

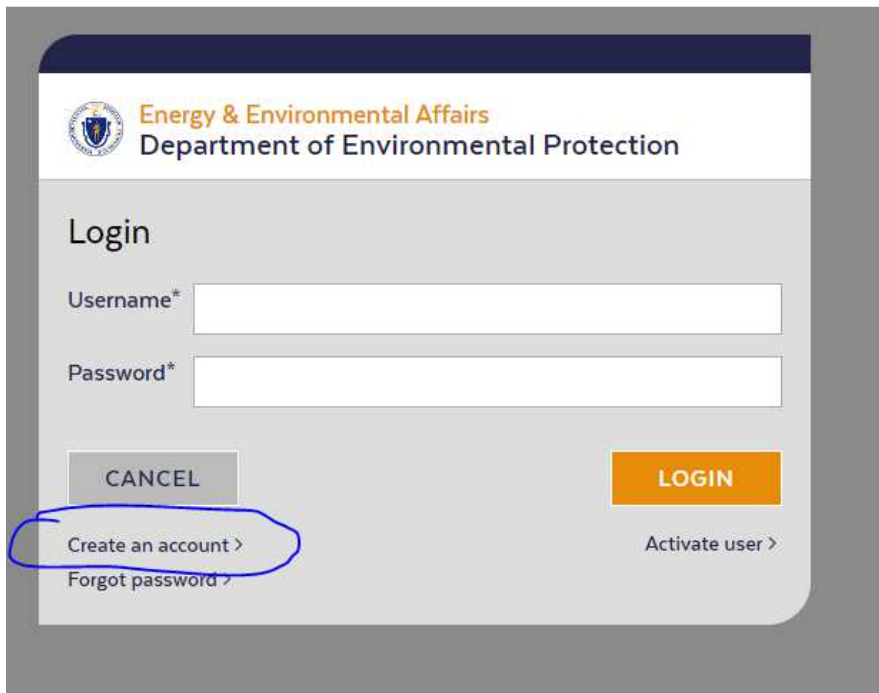
Welcome to eSRF

Instructions on how to create a new user account for eSRF Portal

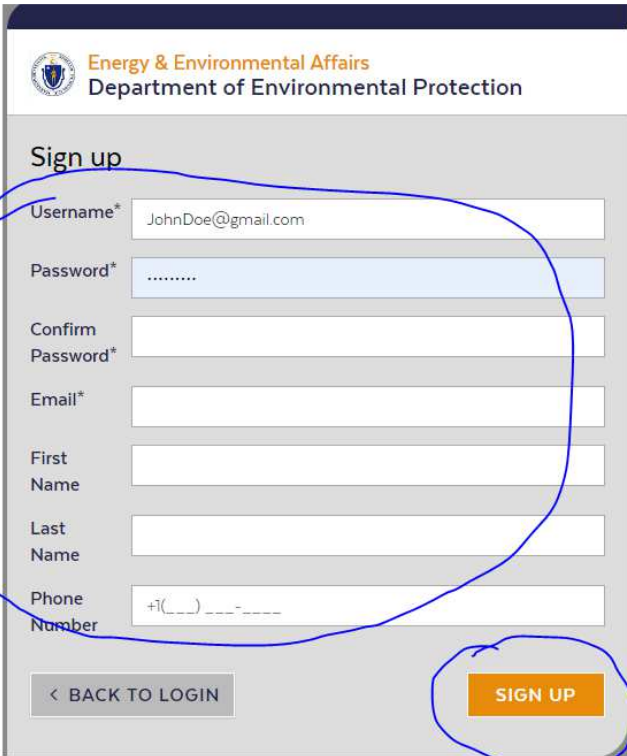
- 1) For **NEW** users before you try to log in, please email SRFMADEP@mass.gov with your name, company name, Head Quarters' address, your phone number and your email address with "**Requesting Access to eSRF for PEFs**" or "**Requesting Access to eSRF for 2022 CWNS**" application in the subject line. The SRF Data Support Team will email you back a confirmation email once your eSRF application access set up has been completed for your email address.
- 2) If above Step (1) has been completed. Click on "**Login to eSRF**" to continue to create your new account.



- 3) On lower left of screen, click on "**Create an account**" and follow the steps to create a new user login account (the email address needs to be the same one you used when "**Requesting Access to eSRF**" in Step 1.



- 4) Fill in the information to complete the account setup and then click on lower right corner “SIGNUP” button. You will then receive an automated emailed verification number from EEA-DL-IT-Cloud-Operators@massmail.state.ma.us to start the authentication process to log into eSRF.



The screenshot shows the 'Sign up' form for the Energy & Environmental Affairs Department of Environmental Protection. The form includes fields for Username, Password, Confirm Password, Email, First Name, Last Name, and Phone Number. The 'SIGN UP' button is circled in blue, indicating it should be clicked after filling out the form.

Energy & Environmental Affairs
Department of Environmental Protection

Sign up

Username* JohnDoe@gmail.com

Password*

Confirm Password*

Email*

First Name

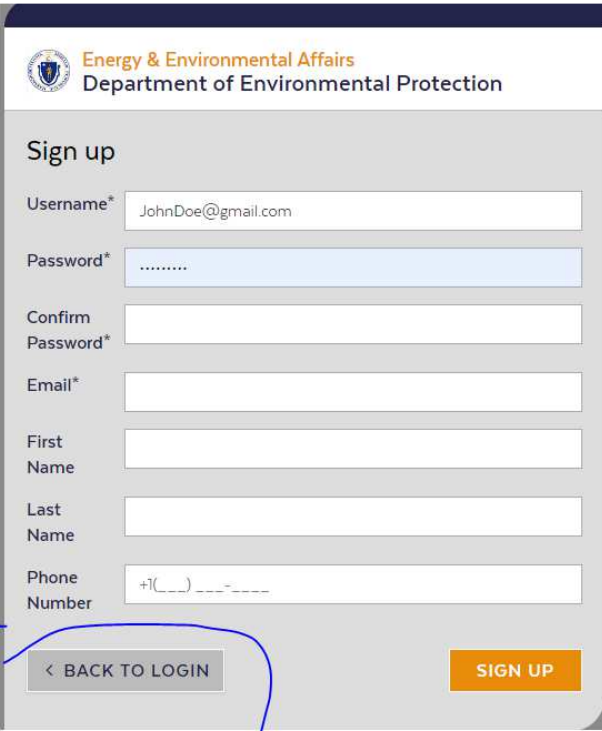
Last Name

Phone Number +1() - - - -

< BACK TO LOGIN

SIGN UP

- 5) After you have completed the above, click on lower left corner “BACK TO LOGIN” button



The screenshot shows the 'Sign up' form for the Energy & Environmental Affairs Department of Environmental Protection. The 'BACK TO LOGIN' button is circled in blue, indicating it should be clicked after completing the sign-up process.

Energy & Environmental Affairs
Department of Environmental Protection

Sign up

Username* JohnDoe@gmail.com

Password*

Confirm Password*

Email*

First Name

Last Name

Phone Number +1() - - - -

< BACK TO LOGIN

SIGN UP

- 6) Enter your Username and Password
On lower right of screen, click on “**Activate User**”

Energy & Environmental Affairs
Department of Environmental Protection

Login

Username* JohnDoe@gmail.com

Password*

CANCEL LOGIN

Create an account >
Forgot password >

Activate user >

- 7) Enter your email verification code into the “**Activation Code**” box and then click on “**ACTIVATE**” button on lower right.

Energy & Environmental Affairs
Department of Environmental Protection

Activate User

Please check your email inbox for an activation code. Please enter this code in the activation form with your username to activate your account. If you don't receive the email, please check your spam or junk folder. If your code does not work, please contact us.

Username* JohnDoe@gmail.com

Activation Code*

< BACK TO LOGIN ACTIVATE

Resend Activation Code >

Thanks,

SRF Data Support Team