



Town of Canton

Online Permit Center

User Manual

for

Account Registration

On-line Permit Center
Town of Canton, MA
801 Washington St. Canton, MA 02021 . 781-821-5003
Powered by ViewPermit
Innovative permit management

Sign In

Email Address / User ID

Password

Log In

Don't have an account?
[Click here to register](#)

Forgot your password?
Enter your email address
above then [click here](#)

We recommend using the following browsers:
Microsoft Internet Explorer 11 or higher, Mozilla Firefox,
Google Chrome, and Apple Safari

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Registration

First time users will need to register. [Select the Click here to register.](#)

Log-In

There is now one sign-in for every type of user. User accounts are tied to an email address. If you do not have an email address create one prior to registering online.

Password Reset

For users who have forgotten their password, the “Forgot Password” button sends an email to the user with instructions for resetting. It is contained and visibly separate from the “Log in” button.



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Select Account Type



Home Owners



Contractors



Businesses



Utilities

Account Type

Select the type of account for which you want to register.

House Icon

You will notice at the top left of the page the black house icon. This will always take you back to the home page, no matter where you are in the Online Permit Center.



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Account Registration



Email Address / User ID

password

Re-type Password

First Name

Last Name

Address

City

State

Zip

Phone Number

Register

Clear

Home Owners

Home Owners are able to perform their own work or select a contractor when going through the filing process.

Clear

Erases all form data that has been entered.

Register

Once the form is filled out completely, select the Register button. You will be sent an **email to activate your account**. Once you select the link in that email, your account is live and you can sign in.

➤ ***You must have a valid email address.***



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Contractor Registration

Step 1: Validate your license

Business Name (DBA)	License Type	License Number	Expires on	<input type="button" value="Validate"/>
<input type="text"/>	Advanced Training Institute ▼	Enter Numbers Only	<input type="text"/>	

Step 2: Fill Login Information

Email Address / User ID
<input type="text"/>
Password
<input type="text"/>
Re-type Password
<input type="text"/>
Contact Email Address (if different than user id)
<input type="text"/>

Step 3: Fill Contact Information

First Name	Last Name			
<input type="text"/>	<input type="text"/>			
Address	City	State	Zip	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>	<input type="text"/>	<input type="text"/>

Contractors The Town of Canton is linked with the Massachusetts State contractor board. **Contractors** can assign licenses based on the work they are going to do. The Licenses will display automatically.

Business Name Business name is the DBA of the contractor's company. If the contractor does not have a DBA it would just be his/her name.

License Validation This has to match what is already listed under the contractor's license and should be done before the rest of the form is filled out. Once they have selected their License Type, entered their License Number and Expiration; they will have to select "Validate" to confirm what they entered matches the Licenses in the system.

Register Once the form is filled out completely, select the Register button. You will be sent an **email to activate your account**. Once you select the link in that email, your account is live and you can sign in.



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Account Registration



Email Address / User ID

Password

Re-type Password

First Name

Last Name

DBA

Business Type

Select... ▼

Address

City

State

Zip

Phone Number

Emergency Contact Name

Phone Number

Register

Clear

Businesses

Fill in the form. Select the Type of **Business** from the dropdown list.

Utilities

Identical in format to **Businesses**, though a separate registration page is given for the **Utilities** to ease confusion.

Register

Once the form is filled out completely, select the Register button. You will be sent an **email to activate your account**. Once you select the link in that email, your account is live and you can sign in.