



# eServices End User Request Form Invoicing Only

The eServices End User(s) will be able to log into the eServices Portal to:

- View an invoice
- Pay an invoice with eCheck

This form must be completed by each End User the will need eService credentials. The RMV recommends that each business have at least two (2) End Users.

### Type of Request (Check One)

New End User       Update End User Information

### Business Name

Legal Business Name	D.B.A.
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### eServices End User Information

Name	Title
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Mailing Address

Street	City	State	Zip Code
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Email	Phone #
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Last 4 Digits of Social Security Number 	Driver License #: If non Mass resident must attach a photo copy of state issued license or ID.
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Type of Access (check one):  Bulk Data Invoicing    DVD Data Invoicing    IID Invoicing

### Security Contact Certification and Signature

I, \_\_\_\_\_, hereby certify the above named individual as a permitted user for this business.

Security Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### eServices End User Signature

eServices Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All End Users are required to watch the RMV's Computer Based Training (CBT) for portal use and invoicing. Further information on this course will be provided to the eServices End User when access is granted and credentials are issued.

Return form to: [RmvBusinessPartners@state.ma.us](mailto:RmvBusinessPartners@state.ma.us) or mail to:  
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