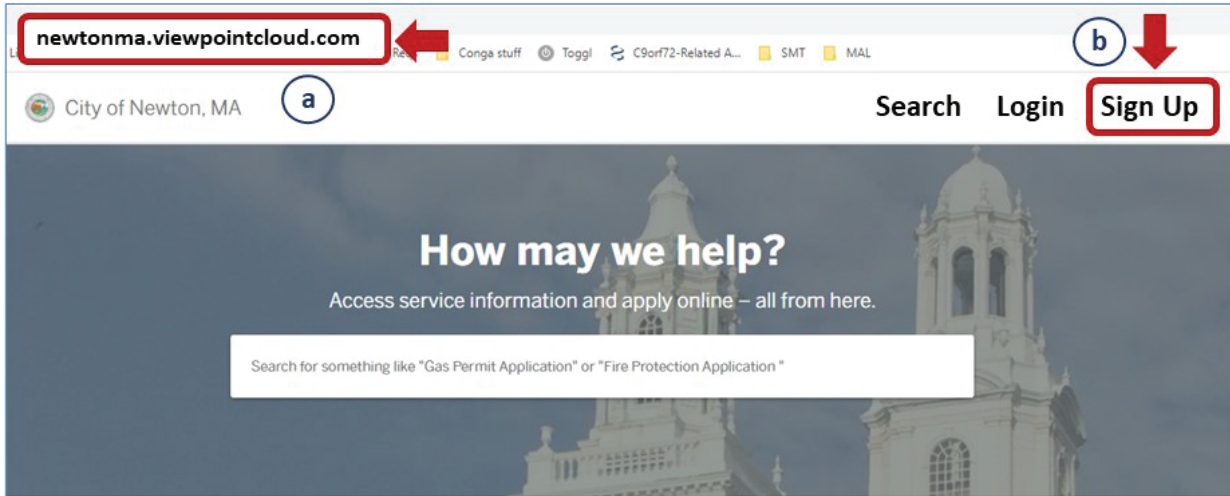


# Newton MA Online Permit Applications

## How to Sign Up as an Applicant for Online Application Entry

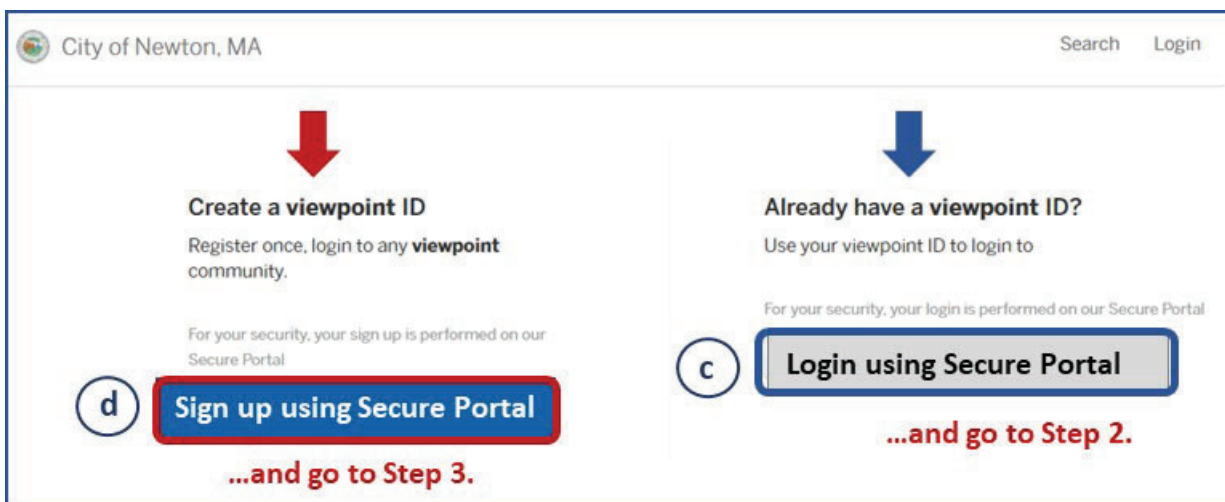
### 1. Navigate to the Newton MA online permits Sign On

- From a browser, go to the Newton MA URL: <https://newtonma.viewpointcloud.com>
- Click on the **Sign Up** link at the top right of the screen.



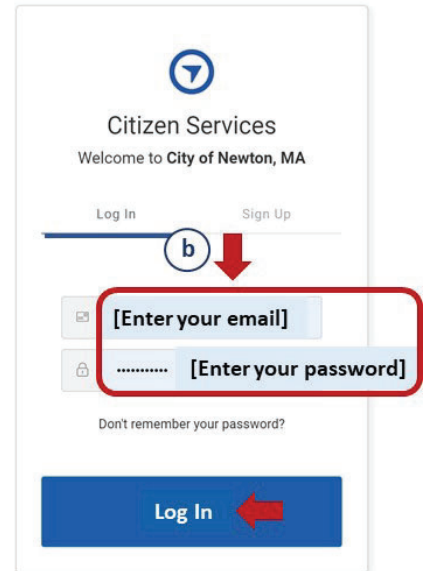
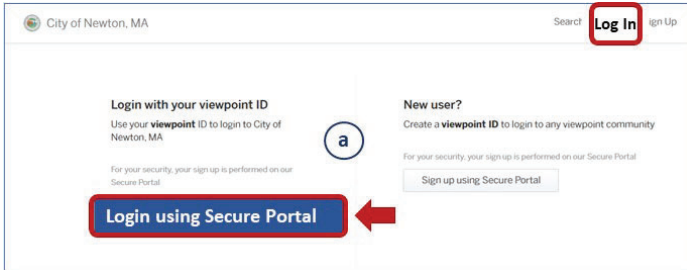
Newton's system utilizes the Viewpoint Cloud software called Citizen Services (from OpenGov), which requires a Viewpoint ID to become a permit applicant.

- 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**.
- 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**.



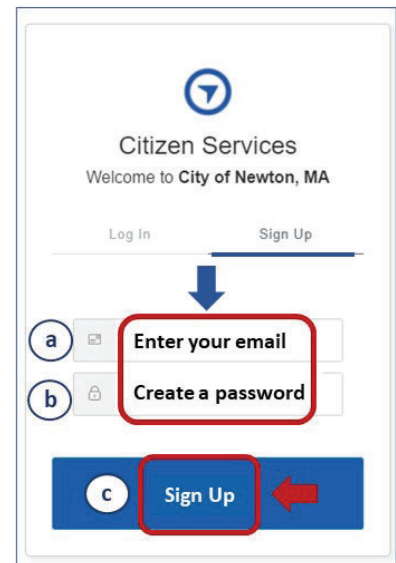
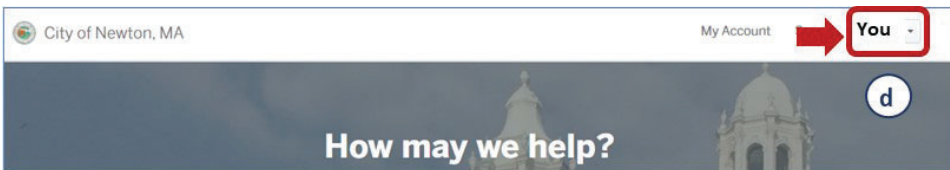
## 2. Sign on to Newton MA using your existing Viewpoint ID:

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

- See the **Citizen Services sign up window**. Enter your **email address** in the first field.
- Enter a **password** for your sign on. (suggestion: include capital and lowercase letters, numbers and an additional symbol)
- Click the **Sign Up** button at the bottom of the window.
- 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:

