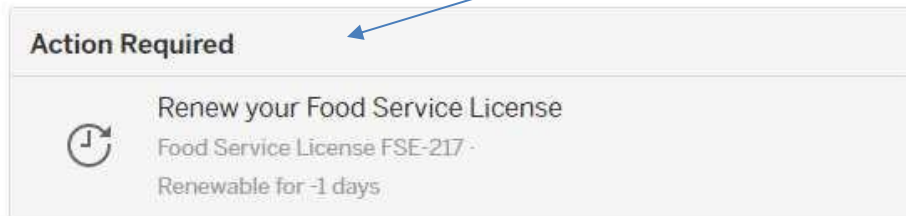
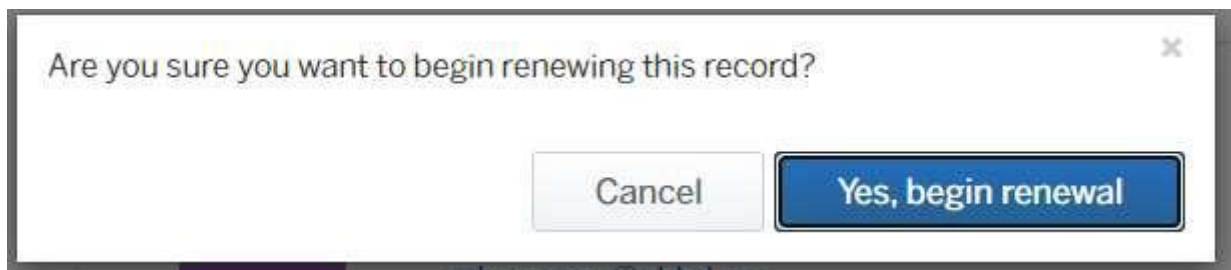


Food Service Establishment Renewal Instructions

1. Go to the [Online Permitting Platform](https://easternhighlandshealthdistrict.viewpointcloud.com/dashboard): <https://easternhighlandshealthdistrict.viewpointcloud.com/dashboard>
2. Log into your account.
3. Go to the dashboard by clicking on My Account in the upper right corner.
4. At the dashboard you will see there is an ACTION REQUIRED.



5. Click on Action Required.
6. You will need to upload the items below. Your renewal will not be processed without them.
 - Current QFO/CFPM certificates for QFO/CFPM and Alternate
 - Recent Water test if your establishment uses a private well
 - Recent septic pumping receipt if your establishment is on a septic system OR if there is an external grease trap
 - Recent grease trap cleaning receipt if you have an outdoor grease trap
7. You will be asked if you want to begin the renewal. Before you click on "Yes, begin renewal" have the following items ready to upload:



8. Review the information on each screen, making modifications as needed.

Upon submitting your renewal application, you will be given the opportunity to pay the fee online. Alternatively a check may be mailed to Eastern Highlands Health District at 4 South Eagleville Road, Mansfield, CT 06268. Please include your permit number and establishment name if mailing a check.

All outstanding fees due to Eastern Highlands Health District, including fees for reinspections, must be paid before your license is renewed.

Failure to renew your license prior to March 31, 2026 may result in a \$200 late fee and closure of your establishment.

“I didn’t get the email. Now what?”

*If you do not receive the email, you can still renew online. Go to <https://easternhighlandshealthdistrict.viewpointcloud.com> and log into your account. Once you are logged in, click the down arrow ▼ next to your name and select My Account



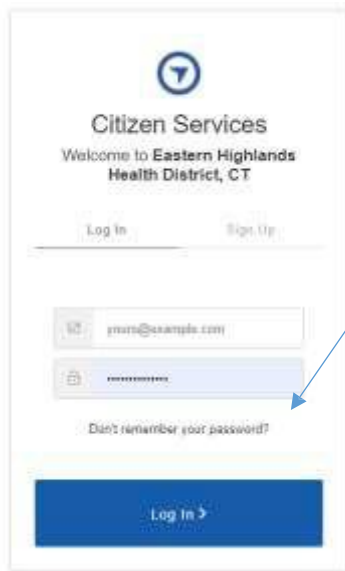
You will see listed any permits eligible for renewal:



Click on “Renew your Food Service License”

“I can’t remember my password”

From the Log In screen, click where it says “Don’t remember your password?”



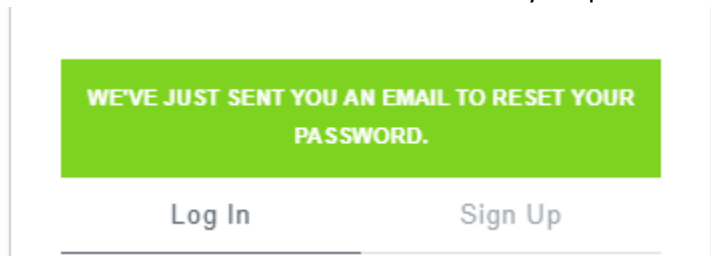
The screenshot shows the 'Citizen Services' login page for the 'Eastern Highlands Health District, CT'. It features a 'Log In' link and a 'Sign Up' link. Below these are input fields for email (containing 'jane@example.com') and password (masked with dots). A link labeled 'Don't remember your password?' is positioned below the password field. A blue arrow points from the top right towards this link. At the bottom is a large blue 'Log In >' button.

You will be prompted to enter the email address you used when setting up the account. After entering that email, click on “Send email >”



This screenshot shows the 'Forgot Password' screen. It includes the same header as the login page. The main text asks the user to 'Please enter your email address. We will send you an email to reset your password.' Below this is an email input field with 'jane@example.com' entered. A blue button labeled 'Send email >' is at the bottom.

You will receive an email with a link to reset your password:



The screenshot shows an email interface. A prominent green bar contains the text 'WE'VE JUST SENT YOU AN EMAIL TO RESET YOUR PASSWORD.' Below this bar are two links: 'Log In' and 'Sign Up'.