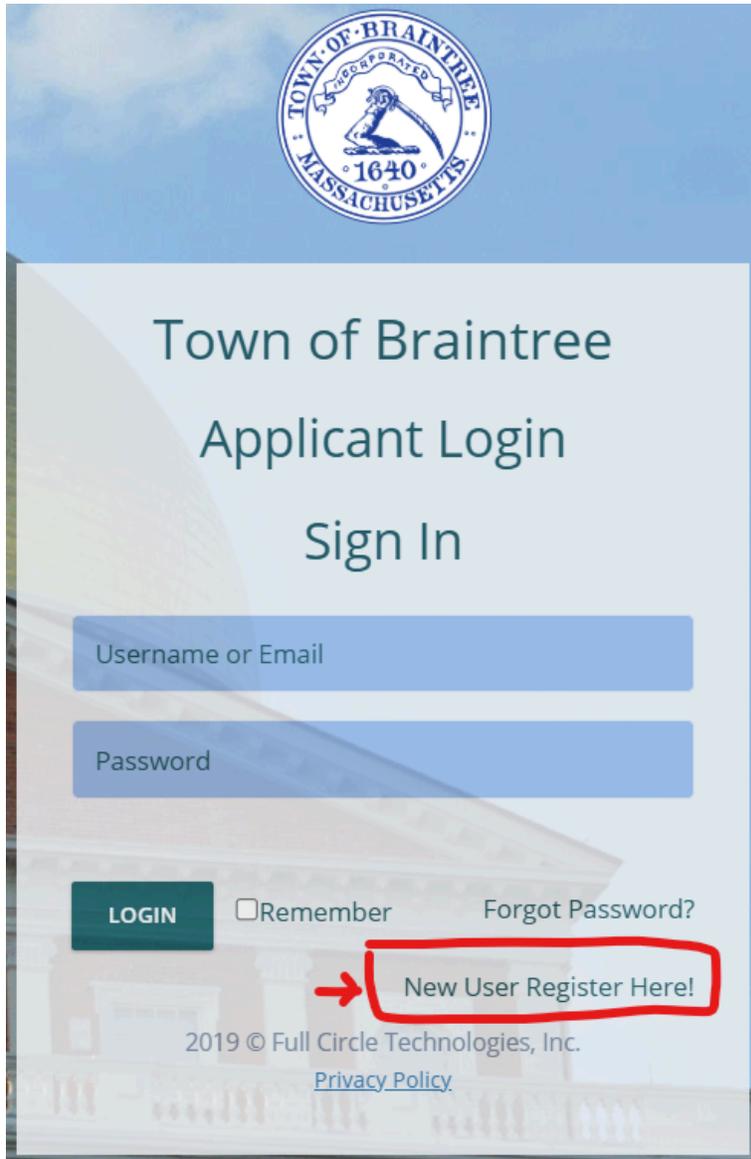


IMPORTANT!! Check your Online Permitting Home Page often for status updates, fees and chats

Open a web browser to connect to the [Applicant Login Sign In](#) website, as shown below.
(Google Chrome and Mozilla Firefox are the recommended browsers for accessing PermitEyes)
DO NOT USE INTERNET EXPLORER.

<https://permiteyes.us/braintree/loginuser.php>



Town of Braintree
Applicant Login
Sign In

Username or Email

Password

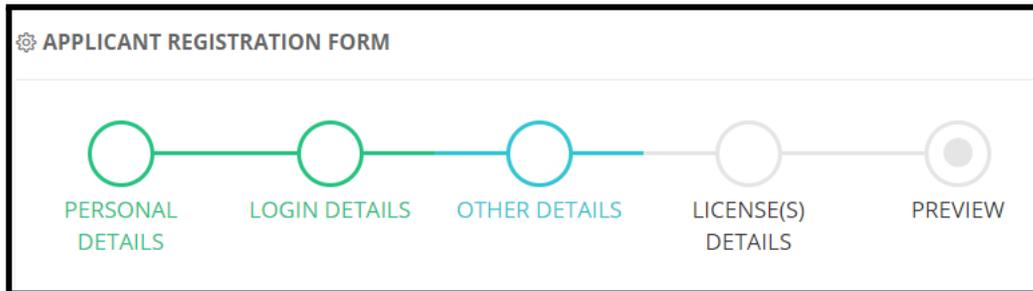
LOGIN Remember [Forgot Password?](#)

[New User Register Here!](#)

2019 © Full Circle Technologies, Inc.
[Privacy Policy](#)

Create a new user account by clicking on the link [New User Register Here!](#)

Follow the steps by providing your relevant profile information on the Applicant Registration Form. In your user profile, you can save your applicant and establishment information. This will allow the program to pre-fill your details saved from your profile onto any new application forms, saving time in the future. Please keep in mind that registering your user profile is NOT the same as submitting a new Application.



Once account registration is confirmed, log into Permiteyes with your username / password credentials, then click onto **NEW APPLICATION** and select the respective Department Licenses & Permits. When your Application is submitted, you may attach required / checklist documentation using the **PAPERCLIP**  icon.

Click on the "eye" () icon to view the status of your permit application. Town Staff may use the "chat" feature for any questions or to let you know if additional information or documents need to be uploaded. You can chat back by clicking on the chat bubble icon ().

New Application

Click on **New Application** at the top left of your Homepage to apply for a permit/certificate.

Welcome To Braintree Online Permitting

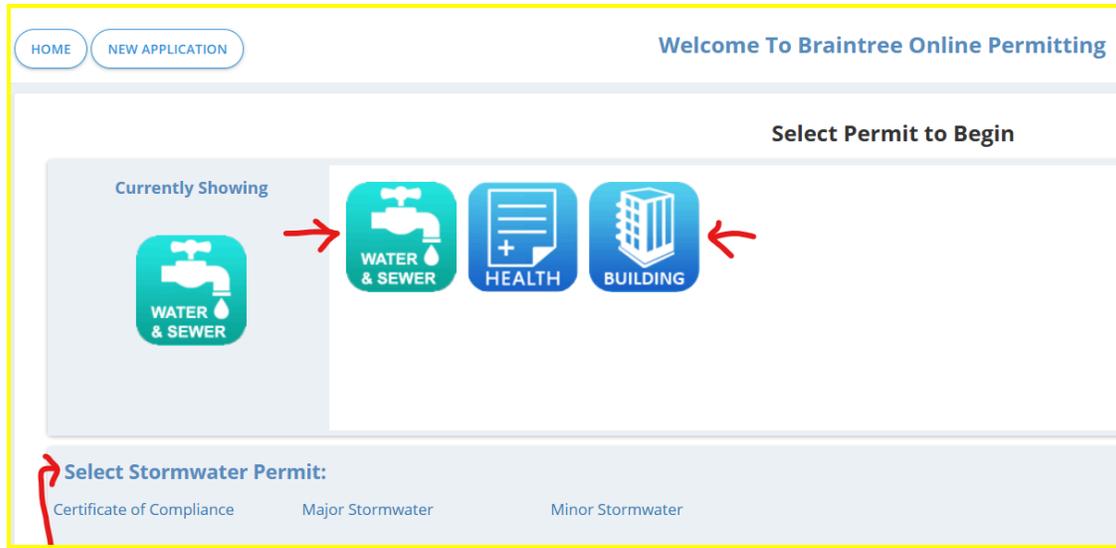
FCT Michael

All Dept Stormwater BOH BLDG

Ap. No.	Appl. Date	Issue Date	Site Address	Applicant	Owner Name	Appl. Type	Permit Number.	Status		
8391	09/28/24		0 Abby Rd	Fct Michael	Test Owner Name	HP		Pending		
8343	07/01/24	07/01/24	250 Granite St	Test Application	Test	ANML	ANML-25-0002	Permit Issued		
6107	05/03/24		1 Test Street	Applicant Name	S2 Owner Name	ANML		Ready for Payment		

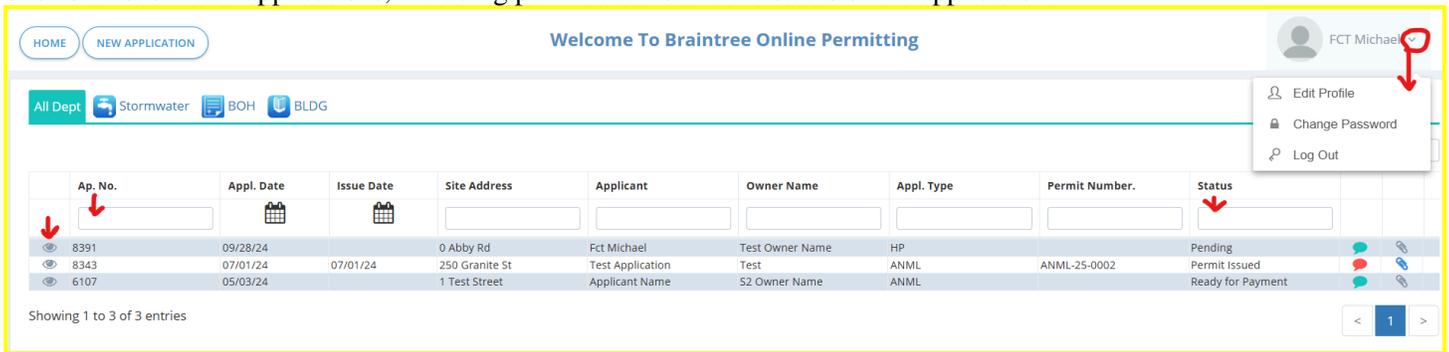
Showing 1 to 3 of 3 entries

Click onto the appropriate licensing **Department** and select the **Permit** that you want to apply for:



Homepage

Shows all submitted applications, including permit details and the status of the application.



Edit Profile

Click onto the applicant name at the top right corner to edit/update any profile information submitted during registration.

Change Password

A registered user can change their password.

Log Out

Click to exit the online permitting program.

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.

Transactions Monitor

Status of application process & permit requirements.

HOME NEW APPLICATION Welcome To Braintree Online Permitting FCT Michael

All Dept Stormwater BOH BLDG

Search: []

Ap. No.	Appl. Date	Issue Date	Site Address	Applicant	Owner Name	Appl. Type	Permit Number	Status
8391	09/28/24		0 Abby Rd	Fct Michael	Test Owner Name	HP		Pending
8343	07/01/24	07/01/24	250 Granite St	Test Application	Test	ANML	ANML-25-0002	Permit Issued
6107	05/03/24		1 Test Street	Applicant Name	S2 Owner Name	ANML		Ready for Payment

Showing 1 to 3 of 3 entries

TRANSACTIONS MONITOR

Application No. 6107
Application Type Animal
Applicant Name Site Address
Applicant Name 1 test street

- Sign Off
No sign off assigned yet!
- Pay Fee
Amount Payable: \$25.00 Fee Paid: \$0.00 **PAY NOW**
- Issue Permit
Permit not issued yet!
- Schedule Inspection
No inspection scheduled yet!
- Inspection
No inspections done yet!

Click on the **paperclip**  icon to initiate a panel for submitting attachments requested/related to application type.

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

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 **PAY NOW**  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.

Online Payment Transaction Interface

Application Id: 41171 Customer Name: Applicant Test
Location: 0 A ST Permit: Food Establishment

No.	Amount	Action	Pay Fee
1	\$10.00	VIEW	✓

Amount: **\$10.00**

UNIPAY Need Assistance? Call: 1-877-227-1157 | Email: support@unipayteam.com

Cart

Description	Price	Qty	Total	Remove
Permits	\$30.00	1	\$30.00	✕
			Total: \$30.00	

Accepted Payment Types and Applicable Fees

Check Credit Debit Credit Debit Credit Debit
\$0.25 \$2.50 \$2.50 \$3.95 \$2.50 \$2.50 \$2.50 \$2.50

Checkout

Otherwise, use the **chat**  function to contact the Town Hall about alternative methods of payment (ie. cash, check, etc.).

Explanation of column headers located on the Homepage

Ap. No.	Appl. Date	Issue Date	Site Address	Applicant	Owner Name	Appl. Type	Permit Number.	Status
8391	09/28/24		0 Abby Rd	Fct Michael	Test Owner Name	HP		Pending
8343	07/01/24	07/01/24	250 Granite St	Test Application	Test	ANML	ANML-25-0002	Permit issued
6107	05/03/24		1 Test Street	Applicant Name	S2 Owner Name	ANML		Ready for Payment

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 Establishment address that was submitted on the application. This is a searchable field by inputting into the open text box field.

Applicant) Displays the Applicant's Name submitted on the application form. This is a searchable field by inputting into the open text box field.

Owner Name) Displays the Property Owner Name of the Establishment. This is a searchable field by inputting into the open text box field.

Appl. Type) The abbreviated code for the type of permit you applied for. Hover over the abbreviation to see the full description of the named permit application.

Permit Number) A permit number will be displayed in this column when the permit is issued.

Status) The current status of your application will be displayed in this column. This is a searchable field by inputting into the open text box field.

Click on the **chat**  icon to 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.