewed license.

Renewal Fees & Payment Information

As part of the online renewal process, licensees must also submit payment for the renewal fee electronically. To view the renewal fee applicable to your license type, please consult our **Fees and License Renewal Schedules** database. Please note that there is a convenience fee for all online transactions charged by our e-payment vendor. Online credit card transactions incur a 2.35% convenience fee and ACH/EFT (electronic checks) transactions incur a fee of \$0.35.