

Step 1: Create an account in the online portal

Go to our website www.ehhd.org/onlinepermitting

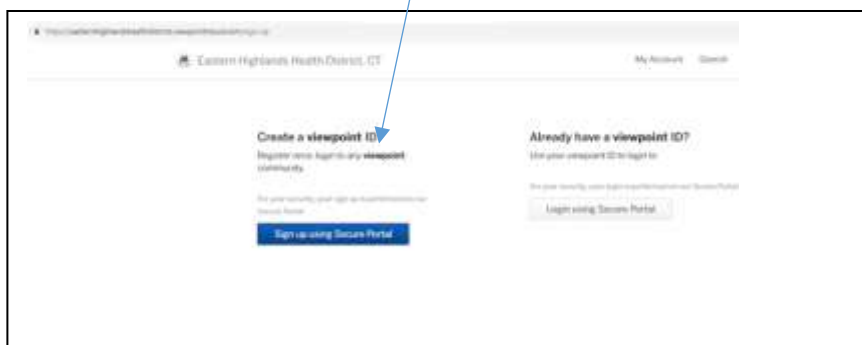


Scroll to the bottom of the page and click where it says "Click HERE TO CREATE A VIEWPOINT ID"



OR

1. Navigate to the site easternhighlandshealthdistrict.viewpointcloud.com (Save this website for future use.)
2. Click **Sign up**
3. **Sign up using Secure Portal**



4. Enter your **email address** and create a **password** you will remember.

Password must be:

- At least 8 characters in length
- Contain:
 - Lower case letters (a-z)
 - Upper case letters (A-Z)
 - Numbers (ie. 0-9)

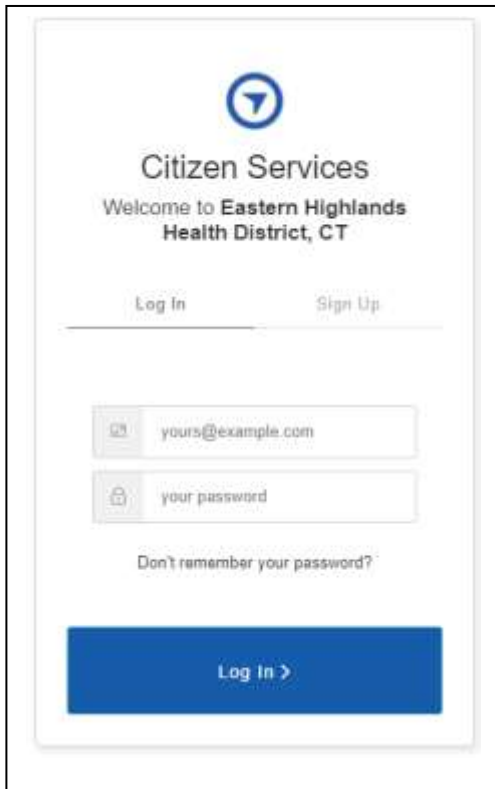
5. Then click

Sign up >

6. *Proceed to Step 2 below*

The screenshot shows a web interface for 'Citizen Services' at Eastern Highlands Health District, CT. At the top is a logo with a blue circle containing a white 'T'. Below the logo, the text reads 'Citizen Services' and 'Welcome to Eastern Highlands Health District, CT'. There are two links: 'Log In' and 'Sign Up'. Below these links is a form with two input fields: an email field containing 'yours@example.com' and a password field containing 'your password'. At the bottom of the form is a large blue button with the text 'Sign Up >'. Blue arrows from the text instructions on the left point to the email field, the password field, and the 'Sign Up >' button.

Step 2 Log In and enter information about your establishment



Citizen Services
Welcome to Eastern Highlands
Health District, CT

Log In Sign Up

yours@example.com

your password

Don't remember your password?

Log In >

1. Click on Food Protection



2. Select the option **Food Service License**
3. Confirm your contact information
4. Find the address of your establishment.
5. Enter the requested information on each screen, clicking NEXT to move from screen to screen. For information you do not have yet (such as a potential manager) or that is not applicable,

please just fill out the field with “Unknown” or “N/A” we can always have you update your application later.

- Information about your Food Service Establishment
- Add a Mailing Address
- Owner/Corporate Information
- Manager Information
- QFO/CFPM Information
- Food Establishment Details
- Water/Sewer
- Hours of Operation
- Electronically sign the Acknowledgements page.
- Upload QFO and Alternate QFO certificates

6. Review all the information and select Confirm and Submit.



You're all done!

Step 3 Next Steps

We will review your information and follow up with you if we have any questions.

Your current license will remain in effect until March 31, 2022. Prior to that date, you will be notified via email that it is time to renew. You can expect that email sometime in January 2022.