



eServices Administrator Access Form

RMV Business Partners must designate a Security Administrator(s). The Security Administrator(s) will be able to log into the eServices Portal to:

- create and terminate security credentials
- add/delete security roles for both your business in-house end users and permissible external end users, if applicable*.

This form must be completed to receive eService Administrator credentials. The RMV recommends that each business have at least two (2) Administrators, but may approve additional ones if the business has more than fifty (50) end users. Please note that eService Administrators cannot create additional Administrator credentials; these credentials can only be issued by the RMV.

*Insurance Companies only: Insurance Agencies will be responsible for creating/terminating security credentials for all of their end users. If an insurance agency needs access to update policies for your insurance company, your eService Administrator will be able to add the update role to the insurance agencies end user's credentials provide by the insurance agency.

Type of Request (Check One)			
<input type="checkbox"/> New Administrator	<input type="checkbox"/> Update Administrator Information		
Business Name			
Legal Business Name		D.B.A.	
Designated eServices Administrator Information			
Name		Title	
Mailing Address			
Street	City	State	Zip Code
Email		Phone #	
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): <input type="checkbox"/> Admin Only <input type="checkbox"/> Admin & Inquiry <input type="checkbox"/> Admin, Inquiry & Update			

Business Owner Certification and Signature

I, _____, hereby designate the above named individual as an eServices Administrator for my business.

Business Owner Signature: _____ Date: _____

eServices Administrator Certification and Signature

I have read the Agreement for Access to Records and Data Maintained by the Registry of Motor Vehicles. I understand that, as part of my application to become an eServices Administrator, the RMV will conduct a background check on me, and access will be denied if I have been convicted of a felony involving violence, dishonesty, deceit or indecency. As the eService Administrator for the above listed business, I agree that I will abide by all the terms of the Agreement for Access to Records and Data Maintained by the Registry of Motor Vehicles, and will only grant security credentials to permitted users, assign roles to authorized End Users and will deactivate an End User's security credentials immediately upon termination.

eServices Administrator's Signature: _____ Date: _____

All approved eServices Administrators are required to watch the RMV's Computer Based Training (CBT) for Administrative Access course. Further information on this course will be provided to the eServices Administrator when access is granted and credentials are issued.

Return form to: RmvBusinessPartners@state.ma.us or mail to: MassDOT RMV-IS Security • 25 Newport Avenue Ext. • Quincy, MA 02171