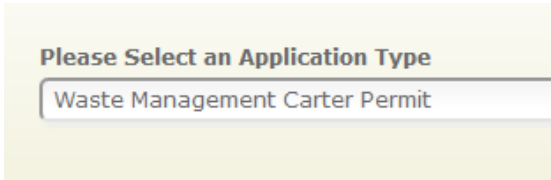


ePermitting Instructions

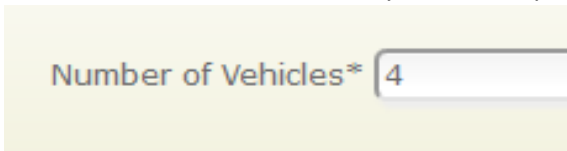
The following procedure is for NEW Carter ePermits

- 1.) The first step is to download and fill out the Carter Application, which can be done 1 of 2 ways:
 - 1.) Go to the Town Website and download
(http://www.southamptontownny.gov/DocumentCenter/View/17159/ePermitting_Instructions_CARTER)
 - 2.) Or log in (see step #2) and navigate to the DOCUMENT menu to download.
**you will be prompted to upload this application in subsequent steps.*
- 2.) Log in **-or-** create an account if you haven't already, click on:
[First time users Click Here to create an account \(non-GIS subscribers\)](#)
- 3.) Choose Waste Management Carter Permit in the dropdown



Please Select an Application Type
Waste Management Carter Permit

- 4.) Click **Next Step**
- 5.) Enter in the number of vehicles you want to permit



Number of Vehicles* 4

- 6.) Click **Next Step**
- 7.) Next step is to upload the application that you previously filled out (Step 1)
 - a. Choose the appropriate Document type (***Application Accepted (PDF) – Waste Mgmt (*.pdf)**)
 - b. Click **Browse** and navigate to the application you had previously filled out and saved
 - c. After you see the path of the document in the Document Location click **Add Document**
 - d. Click **Next Step**
- 8.) For the **Default Activity Process** simply click **Next Step** (this is associated with fees which don't apply here)
- 9.) Review Application Information
- 10.) Check box at bottom of page to the left of "All of the information is correct. Process my application."
- 11.) Click **Process**
- 12.) You will receive an email receipt with your Application # (check Spam if you don't see it in your inbox)
- 13.) **After the application is reviewed, you will receive an email notifying you that you can pick up your sticker(s) and make your payment if approved. Fees is based on \$250 for the 1st vehicle, and \$25 for each additional vehicle.**