ONLINE RENEWAL INSTRUCTIONS

- Go to www.foxboroughma.gov/departments/health/online_applications
  (This is not a live link, please copy and paste this link into your web browser)
- Click on the "CLICK HERE" button under "Board of Health Permit Applications"
- Under "Applicant Name" enter the "Installer Name on Record"

> **If this is a RENEWAL, it is likely that you will see the Installer's Name (aka *Applicant Name*) in the drop down list as you begin typing. The software operates case sensitive.**

- Click "Go" once the correct name is inputted
- Once in the portal (if you plugged in the correct name), scroll down. Under "Septic Installer Permit Application" you'll see your Applicant and Company name
- Next to your establishment, click "Edit/Renew Application"

> *****If you do not see your establishment name/application record, don't panic, just call us at 508-543-1207 and we can help*****

- **REVIEW ALL INFORMATION WITHIN THE APPLICATION**
  - o The information you see on the application was the information submitted last year, this also includes many of the attachments you see (as applicable).

- **CONFIRM ALL INFORMATION IS CURRENT and ACCURATE**
  - o If you need to change something, simply delete what's there and input the current information (this INCLUDES attachments). EDIT and/or UPLOAD documents as needed.

> **Upload a completed "Worker's Compensation Affidavit"**
> ***This Affidavit is required for ALL applications***

- Upload a current Worker's Compensation Affidavit (as stated above)
- Upload a current Certificate of Insurance (COI) (as applicable).
- Check off "Applicant's Digital Signature" accordingly, <u>confirming all information in the application is accurate</u>.
- Check off "Applicant's Certification" accordingly
- Click "Update" when finished

THE SOFTWARE DOES NOT CONFIRM WHETHER YOUR APPLICATION HAS BEEN SUCESSFULLY SUBMITTED OR NOT

- After clicking "Update", it will take you back to the main portal page.
- <u>If it doesn't</u> or if there is any question on whether we received your renewal or not, please call the Office at 508-543-1207 to confirm.
- You are done for now – Simply close out ("X" out) of the browser.

PAYMENT WILL NOT OCCUR UNTIL AFTER THE HEALTH DEPARTMENT REVIEWS YOUR APPLICATION

More information – Page 2
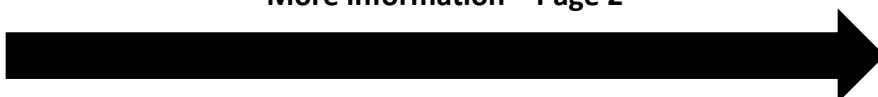
<u>WHAT HAPPENS NEXT…</u>
(Please allow a few days for processing and review of applications…)

If there are no issues with your application, you will receive a notification from the email *do_not_reply@peoplegis.com* notifying you that you can now pay.

To pay:
*Follow the link in the email.
*Enter your establishment's address
*Click "Go"
*Find your establishment
*Click "Add to Cart"
*Scroll down to the bottom of the page and "Complete your Purchase".

OR

If additional information is needed, you will receive a notification from the email *do_not_reply@peoplegis.com* detailing what information is needed.

To input/submit the requested information:
*Follow the link in the email
*Enter your establishment's address
*Click "Go"
*Find your establishment
*Click "Edit Application"
*Provide the requested information
*When all information has been provided, "check off" the red statement that states "Check this box and updated this record if you have provided the requested additional information"

Once an application has been approved and paid for, you will receive an email from *do_not_reply@peoplegis.com* with your permit(s) attached.

Any questions???
Reach out to the Foxborough Health Department
508-543-1207