

Follow these steps to set up your ePortal Account and to link your license:

1. Go to <https://elicensing.state.ma.us/citizenAccess/>
2. In the gray Login box, click the link “**New Users: Register for an Account**”
3. Read the terms of service, click the “I have read...” checkbox,click “Continue Registration”
4. Complete all fields
5. Click the Add New button (Select “Individual” for a person or select “Organization” for a business)
6. Complete required fields then click Add Contact Address button
7. Fill in your address in the fields then click Save and close
8. Click “Continue Registration” – you will get a Congratulations message
9. Click on the Home tab to login and link the account to your record
10. After logging in click on the line “Link your license, permit or certificate”
11. Then again Click “Link Your License/Permit/Certificate to Your Account”
12. Click on the circle next to Link your license/permit/certificate to your portal account
13. Click the Continue button at the bottom of the screen
14. In the Agency dropdown box, select DPL
15. Record Identification Code is your license #, hyphen, EL, hyphen, type class (**EXAMPLE: If your license number is 12345 B, enter it as 12345-EL-B**)
16. Enter your Authorization Code (If you do not have it, you can email [DPLauthcodes@mass.gov](mailto:DPLauthcodes@mass.gov). Include your; **name, license number, date of birth and last four digits of your SSN** in your email)
17. After entering the items in 14, 15 & 16 Click “Continue”
18. Click “Continue” again. You will see “Successfully Completed.”
19. If you have more than one license, repeat steps 11 through 18 above.