


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

once logged in  (or alternatively on the Town Website → [Applications, Forms & Fees](#))

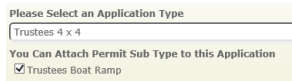
b. Fill out the application and save to your computer so you can upload to the ePermits website at step #8

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

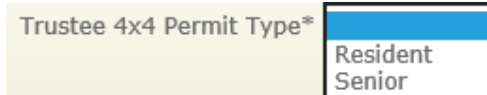
Trustees 4 x 4

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

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

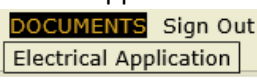
13.) Click **Process**

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

The following procedure is for Electrical Renewals

**Please have all necessary documents completed before you continue*

1.) Fillable applications for TOWN Permits are located under the DOCUMENTS menu at the top of the site.



DOCUMENTS Sign Out

Electrical Application (or alternatively on the Town Website → [Applications, Forms & Fees](#))

2.) Fill out the application and save so you can upload to the ePermits website (Step #8)

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

- 4.) Log in with existing credentials or create a new account (options are below the Log In button)
- 5.) Click on the Permit RENEWAL menu

Permit APPLICATION - **Permit RENEWAL** - Permit STATUS -

- 6.) If you have any expired renewals you will see them listed here. In the case below, there are 2 4x4 and 1 Boat Ramp

Permits by Names					
Select Permit	Permit Type		Application Number	Application Date	Expiration Date
Select	Boat Ramp	RA170920	AN172278	9/13/2017	12/31/2017
Select	4 x 4	FF173274	AN172279	9/13/2017	12/31/2017
Select	4 x 4	FF173275	AN172284	10/10/2017	8/31/2017

- 7.) Click **SELECT** next to the permit you would like to Renew
- 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