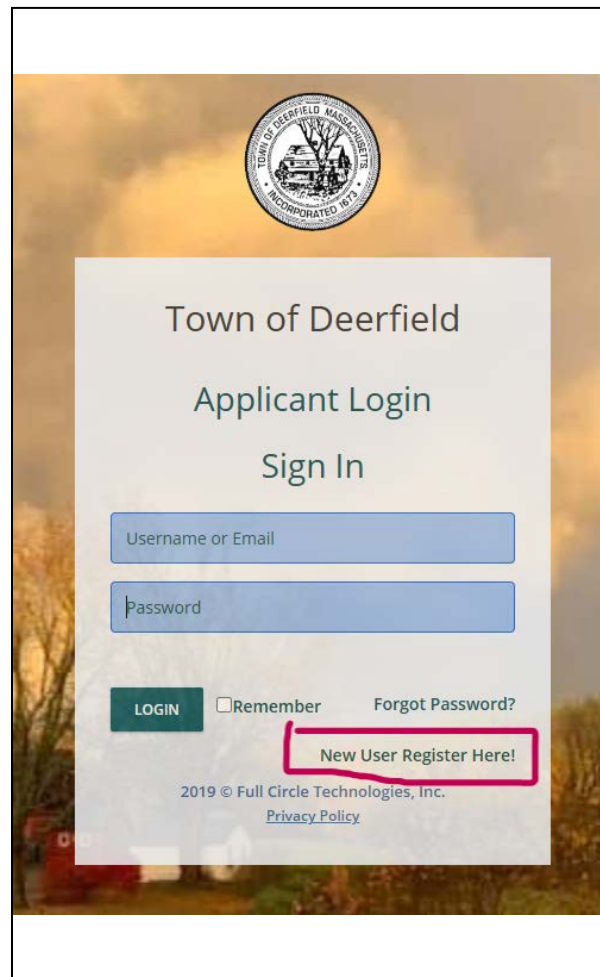


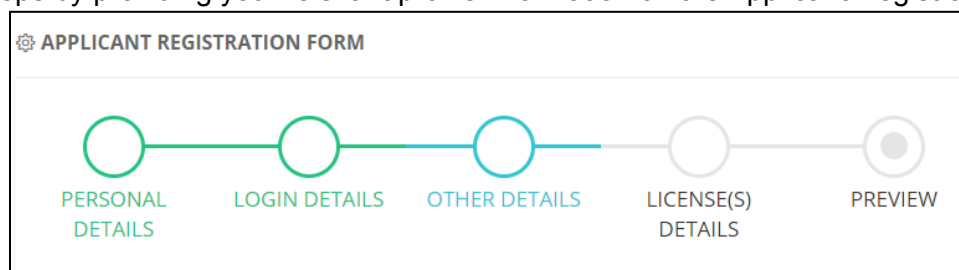
The Town of Deerfield, Massachusetts is excited to introduce an online system for Board of Health permits. This system is fully automated when applying and paying online, viewing your application status and printing of the various health applications.

The first step is to **register as a New User to create an account** in order to use the system:

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

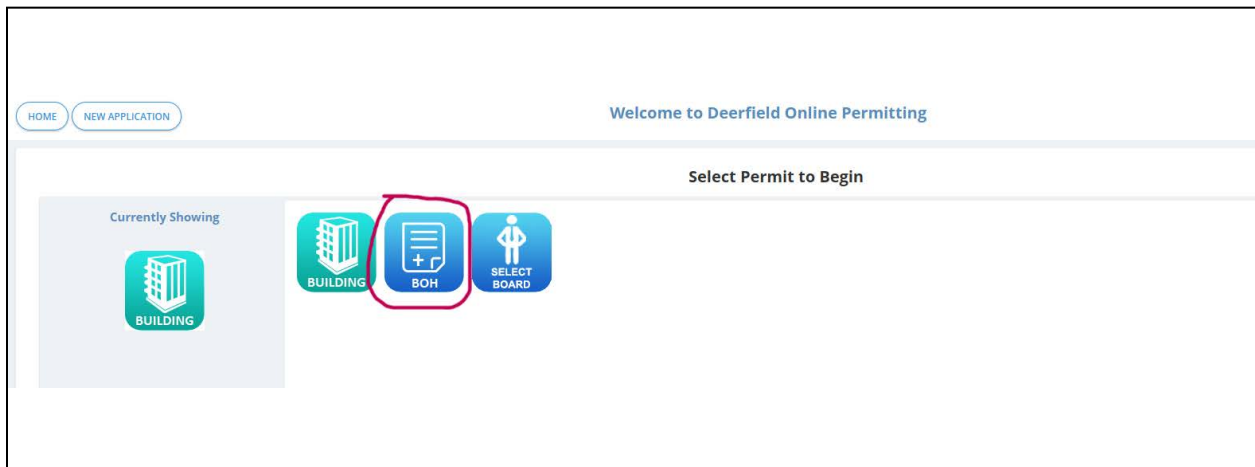
The image shows a web page for the Town of Deerfield Applicant Login. At the top center is the Town of Deerfield seal. Below it, the text "Town of Deerfield" is displayed in a large, dark font, followed by "Applicant Login" and "Sign In" in a slightly smaller font. There are two input fields: "Username or Email" and "Password". Below these fields are three buttons: a green "LOGIN" button, a checkbox labeled "Remember", and a link "Forgot Password?". A red rectangular box highlights a link that says "New User Register Here!". At the bottom, there is a copyright notice "2019 © Full Circle Technologies, Inc." and a link for "Privacy Policy". The background of the page is a blurred image of trees with autumn foliage.

Follow steps by providing your relevant profile information on the Applicant Registration Form.

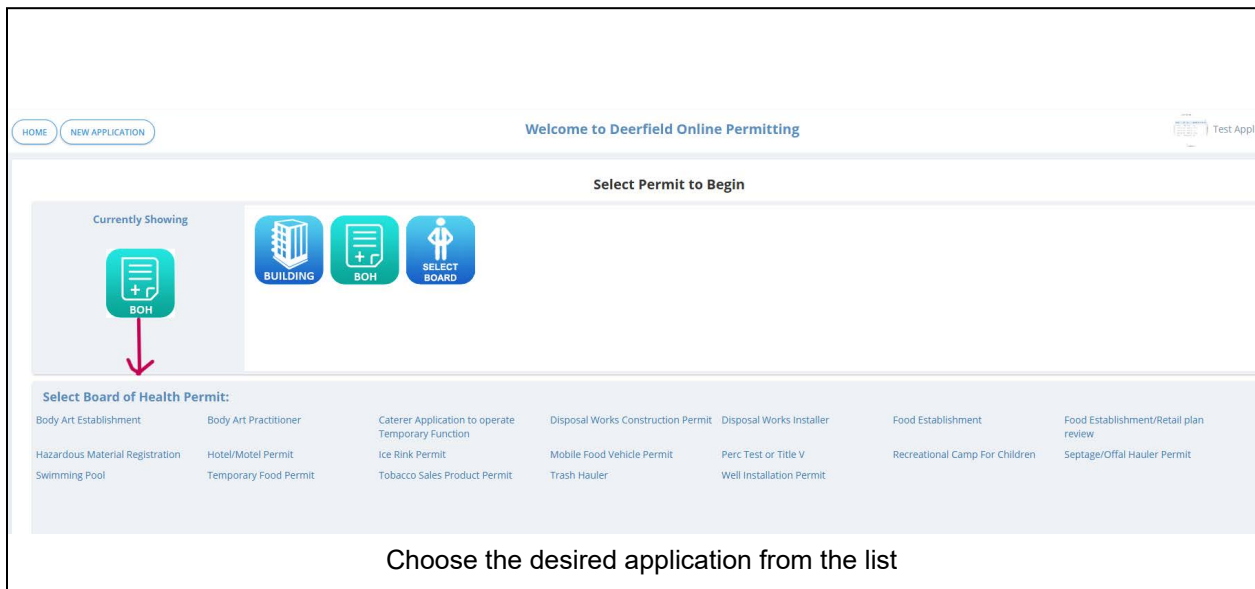
The image shows a progress bar for the "APPLICANT REGISTRATION FORM". The progress bar consists of five circles connected by a line. The first three circles are green, and the last two are gray. Below each circle is a label: "PERSONAL DETAILS", "LOGIN DETAILS", "OTHER DETAILS", "LICENSE(S) DETAILS", and "PREVIEW". The "PREVIEW" label is slightly offset to the right of the other labels.



Open your account and select "New Application"



Click on the BOH icon



Choose the desired application from the list

Explanation of each column heading located on the Homepage

Search:									
Ap. No.	Appl. Date	Issue Date	Site Address	Applicant	Owner Name	Appl. Type	Permit Number.	Status	
						Select ▼		Select ▼	
14	12/15/20		39 Alden St	Applicant Test	Test	RESI.		Pending	 
Showing 1 to 1 of 1 entries									
< 1 >									

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 owner's address that was submitted on the application. This is a searchable field by inputting into the open text box field.

Applicant) Displays the name of the applicant that submitted the application. This is a searchable field by inputting into the open text box field.

Owner Name) Displays the owner's name that was submitted on the application. This is a searchable field by inputting into the open text box field.

Appl. Type) The type of permit you applied on your permit application will be displayed in this column. This is a filterable field using the  dropdown list.

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

Status) The status of your application will be displayed in this column. This is a filterable field using the  dropdown list.

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.

Transactions Monitor

Status of application process & permit requirements.

Ap. No.	Appl. Date	Issue Date	Site Address	Applicant
14	12/15/20	39 Alden St	Applicant Test	Test

Showing 1 to 1 of 1 entries

Transactions Monitor

Application No. 14
Application Type Residential Building
Applicant Name Applicant test
Site Address 39 ALDEN ST

Sign Off
No sign off assigned yet!

Checklist
Checklist not verified yet!

Pay Fee
Amount Payable: \$30.00 Fee Paid: \$0.00 **PAY NOW**

Issue Permit
Permit not issued yet!

Schedule Inspection
Scheduled DateTime: 12/15/20 4:00PM To 4:30PM Inspector Name: Full Circle Technologies

Inspection
No inspections done yet!

Certificate Of Occupancy
Certificate not issued yet!

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 **eye**  icon to view the status panel. This will open up the Transactions Monitor outlining the process flow of the submitted application.

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 NOW**  button 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.

Online Payment Transaction Interface

Application ID: 41171 Customer Name: Applicant Test
Location: 0 A ST Permit: Food Establishment

No.	Amount	Action	Pay Fee
1	\$10.00	VIEW	

Amount: **\$10.00**

UNIPAY

Need Assistance? Call: 1-877-227-9101 Email: support@unipay.com

Description	Price	Qty	Total	Remove
Permits	\$30.00	1	\$30.00	

Total: \$30.00

Available Payment Types and Cardless Pay:

Check Credit Card Bank Debit Credit Card

Check Credit Card Bank Debit Credit Card

Checkout