

ePermitting Instructions

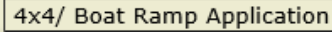
The following procedure is for processing Trustee permits online

1.) Please have the following documents completed and saved to your computer before you continue

- **4x4 and Boat Ramp eApplication (New & Renewal)**
- **Proof of Residency**
- **Vehicle Registration**

a. The fillable application for Trustee Permits are located under the DOCUMENTS menu at the top of the site

 DOCUMENTS - Help

once logged in  4x4/ Boat Ramp Application (or alternatively on the Town Website → [Applications, Forms & Fees](#))

b. Fill out the application and save to your computer so you can upload to the ePermits website at step #8

2.) Navigate to <https://epermits.southamptontownny.gov> and choose **Trustee Permits**

3.) **Logging in:** Many users already have emails registered with the town. To ensure you are logging in with the account you have previously done business with, please click on **Forgot your account or password? Click Here to reset** under the log in button, and enter in your email to verify. If there is an account on file, an email will be sent immediately with your username and password. If not, create a New Account.

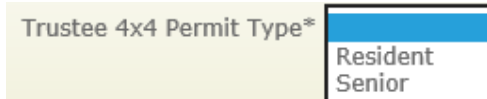
4.) Select your application type in the dropdown

5.) Some permits allow you to add additional permit types so you can process more than one at a time. Select all applicable permit types

 Please Select an Application Type
Trustees 4 x 4
You Can Attach Permit Sub Type to this Application
 Trustees Boat Ramp

6.) Click **Next Step**

7.) Choose the type of Permit (ex: Resident -or- Senior) and click **Next Step**

 Trustee 4x4 Permit Type*
Resident
Senior

*You will be prompted to choose the type for each permit if there is more than one permit

8.) **Next Step** is to upload the application

- a. Choose the appropriate Document type (***Application Accepted (PDF) (*.pdf)**)
- b. Click **Browse** and navigate to the application you saved to your computer in Step #1
- c. After you see the path of the document in the Document Location, click **Add Document**
- d. Follow the above steps for the ***Vehicle Registration** and ***Proof of Residency**
- e. Click **Next Step**

9.) Next you can review the Application and Convenience Fees associated with your order

10.) Next enter credit card info

11.) Review payment info

12.) Check box at bottom to the left of **"All of the information is correct. Process my application."**

13.) Click **Process**

14.) You will receive an email with your Application # and receipt