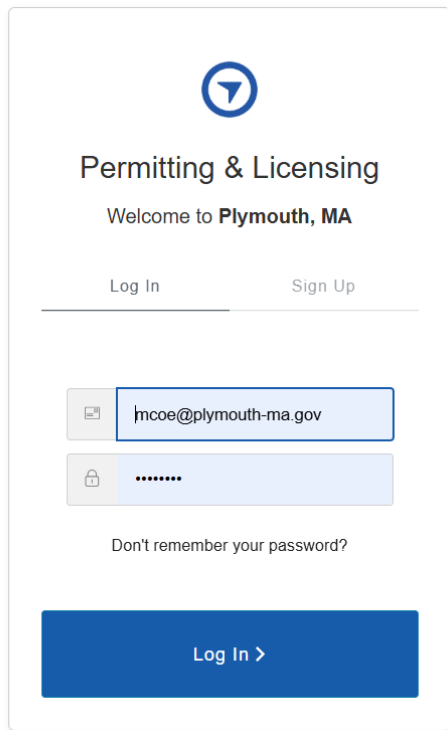


## STEP 1

<https://plymouthma.viewpointcloud.com/dashboard>

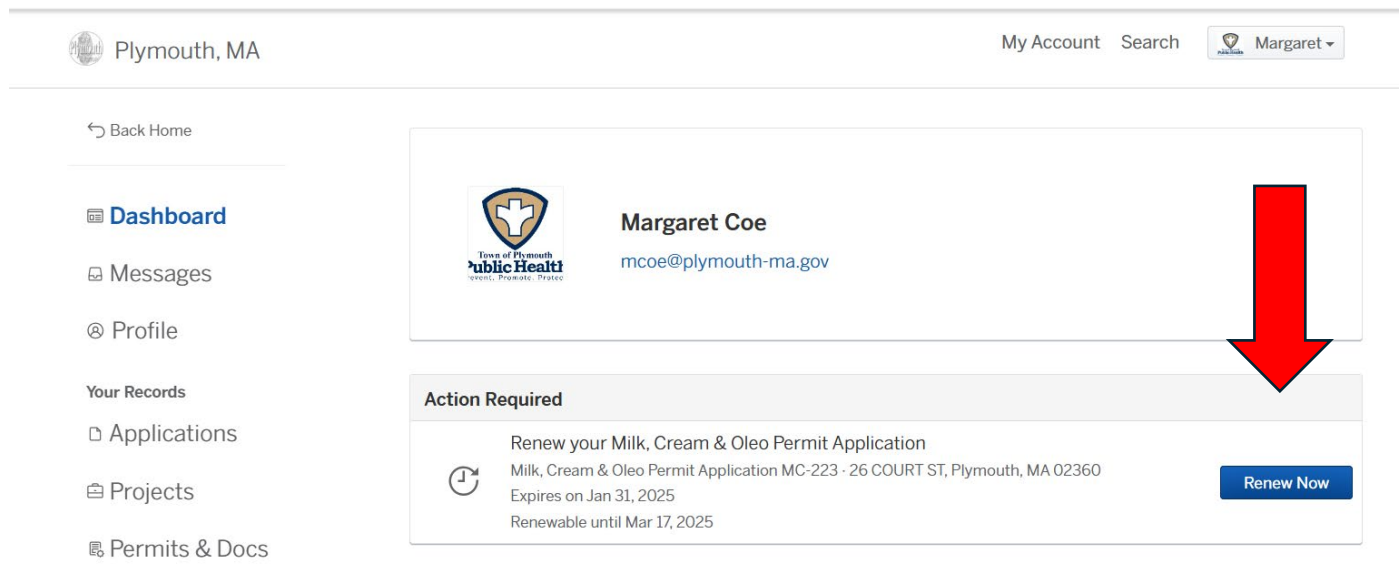


The login page features a blue circular logo with a white arrow pointing right. Below the logo, the text "Permitting & Licensing" is displayed in a bold font, followed by "Welcome to Plymouth, MA" in a smaller font. There are two links: "Log In" and "Sign Up". The "Log In" link is underlined. Below the links, there are two input fields: one for the email address (containing "mcoe@plymouth-ma.gov") and one for the password (containing "\*\*\*\*\*"). Below the password field, there is a link "Don't remember your password?". At the bottom, there is a blue button labeled "Log In >".

Use the email the renewal notification was sent to.

Click "Don't remember your password?" if you need it reset

## STEP 2



The dashboard header shows the Plymouth, MA logo, "My Account", "Search", and a user profile dropdown for "Margaret". The left sidebar contains links: "Back Home", "Dashboard", "Messages", "Profile", "Your Records", "Applications", "Projects", and "Permits & Docs". The main content area shows the user profile for Margaret Coe with email "mcoe@plymouth-ma.gov". Below the profile is a section titled "Action Required" with a clock icon. It contains the text: "Renew your Milk, Cream & Oleo Permit Application", "Milk, Cream & Oleo Permit Application MC-223 - 26 COURT ST, Plymouth, MA 02360", "Expires on Jan 31, 2025", and "Renewable until Mar 17, 2025". A blue "Renew Now" button is located to the right of this text. A large red arrow points down from the user profile section to the "Renew Now" button.

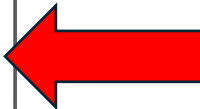
You will need to do this for each permit you have that has the **BLUE Renew Now** button next to it.

### STEP 3

Are you sure you want to begin renewing this record?

Cancel

Yes, begin renewal



### STEP 4

#### Confirm your contact information


Ensure your contact information is up-to-date so that we can get in touch with you if needed.

First Name	Last Name		
<input type="text" value="Margaret"/>	<input type="text" value="Coe"/>		
Email address	Phone Number		
<input type="text" value="mcoe@plymouth-ma.gov"/>	<input type="text" value="508-747-1620"/>		
Address 1	<div>Any areas that are grayed out cannot be changed by the applicant. Please see <b>Step 8</b> for how to change this field.</div>		
<input type="text" value="26 Court St"/>			
City	State	Zip/Postal Code	
<input type="text" value="Plymouth"/>	<input type="text" value="MA"/>	<input type="text" value="02360"/>	

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## STEP 5

### Application Review

 **In progress.** This step is in progress.

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Message the reviewer

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Send Message

Type any necessary changes that need to be made to the grayed-out areas, or any other information you need us to know.

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Once the renewal is received and reviewed by us, you will receive a notification to submit payment.

**YOU WILL NOT BE ABLE TO PAY UNTIL WE HAVE REVIEWED THE RENEWAL APPLICATION.** Please watch for an additional email instructing you to pay.