

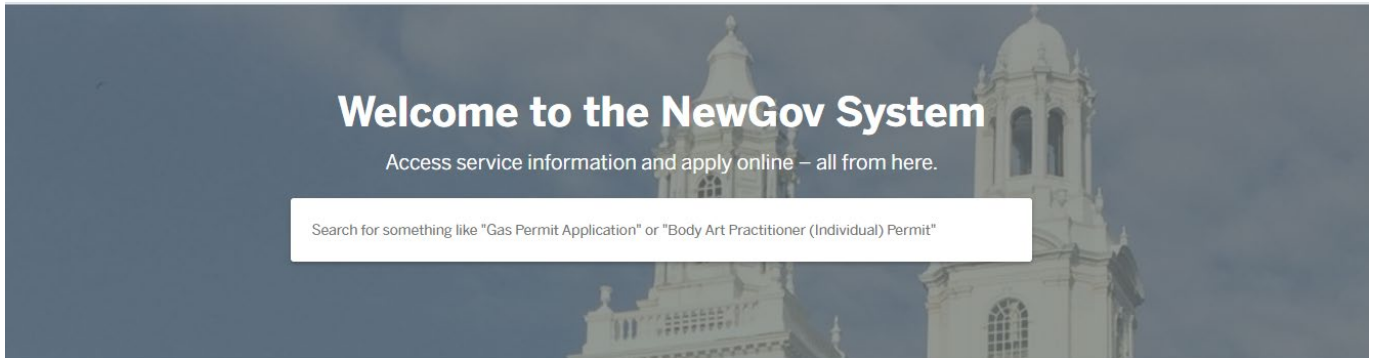


INSTRUCTIONS

1. Go to newtonma.viewpointcloud.com and click **Sign Up** at the far right.



Search Login **Sign Up**

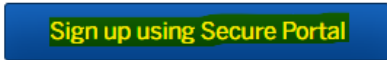


2. Once you click **Sign Up** you will move to a new screen. Enter your establishment email and create a password. You will click on the blue box that says **Sign up using Secure Portal**.

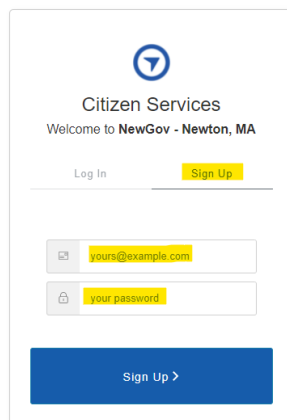
Create a viewpoint ID

Register once, login to any **viewpoint** community.

For your security, your sign up is performed on our Secure Portal



3. To the right on the login screen, click **Sign Up**. Enter your establishment email and create a password. Take note of your login and password and share with your backups and anyone who may need to enter or upload renewal information. This login will be used to process your application every year.





4. You will be brought to the main dashboard. From here you will choose **Health & Human Services**.

Discover Online Services

Choose below to browse services by department



Board of License Commissioners

Annual Common Victualer, Alcohol and/or Entertainment License, Change to an Existing License Application (current alcohol license)

Explore



DPW

Engineering Permits Application

Explore



Health & Human Services

Body Art Establishment Permit, Body Art Practitioner (Individual) Permit + 8 more

Explore



Inspectional Services

Certificate of Inspection, Electrical Permit Application + 4 more

Explore

5. The next screen will show you every permit/license that is available. Please choose the correct license/permit application.

Application To Operate A Tanning Facility	Select
Bodywork Establishment License This license is relevant for facilities that perform bodywork including but not limited to acupressure, Thai massage, shiatsu, and reflexology are required to complete this application.	Select
Bodywork Practitioner (Individual) License All persons that perform bodywork including but not limited to acupressure, Thai massage, shiatsu, and reflexology are required to complete this application.	Select
Keeping of Animals and Live Fowl License This permit is required for anyone who keeps animals and/or live fowl on their property, including chickens and other livestock.	Select
Summer Recreational Camp For Children License This license is for the right to operate a children's recreational camp that operates at least four days a week while supervising school-age children. This application shall state the location and type of camp, the approximate maximum number of persons by whom it is used, the probable occupancy, the proposed sources of water and food supply for the camp, safety plans, and staff information.	Select
Swimming Pool Permit Plan Review and Application This permit specifies the use and building of semi-public or public indoor and outdoor pools, wading pools, hot tubs, and whirlpools. Drainage, water treatment, and operator details are required for each type of pool while filling out this permit form.	Select

You're Ready to Go!