

Online Permit Applications Town of Mashpee, MA



GeoTMSWeb User Guide

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Email: Support@GeoTMS.com

GETTING STARTED

- Go to https://www.geotmsweb.com/default.aspx



Please Note: If you have previously used GeoTMSWeb then you may continue to use the same login credentials and skip to Login. You must be a registered user to apply for permits online.

REGISTERING (if needed)
- Click Register in the top right corner, fill in field and click submit

Town of MAS	shpee, Massac	CHUSETTS	CHAT NOW WE ARE ONLINE	GEOTMS Web Welcome to GeoTMSWeb! Home Login
myGeoTMSWeb Search	Apply Request Inspection Contact	Us About Us		
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	myGeoTMSWeb Search App	oly Request Inspection	Contact Us About Us	
		ers Municipal Solutions, Inc. © 2013 • Updated On 7/2/2013 4:07:28 AM		
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- Check your email, and follow email directions

GeoTMSWeb.com: Please confirm your email From: Online Permits To: Support					
Dear New User,					
Thank you for registering with GeoTMSWeb.com. Before your account can be activated, we need you to confirm your email.					
Please click on this link:					
https://www.geotmsweb.com/register.aspx/confirm=support%40geotms.com&x=4957&y=&&l=645ae14c.777a.4478-9692-02f8c636aleb&s=1143&x=880331aleb&s=1					
If the above link is not clickable, please copy and paste it into your browser's address bar.					
If you feel that you've received this email in error, please contact us via our website at https://www.geotmsweb.com/contact/					
© 2011 Des Lauriers Municipal Solutions, Inc.					
PLEASE DO NOT REPLY TO THIS MESSAGE. To obtain information on how to contact Des Lauriers Municipal Solutions, Inc., please visit our website at http://www.geotms.com					
Your privacy is important to us. To review our privacy policy, please visit GeoTMSWeb.com at https://www.geotmsweb.com/privacy/					

LOGIN

- Enter username and password, click submit

Town of MASHPEE,]	CHAT NOW WE ARE ONLINE	GEOTMS Web Welcome to GeoTMSWeb! Home Register	
myGeoTMSWeb Search Apply Request In	spection Contact Us About Us		N
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	Keep me "logged in" on this computer.		
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If you have lost your Username and/or Password, please	IL.		
Email: [Submit	
myGeoTMSWe	b Search Apply Request Inspection	Contact Us About Us	
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APPLYING



- Des Lauriers Municipal Solutions, Inc. © 2013 Database Updated On 7/2/2013 4:07:28 AM
- Click Apply in the menu
- Double click the permit types you wish to apply for Please Note: You can apply for multiple permits at the same time, however they must be for a single work location
- Click Next



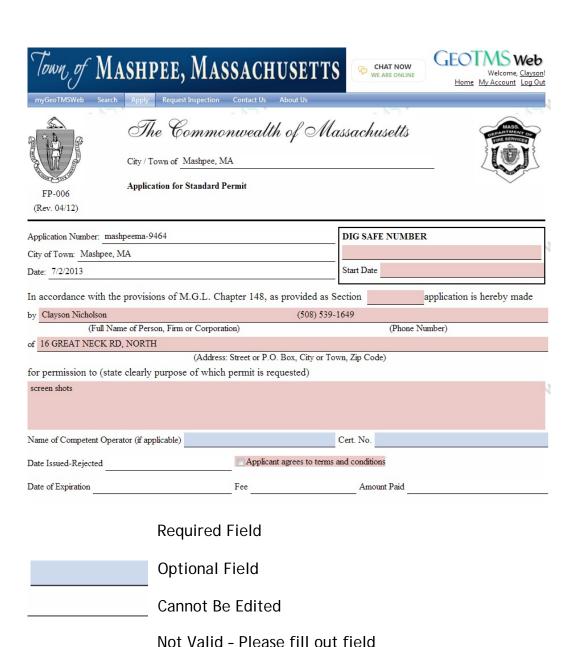
- Enter your address and click search



- Select your address
- Enter a work description for the permit(s) you are applying for or choose one from the work descriptions listed
- Fill out Owner Information and Work Location (if needed)
- Click Next

Your Online Application will be displayed

- Fill out Application
- If your Application required additional documents to be submitted, you may attach those documents using the upload feature at the bottom of the page
- Click Next
- A summary will be provided, if changes need to be made use your browser's back button, otherwise click next
- Repeat process until you have completed all Applications (you may not skip an Application)
- If you do not complete the application process, you may finish completing an individual application using MyGeoTMSWeb in the main menu



Payment will now be processed for permit applications

- Your payment options will be listed on the screen
- Make sure all information is valid, then process payment Your permit application(s) will be submitted for review by the staff. You will receive a confirmation email for your payment. The staff will contact you after reviewing your application.

