

## Registration - Follow these steps to become a registered user:

*PLEASE NOTE: You should only register once. If you have previously used GeoTMSWeb then you may continue to use the same user name and password. Just click "login" instead of "register".*

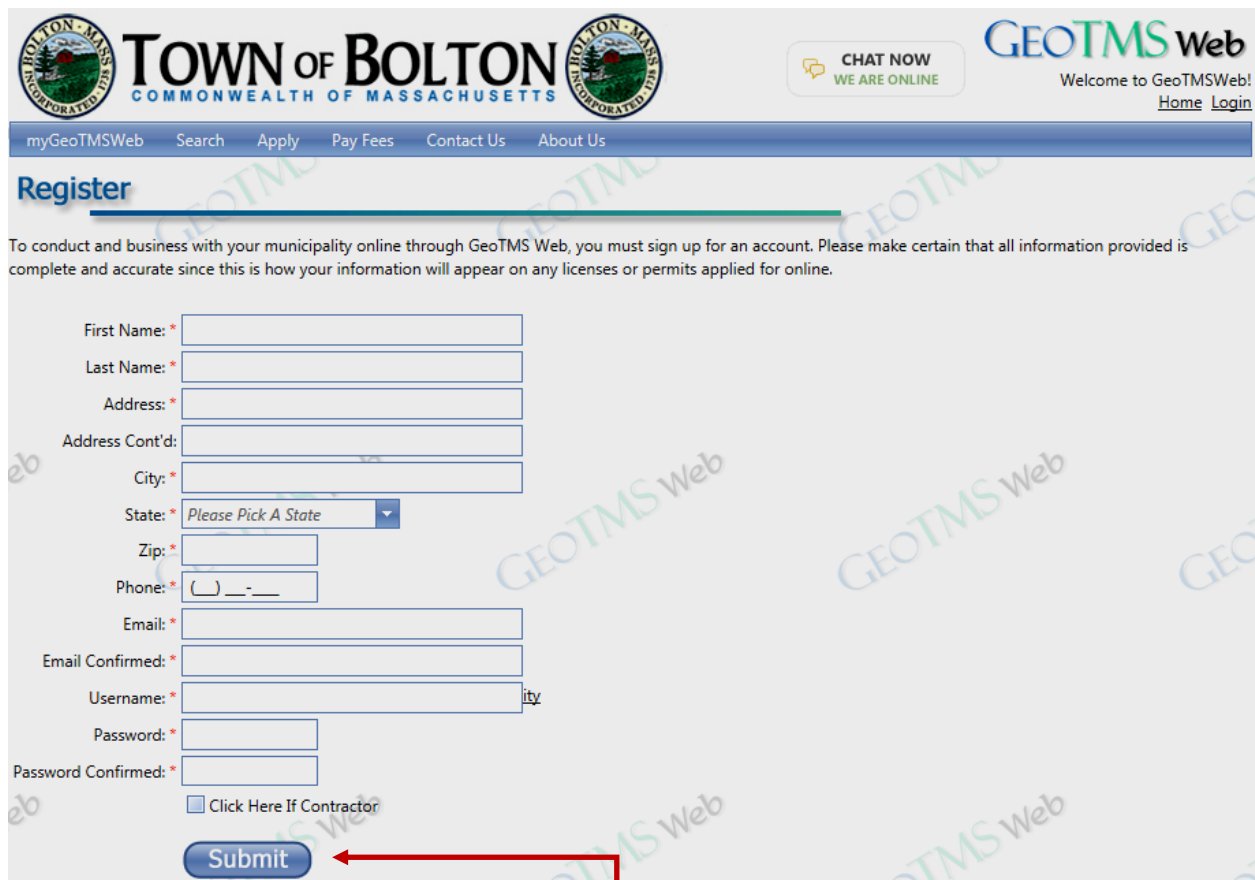
Step 1 - Go to <http://www.geotmsweb.com/towns/boltonma>

Step 2 - Click register in the top right hand corner



Step 3 -The next web page will be the actual registration form where you'll fill in all your pertinent information. Please fill in all the fields, keep a copy of your username and password for later use.

Don't forget to check the "Click Here If Contractor" box if you are registering as a contractor. There are additional features available to Contractor users. Contractors may apply for permits on behalf of residents and/or homeowners. Typically contractors will be applying for construction type permits (such as building, electrical, plumbing) and will need to register with the town. (to submit license and insurance information). In most cases you would not register as a contractor if you'll be applying for permits related to your own property and for which you'll be doing the work (such as an Open Air Burning Permit or a Building Permit for a deck that you'll be building yourself).



The screenshot shows the registration page for the Town of Bolton's GeoTMS Web system. The header includes the town's logo, name, and a 'CHAT NOW WE ARE ONLINE' button. The navigation bar contains links for 'myGeoTMSWeb', 'Search', 'Apply', 'Pay Fees', 'Contact Us', and 'About Us'. The main heading is 'Register'. Below it, a note states: 'To conduct and business with your municipality online through GeoTMS Web, you must sign up for an account. Please make certain that all information provided is complete and accurate since this is how your information will appear on any licenses or permits applied for online.' The form fields include: First Name, Last Name, Address, Address Cont'd, City, State (a dropdown menu with 'Please Pick A State'), Zip, Phone, Email, Email Confirmed, Username, Password, and Password Confirmed. There is a checkbox labeled 'Click Here If Contractor'. A red arrow points from the text 'Click submit when done' to the 'Submit' button.

**TOWN OF BOLTON**  
COMMONWEALTH OF MASSACHUSETTS

**GeoTMS Web**  
Welcome to GeoTMSWeb!  
[Home](#) [Login](#)

[myGeoTMSWeb](#) [Search](#) [Apply](#) [Pay Fees](#) [Contact Us](#) [About Us](#)

## Register

To conduct and business with your municipality online through GeoTMS Web, you must sign up for an account. Please make certain that all information provided is complete and accurate since this is how your information will appear on any licenses or permits applied for online.

First Name: \*

Last Name: \*

Address: \*

Address Cont'd:

City: \*

State: \*

Zip: \*

Phone: \*

Email: \*

Email Confirmed: \*

Username: \*

Password: \*

Password Confirmed: \*

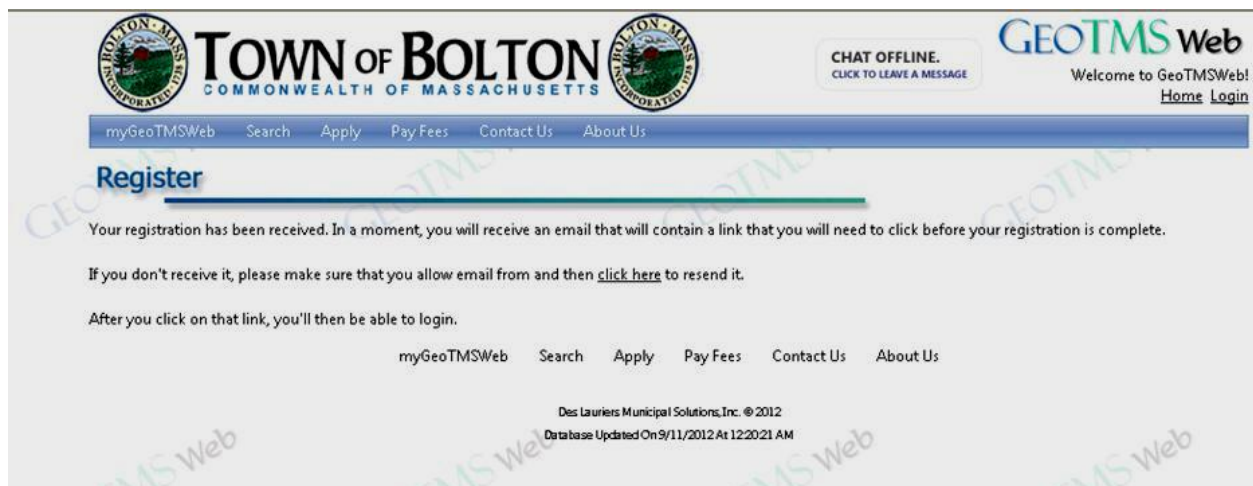
☐ Click Here If Contractor

Step 4 – Click submit when done

After you click submit, an email will automatically be sent to the email address you specified. A new window will also pop up stating:

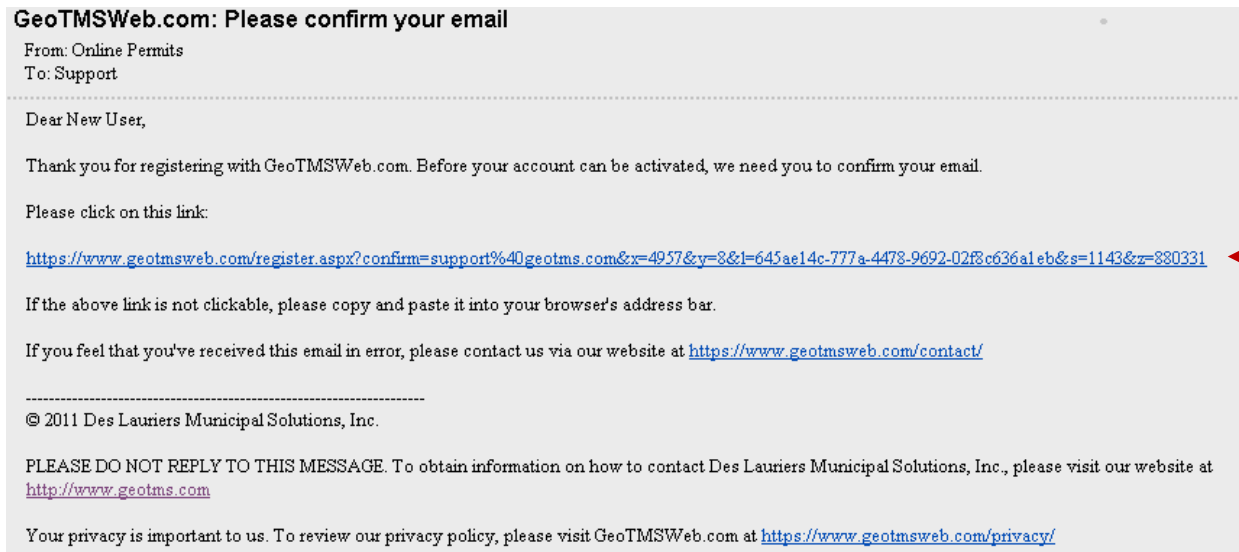
*“Your registration has been received. In a moment, you will receive an email that will contain a link that you will need to click before your registration is complete”*

This is a security step to confirm your email. Keep your browser open (on the Register web page) while you check your email.



*Tip: If you have not received your confirmation email after 10-15 minutes (it will be from “Online Permits” or “onlinepermits@geotms.com”) try checking your junk mail folder. If you find it in your junk mail you can open it directly or move it to your inbox and then open it. You may also want to add the email address “onlinepermits@geotms.com” or the domain “geotms.com” to your safe senders list since you’ll likely be getting future permit related emails. If you have not received the email at all please wait 24 hours and check once more before contacting support (go to the last page of these instructions for further information).*

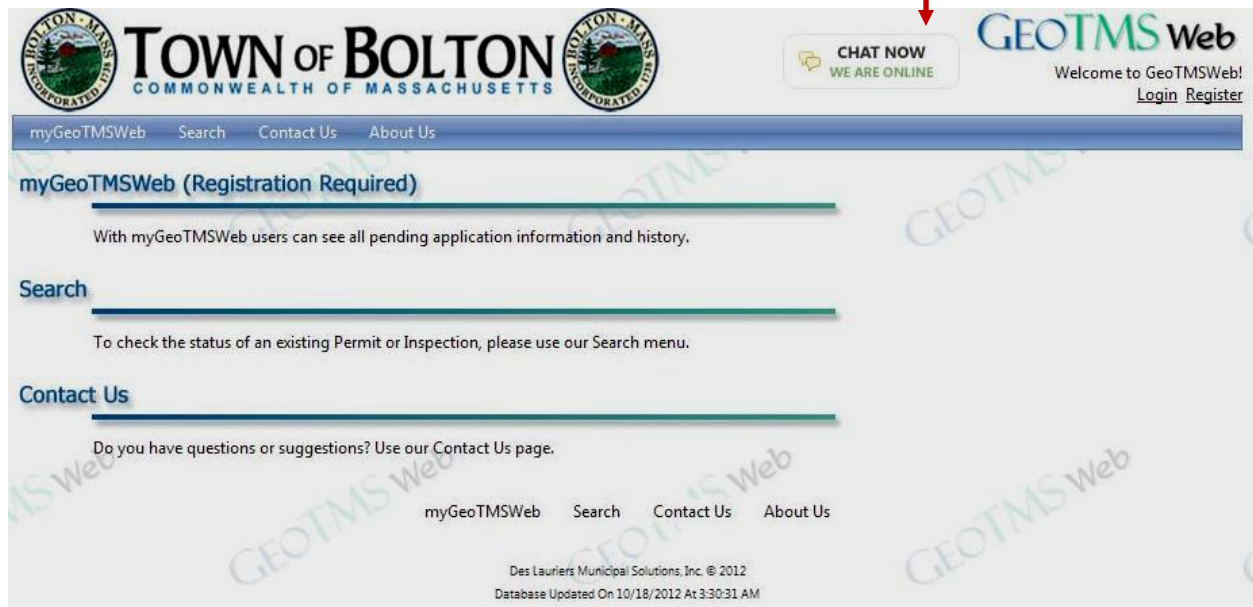
Step5 - Open the email (it will be from “Online Permits”) and follow the directions: click on the link.



Step 6 – You’ll get a confirmation message back on the Register web page if your registration process was successful. At this point you can go to <http://www.geotmsweb.com/towns/boltonma> anytime you’d like to login to your online permitting account or you can click here to login right away



If you have any problems at all with this registration process GeoTMS support will be happy to help you - just click the GeoTMSWeb online chat feature



The “CHAT NOW” support will typically be online and ready to provide immediate support. In the event that “CHAT OFFLINE” is displayed you can also click to leave an email for GeoTMS support.

For suggestions or general non-urgent questions you can also send email to [mis@townofbolton.com](mailto:mis@townofbolton.com)