Full Circle Technologies www.fullcircletech.com 617-722-0100

The Town of Chester, 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: <u>https://permiteyes.us/hampden/loginuser.php</u>



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



Full Circle Technologies, Inc. 11 Beacon Street, Suite 340, Boston, MA 02108 www.fullcircletech.com | help@fullcircletech.com

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Explanation of each column heading located on the Homepage

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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 independent 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** click on the 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.

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application type.

icon to send an instant message communication between the applicant and Town Click on the chat 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 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.

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