

# AUTOCENE

November 2019

## Designer Selection Board Application Access – Add New User

Prepared For:  
**The Commonwealth of Massachusetts**

### **USA**

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# Designer Selection Board Application Access – Add New User

**Recommended Web Browser (Latest Version):** Microsoft Edge & Google Chrome

Please add [noreply.dsb@autocene.com](mailto:noreply.dsb@autocene.com) to your email's safe senders list to receive email communications from this system.

If you are logging in to the Autocene WebApp for the first time, you must first open the web application by visiting:

- <https://dsb-dev.formverse5.com/FORMVERSESESERVER-DSB/WebApp/Login.aspx>

Once the page is open, click **I don't have an account** highlighted below to gain temporary login access for your first-time login.

Home > Login

Please sign in

Login

Password

Remember me [Reset password](#)

Sign in

I don't have an account

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Enter your **email address** and you will be directed to the homepage.

Login - FORMVERSE WEBAPP

https://dsb-dev.formverse5.com/FORMVERSESESERVER-DSB/WebApp/Login.aspx

Home > Login

Please sign in

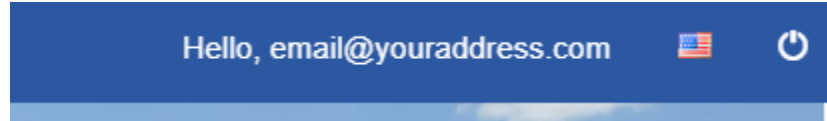
email@youraddress.com

Enter

I have an account

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\*Please note, you will be given a temporary login. You will be reminded to **logout** of this login later in the registration.



On the homepage you will see the **Add New User** application.


Home - FORMVERSE WEBAPP x +

https://dsb-dev.formverse5.com/FORMVERSESERVER-DSB/WebApp/Home.aspx

Home Hello, email@youraddress.com

Massachusetts Designer Selection Board

*Designer Selection Network*



This system is used by the Designer Selection Board and DCAMM to enter public notices of new projects and to provide a streamlined system for interested firms from the design community to apply to provide design services. Design firms and consultants can register to become part of a statewide designer database, review and apply for new project listings, search for other firms or applications, and check their firm's public record for accuracy. Massachusetts state agencies and municipalities can use this system to search for designers and consultants for their projects, and to enter statutorily required evaluations and references.

Commonwealth Of Massachusetts 1


o Add New User

**User summary**

Login	email@youraddress.com
Name	email@youraddress.com
Last name	
Email	email@youraddress.com
Roles	Guest

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Fill in the required information presented. Extra Instructions are below.



## Designer Selection Board

1 Ashburton Place, Room 1018A, 10th Floor, Boston, MA 02108    [www.mass.gov/dsb](http://www.mass.gov/dsb)    Telephone: (617) 727-4046

## REGISTRATION

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Please enter in all required fields (\*)  
The **USER LOGIN** and **USER PASSWORD** will be used to access the website.

<b>FIRM NAME</b>	<input style="width: 95%;" type="text" value=""/> *
<b>FEIN</b>	<input style="width: 95%;" type="text" value=""/> *
<b>FIRST NAME</b>	<input style="width: 95%;" type="text" value=""/> *
<b>LAST NAME</b>	<input style="width: 95%;" type="text" value=""/> *
<b>EMAIL ADDRESS</b>	<input style="width: 95%;" type="text" value=""/> *
<b>USER LOGIN</b>	<input style="width: 95%;" type="text" value=""/> *
<b>User Logins cannot contain spaces and must be unique for each user.</b>	
<b>USER PASSWORD</b>	<input style="width: 95%;" type="password" value=""/> *
<b>Password Parameters: Minimum 8 characters in length, 1 capital, 1 numeric, 1 special character required.</b>	
<b>CONFIRM PASSWORD</b>	<input style="width: 95%;" type="password" value=""/> *
<b>Password Parameters: Minimum 8 characters in length, 1 capital, 1 numeric, 1 special character required.</b>	

Add another User

Please confirm all the information is correct

**If your Firm Name/Organization does not appear in the dropdown, you may select the \* Enter New Firm option. \*Please note, that ampersands "&" will be converted to "AND".**

<b>FIRM NAME</b>	<input style="width: 95%;" type="text" value="FIRM NAME"/>
<b>Please note that ampersands "&amp;" will be converted to "AND".</b>	

**If you are a group without a FEIN, you may enter NA for Not Applicable. Otherwise please enter your FEIN number.**

<b>FEIN</b>	<input style="width: 95%;" type="text" value=""/> *
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Your **USER LOGIN**, is your username going forward.

USER LOGIN	<input type="text"/>	*
User Logins cannot contain spaces and must be unique for each user.		

You will see stars if both your passwords match.

USER PASSWORD	<input type="password"/>	<a href="#">Change Password</a>
CONFIRM PASSWORD	<input type="password"/>	<a href="#">Change Password</a>

If you see a red box, your passwords do not match and will need to be corrected.

USER PASSWORD	<input type="password"/>	<a href="#">Change Password</a>
CONFIRM PASSWORD	<div style="border: 2px dashed red; padding: 2px;">DoesNotMatch</div>	
Password Parameters: Minimum 8 characters in length, 1 capital, 1 numeric, 1 special character required.		

If you wish to add another user to your organization you may do so by clicking the **Add Another User** button. *\*Please note, USER LOGIN's for both users must be unique.*

<input checked="" type="checkbox"/> Add another User
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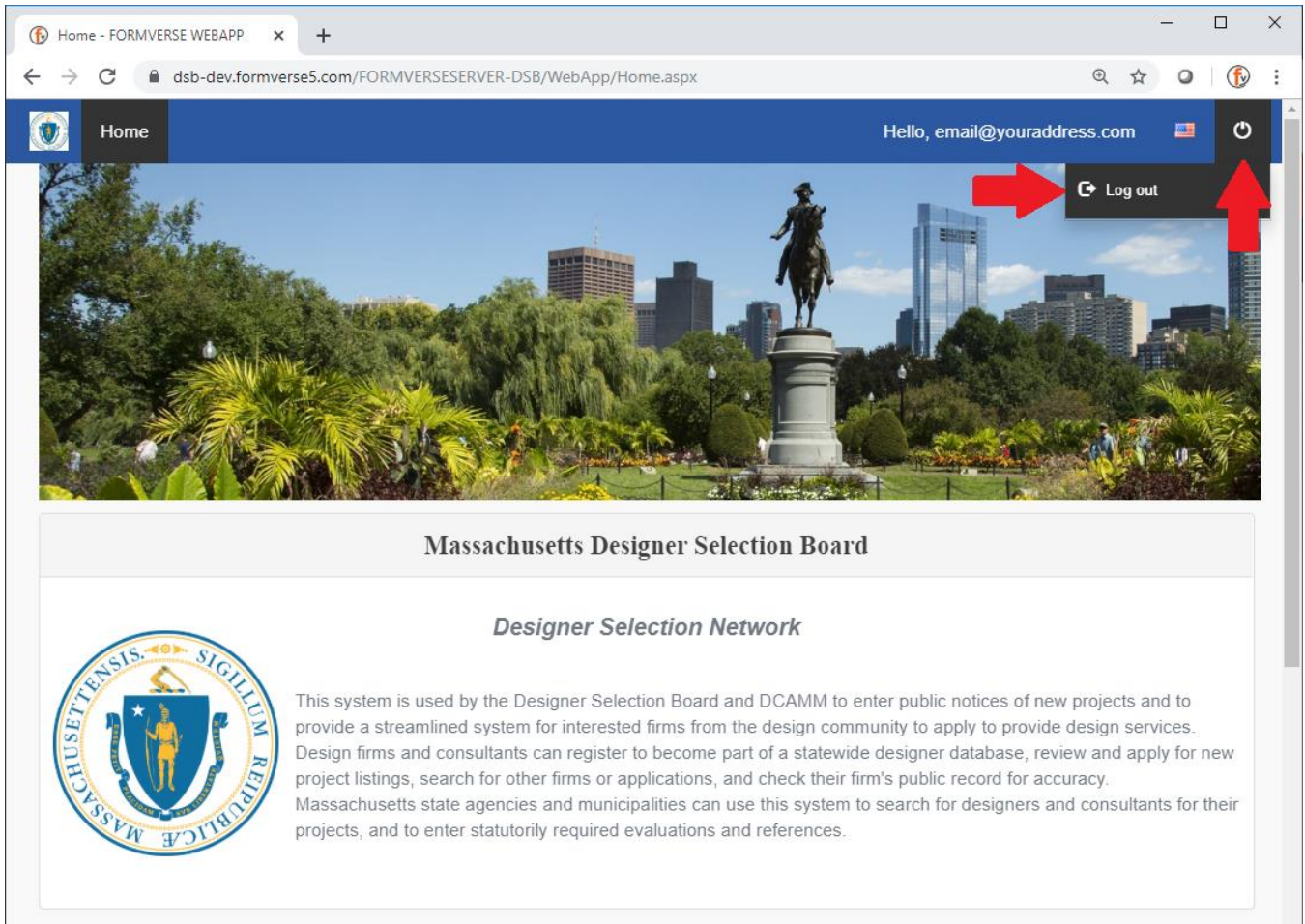
Finally, **confirm** your registration details.

<input checked="" type="checkbox"/> Please confirm all the information is correct
---

And hit **Submit**.

<input type="submit" value="Submit"/>
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Next, you must **logout** of the temporary login.

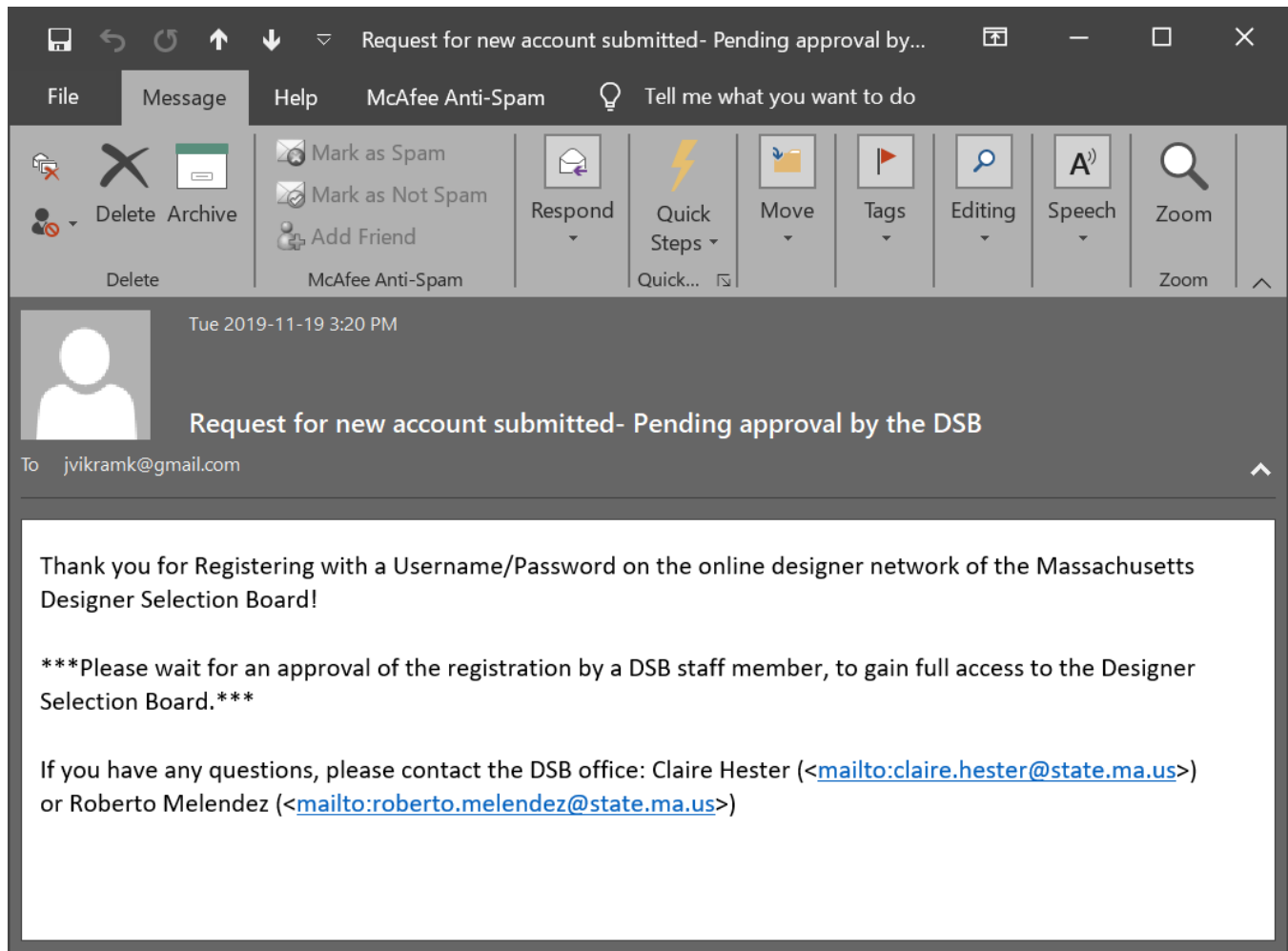


## WHAT'S NEXT?

### WAIT FOR REGISTRATION APPROVAL BY THE DESIGNER SELECTION BOARD

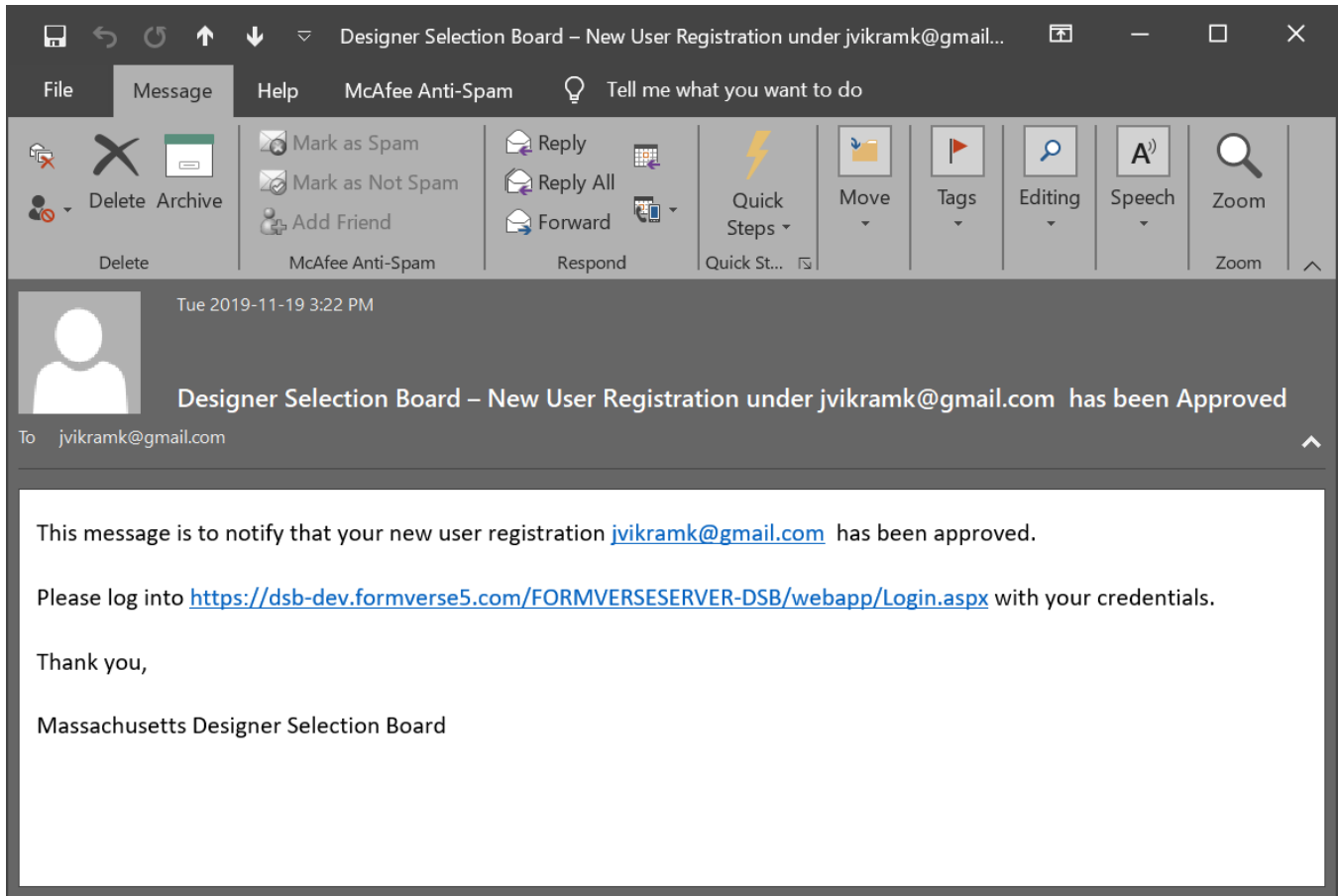
You will receive a follow-up email that your request for registration has been submitted.

**Please wait** for approval by a member of the DSB to gain full access to the Designer Selection Board.





Once approval is given you will be notified via email.



You may follow/save the link below to return to the Designer Selection Board web portal at any time:

- <https://dsb-dev.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>