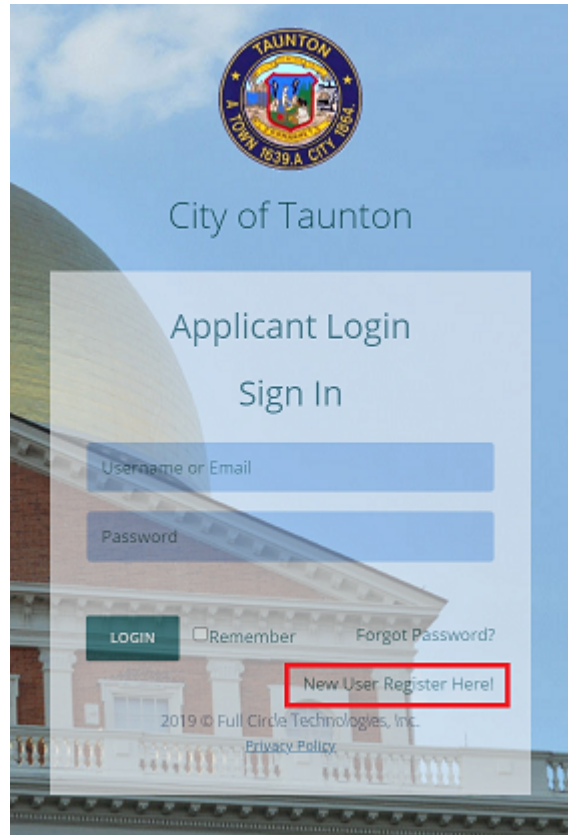


**IMPORTANT!! Check your Online Permitting Home Page often for status updates, fees and chats**

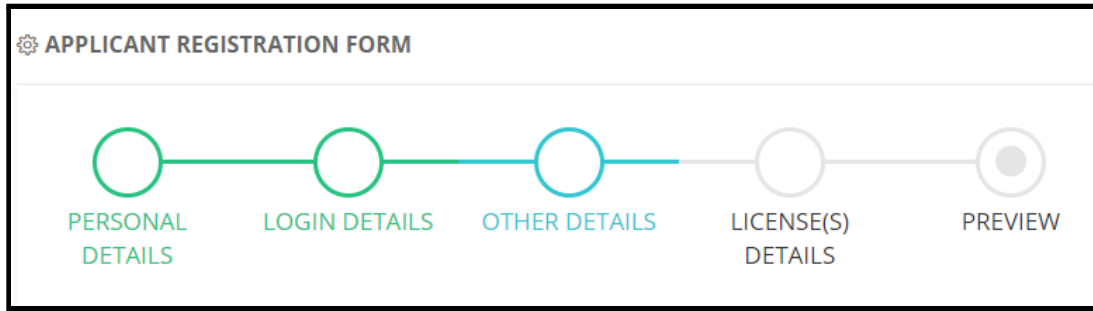
Open a web browser to connect to the [Applicant Login Sign In](#) website, as shown below.  
*(Google Chrome and Mozilla Firefox are the recommended browsers for accessing PermitEyes)*  
**DO NOT USE INTERNET EXPLORER.**

<https://permiteyes.us/taunton/loginuser.php>



Create a new user account by clicking on the link [New User Register Here!](#)

Follow the steps by providing your relevant profile information on the Applicant Registration Form. In your user profile, you can save your personal, licenses and/or establishment information. This will allow the program to pre-fill your details saved from your profile onto any new application forms, saving time in the future. Please keep in mind that registering your user profile is NOT the same as submitting a new Application.



Once account registration is confirmed, log into Permiteyes with your username / password credentials, then click onto **NEW APPLICATION** and select the respective **Department Licenses & Permits**. When your Application is submitted, you may attach required / checklist documentation using the

**PAPERCLIP**  icon.

Click on the "eye" (  ) icon to view the status of your application.

## New Application

Click on **New Application** at the top left of your Homepage to apply for a permit/certificate.

The screenshot shows the 'New Application' page. At the top, there are navigation buttons for 'HOME' and 'NEW APPLICATION'. Below this, there is a 'Welcome To Taunton Online Permitting' header. Underneath, there are department filters: 'All Dept', 'BLDG', and 'Dogpermit'. A table is displayed with columns for 'Ap. No.', 'Appl. Date', 'Issue Date', 'Site Address', 'Dog Owner Name', 'Dog Name', 'Appl. Type', 'License Number', and 'Status'. A red arrow points to the 'NEW APPLICATION' button.

Click onto the appropriate licensing **Department** and select the **Permit** that you want to apply for:

The screenshot shows the 'Select Permit to Begin' page. At the top, there are navigation buttons for 'HOME' and 'NEW APPLICATION'. Below this, there is a 'Welcome To Taunton Online Permitting' header. Underneath, there is a 'Select Permit to Begin' section. This section contains a 'Currently Showing' area with three icons: 'DOG', 'BUILDING', and 'BURNING'. Below this, there is a 'Select Dog Permit Permit:' section with a 'Single Dog License' option. A red arrow points to the 'NEW APPLICATION' button.

## Homepage

Shows all submitted applications, including permit details and the status of the application.

## Edit Profile


Click onto the applicant name at the top right corner to edit/update any profile information submitted during registration.


## Change Password

A registered user can change their password.


## Log Out



Click to exit the online permitting program.

Click on the **eye**  icon to view the status panel. This will open up the Application Form and/or Transactions Monitor outlining the process flow of the submitted application.

Click on the **paperclip**  icon to initiate a panel for submitting attachments requested/related to application type.

Click on the **chat**  icon to send an instant message communication between the applicant and Town Hall admin.

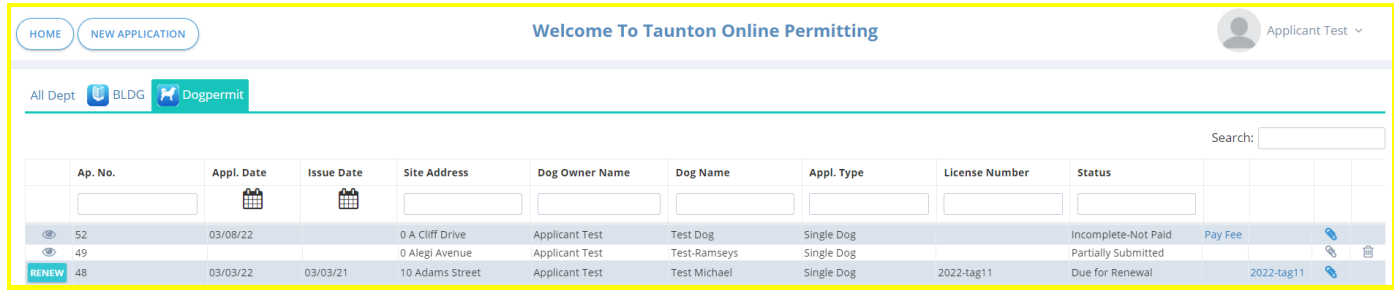
Click on the **pencil**  icon to edit the application form.

Click on the **arrowhead**  /  icon to expand/collapse the details of each transactional workflow.

Once the application fee is calculated, click on the **Pay Fee** link to make an online payment transaction. An online payment transaction interface will open and clicking on the submit button will redirect you to the banking portal to complete your online payment.

Otherwise, contact the Town Hall about alternative methods of payment (ie. cash, check, etc.).

## Explanation of column headers located on the Homepage



Ap. No.	Appl. Date	Issue Date	Site Address	Dog Owner Name	Dog Name	Appl. Type	License Number	Status		
52	03/08/22		0 A Cliff Drive	Applicant Test	Test Dog	Single Dog		Incomplete-Not Paid	Pay Fee	
49			0 Alegi Avenue	Applicant Test	Test-Ramseys	Single Dog		Partially Submitted		
48	03/03/22	03/03/21	10 Adams Street	Applicant Test	Test Michael	Single Dog	2022-tag11	Due for Renewal	2022-tag11	

**Ap. No)** Auto-generated # sequentially assigned when application is submitted. This is a searchable field by inputting into the open text box field.

**Appl. Date)** Displays the date that the application was submitted. Click onto the calendar icon to specify a date range.

**Issue Date)** Displays the date that the permit was issued. Click onto the calendar icon to specify a date range.

**Site Address)** Displays the Homeowner / Establishment address that was submitted on the application. This is a searchable field by inputting into the open text box field.


**Owner Name)** Displays the Property Owner Name of the Establishment. This is a searchable field by inputting into the open text box field.


**Applicant Name)** Displays the Applicant's Name submitted on the application form. This is a searchable field by inputting into the open text box field.

**Appl. Type)** The abbreviated code for the type of permit you applied for. Hover over the abbreviation to see the full description of the named permit application.

**License / Permit Number)** A permit number will be displayed in this column when the permit is issued.

**Status)** The current status of your application will be displayed in this column. This is a searchable field by inputting into the open text box field.

Click on the **chat**  icon to send an instant message communication between the applicant and Town Hall admin.

Click on the **paperclip**  icon to initiate a panel for submitting attachments requested/related to application type.