

## Welcome to Milton PermitEyes

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

The screenshot shows the 'Applicant Login' page for the Town of Milton. At the top, there is a welcome message and instructions: 'Welcome to PermitEyes. - Existing Users: please go to Edit Profile by clicking on the personal icon on the top right of your home page and be sure your license and/or HIC expiration dates are correct. - New Users: Please do not use an email address as a username or password when creating a new account. - Please call 617-898-4925 if you need assistance.' Below this is a 'LOGIN' button and a link for 'New User Register Here!Forgot Password?'. The page also includes a copyright notice for 2019 Full Circle Technologies, Inc. and a 'Privacy Policy' link.

## Login and New Accounts

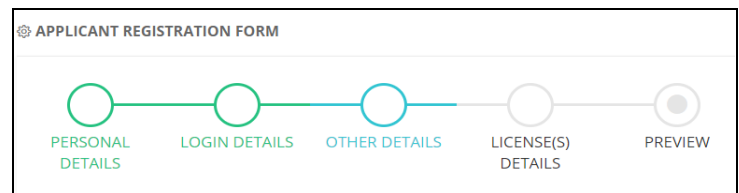
Go to the [LOGIN](#) page.

*(PermitEyes works best with Google Chrome, Mozilla Firefox, and Safari works on Macs.)*

Go here to [CREATE A NEW USER ACCOUNT](#).

Provide all required information. Once you create your account, enter your Username/Password to start your application.

*(Don't use an email address as your username)*




If you forget your password, use the **Forgot Password** link found to the right of the **LOGIN** button. Enter the email address associated with your PermitEyes account. Follow the instructions in the email to reset your password. *(If you do not see the email in your inbox please check your spam folder.)*

The screenshot shows the 'Forgot Password?' page for the Town of Milton. It prompts the user to 'Enter your username or e-mail address below.' and features a text input field for 'Username or Email'. Below the input field are 'BACK' and 'SUBMIT' buttons. The page also includes a copyright notice for 2019 Full Circle Technologies, Inc. and a 'Privacy Policy' link.

# New Applications

HOME NEW APPLICATION

## Welcome To Milton Online Permitting


Click the eye icon  to open the transaction panel to pay fees, attach documentation, and complete additional steps in the application process.

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

Choose DPW.

HOME NEW APPLICATION

## Welcome To Milton Online Permitting

Click the eye icon  to open the transaction panel to pay fees, attach documentation, and complete additional steps in the application process.


Currently Showing



Choose the type of permit you are applying for.

HOME NEW APPLICATION

## Welcome To Milton Online Permitting

Click the eye icon  to open the transaction panel to pay fees, attach documentation, and complete additional steps in the application process.



Currently Showing



### Select DPW Permit:

Drainlayer Permit

Excavation in Right of Way

Driveway Entrance

Occupy Right of Way

Stormwater Management

Trench Permit

Utility Connection - Sewer

Utility Connection - Water

Street Opening Permit

## Choose HOME to find your Homepage

**HOME** **NEW APPLICATION**

### Welcome To Milton Online Permitting

Click the eye icon to open the transaction panel to pay fees, attach documentation, and complete additional steps in the application process.

For Complaints record please click on complaints tab

Please go to Edit Profile and update your License expiration date for Journeyman Electrician License.

Please go to Edit Profile and update your License expiration date for Construction Supervisor License.

Search:

Sub App	Ap. No.	Appl. Date	Issue Date	Site Address	Applicant	Owner Name	Appl. Type	Permit Number.	Status		
	<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

## Navigating Your Information

**Homepage:** Shows all your submitted applications, including permit details and the status of the application.

### Edit Profile:

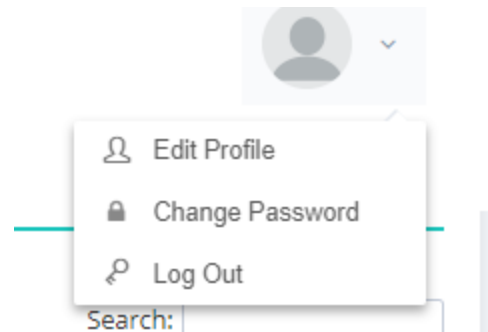
Click the button in the top right to update profile information.

### Change Password:

Once registered you can change your password.

### Log Out:

Click to exit the online permitting program.



## What Do The Headers Mean?

**Ap. No:** This shows your application number.

**Appl. Date:** The date that the application was submitted. Click the calendar icon to specify a date range.

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

**Site Address:** Establishment / Owner's address that was submitted on the application.

**Applicant / Owner Name:** Name of the Applicant / Owner from the application.

**Appl. Type:** The type of permit you applied on your permit application will be displayed in this column.

**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.

# Transactions Monitor

Status of application process & permit requirements.

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

## Finding Your Application Information

The screenshot shows the Milton Online Permitting Transactions Monitor interface. At the top, there are navigation buttons for 'HOME' and 'NEW APPLICATION'. A welcome message reads 'Welcome To Milton Online Permitting' with instructions to click the eye icon to open the transaction panel. Below this are navigation tabs for 'All Dept', 'BLDG', 'Complaints', 'Health', and 'DPW'. A search bar is present. A table lists application entries with columns for Sub App, Ap. No., Appl. Date, Issue Date, and Site Address. A right-hand panel titled 'TRANSACTIONS MONITOR' shows details for application 48142, including a checklist of requirements: Sign Off, Checklist, Pay Fee, Issue Permit, Schedule Inspection, and Inspection.

Sub App	Ap. No.	Appl. Date	Issue Date	Site Address	
	49973	7 Apple Ln	Applicant	Test Prop. Owner BAP	
	48142	10/20/22	7 Apple Ln	Applicant	Test Prop. Owner BAP
	47792	09/19/22	134 Adams St	Applicant	Haley Alyson R BEA

Showing 1 to 3 of 3 entries

Application No.	Application Type	Applicant Name	Site Address
48142	Body Art Practitioner	applicant	7 APPLE LN

- Sign Off**  
No sign off assigned yet!
- Checklist**  
Checklist not verified yet!
- Pay Fee**  
Amount Payable: \$0.00 Fee Paid: \$0.00
- Issue Permit**  
Permit not issued yet!
- Schedule Inspection**  
No inspection scheduled yet!
- Inspection**  
No inspections done yet!

## What do those little pictures mean?

Opens the Transactions Monitor showing all the requirements for the application.

Submit required attachments here.

Sends a message to the Town Hall admin.

Edit the application form here.

/ Expands/collapses the details of each transaction.

Leads to an online payment. If you cannot pay online, please contact town hall for alternative methods of payment (i.e cash or check)

# Speaking of Paying

PermitEyes does not support financial transactions. *If you have difficulties with Unipay, please contact the Town of Easthampton or Unipay directly.*

Online Payment Transaction Interface ×

Application Id: **50491** Customer Name: **applicant**  
Location: **11 ACADEMY LN** Permit: **Drainlayer Permit**

No.	Amount	Action	Pay Fee
1	\$1.00	<a href="#">VIEW</a>	✓

Amount: **\$1.00**

[SUBMIT](#) [CLOSE](#)

After clicking [PAY NOW](#) you will be directed to this page.

UNIPAY Need Assistance? Call: 1-877-227-1157 | Email: support@unipayteam.com

Cart

Description	Price	Qty	Total	Remove
Permits	\$30.00	1	\$30.00	×
			<b>Total: \$30.00</b>	

Accepted Payment Types and Applicable Fees:

Check	Credit	Debit	Credit	Debit	Credit	Debit
\$0.25	\$2.50	\$2.50	\$3.95	\$2.50	\$2.50	\$2.50

[Checkout](#)

When it comes time to pay you will be directed to **UNIPAY**.

Still need help?

Contact the Full Circle Technologies helpdesk at [help@fullcircletech.com](mailto:help@fullcircletech.com).