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" Click on the circle next to Link your license/permit/certificate to your portal account
- 12. Click the Continue button at the bottom of the screen
- 13. In the Agency dropdown box, select DPL 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) Enter your Authorization Code (If you do not have it, you can email DPLauthcodes@mass.gov. Include your; name, license number, date of birth and last four digits of your SSN in your email)
- 14. After entering the items in 14, 15 & 16 Click "Continue"
- 15. Click "Continue" again. You will see "Successfully Completed."
- 16. If you have more than one license, repeat steps 11 through 18 above.
- 17. To RENEW, check the box to left of license number and click "Renew" (in blue)
- 18. Click "Continue" on the next three pages
- 19. Read and acknowledge the seven statements, click continue twice
- 20. Check "I agree", type your name and click "Continue"
- 21. Click "Continue" again at bottom of next page
- 22. Type in credit card info then check "I accept"
- 23. Click "Submit Payment"

If you have another MA license to renew, click "Manage my licenses..." and follow steps 17 through 23 above.