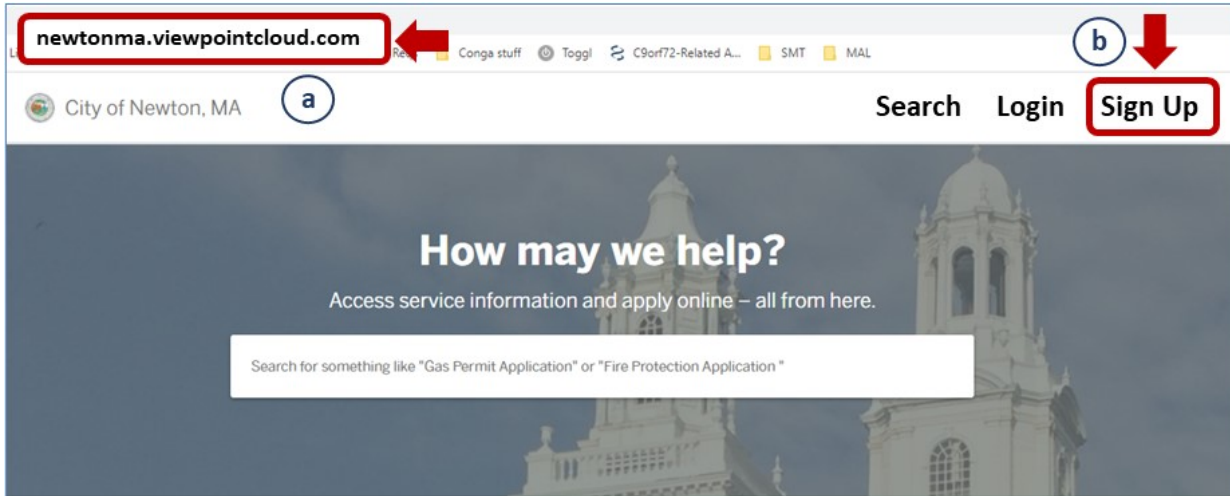# Newton MA
Online Permit Applications

How to Sign Up as an Applicant for Online Application Entry
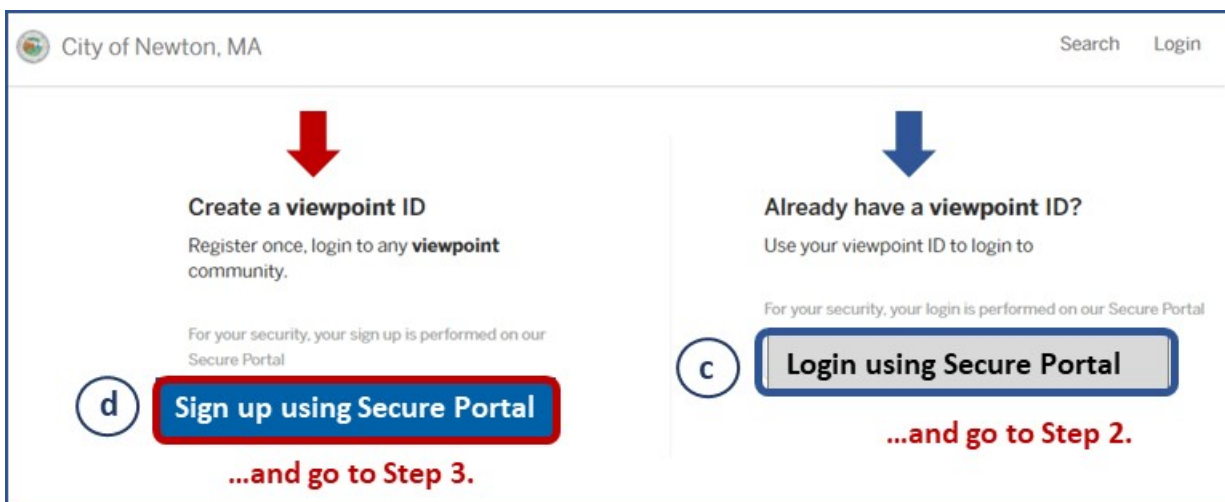
1. ## Navigate to the Newton MA online permits Sign On

   a. From a browser, go to the Newton MA URL: **https://newtonma.viewpointcloud.com**

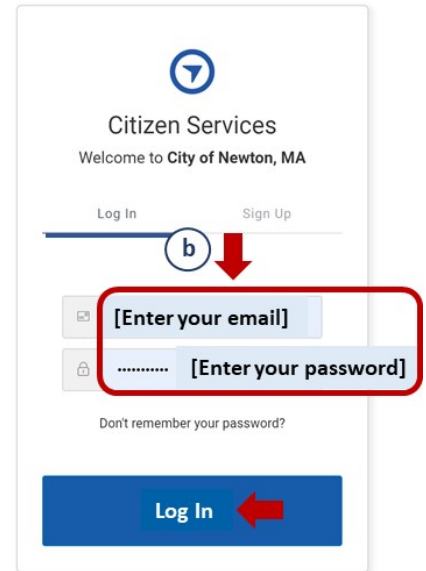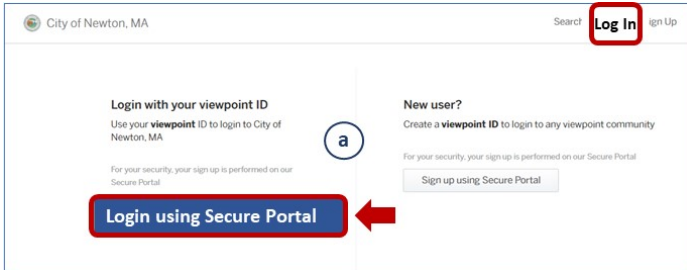   b. Click on the **Sign Up link** at the top right of the screen.

Newton's system utilizes the Viewpoint Cloud software called Citizen Services (from OpenGov), which requires a Viewpoint ID to become a permit applicant.

   c. **If you already have a Viewpoint ID** for another city, the same sign on email and password will work for Newton. Click the **button to Login using Secure Portal** and go to **step 2**.

   d. **If you do NOT have a Viewpoint Cloud ID** and need to create one, click the **button to Sign up using Secure Portal**, and go to **Step 3**.
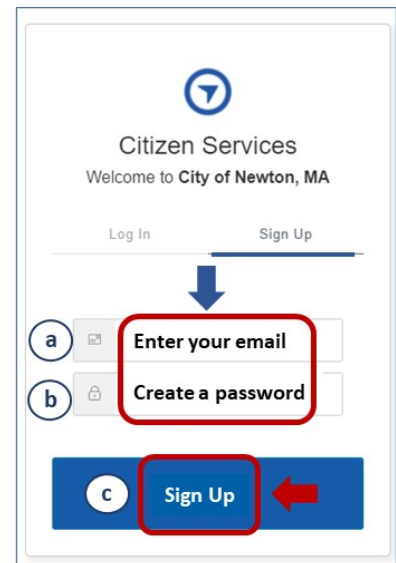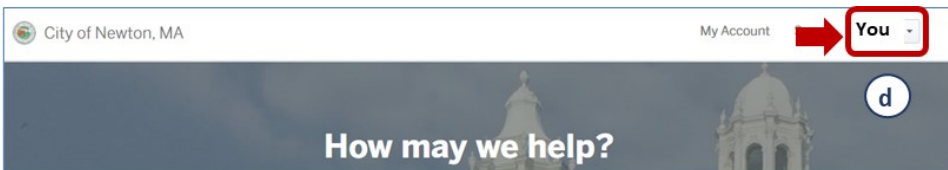
2. Sign on to Newton MA using your <u>existing</u> Viewpoint ID:

a. NOTE: You may have arrived at this point by clicking the **Log In link** and then selecting the **button to Login using Secure Portal.**

b. See the **Citizen Services sign on window.** Enter your existing **email** address, enter your Viewpoint ID's **password**, then click the **Log In button.**

3. Create a Viewpoint ID and Password for Newton MA:

a. See the **Citizen Services sign up window.** Enter your **email address** in the first field.

b. Enter a **password** for your sign on. (suggestion: include capital and lowercase letters, numbers and an additional symbol)

c. Click the **Sign Up button** at the bottom of the window.

d. Return to the City of Newton MA permitting main screen. Verify that your account is now registered and recognized as "You".

4. Navigate to Newton's Online Permit Applications: