

# Section 1 Registration

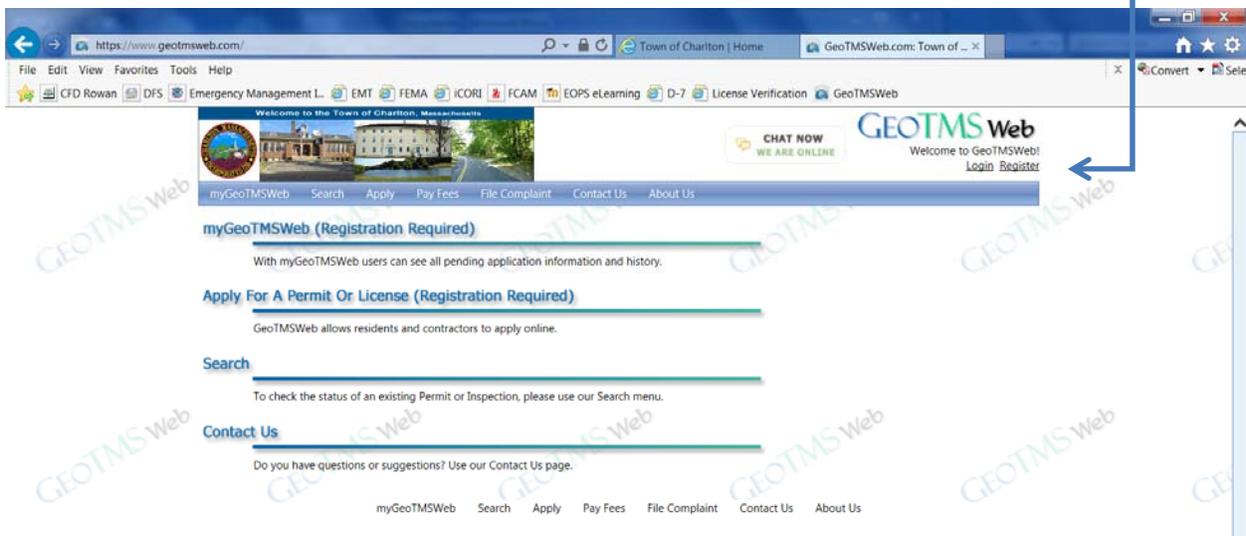
**NOTE:** If you have registered last year, go back to the previous page and proceed to Step 5

## Follow these Actions 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 username and password. Just click “login” instead of “register”.

Action 1 – Go to <https://www.geotmsweb.com/towns/charltonma>

Action 2 - Click register in the top right hand corner



Action 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 user name 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 and plumbing) and all need to register with the town (to submit license and insurance information). In most cases you will 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 building permit for a deck that you'll be building yourself).

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: \* Please Pick A State

Zip: \*

Phone: \*

Email: \*

Email Confirmed: \*

Username: \* [Check Availability](#)

Password: \*

Password Confirmed: \*

Click Here If Contractor

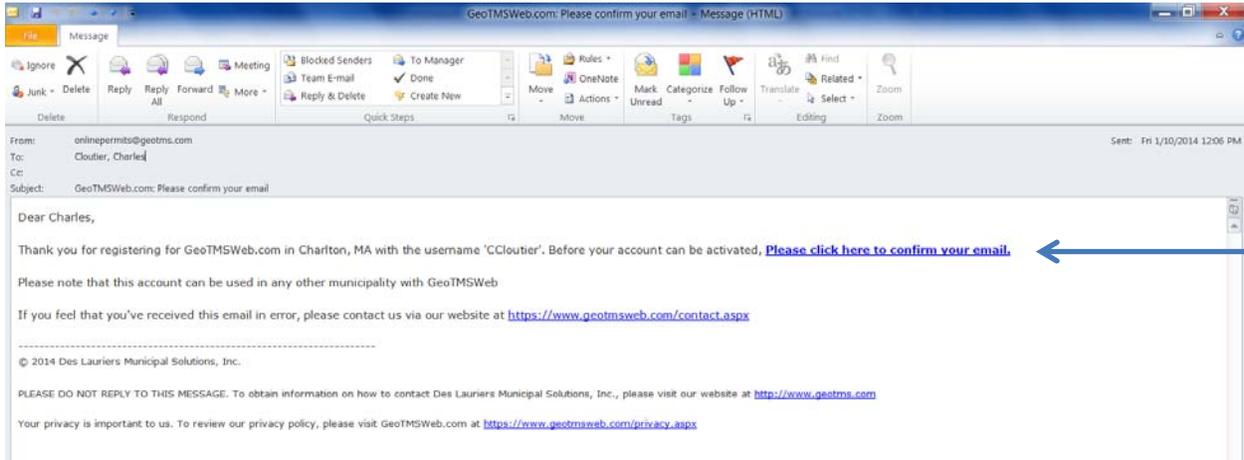
myGeoTMSWeb Search Apply Pay Fees File Complaint Contact Us About Us

Action 4 – Click submit when done

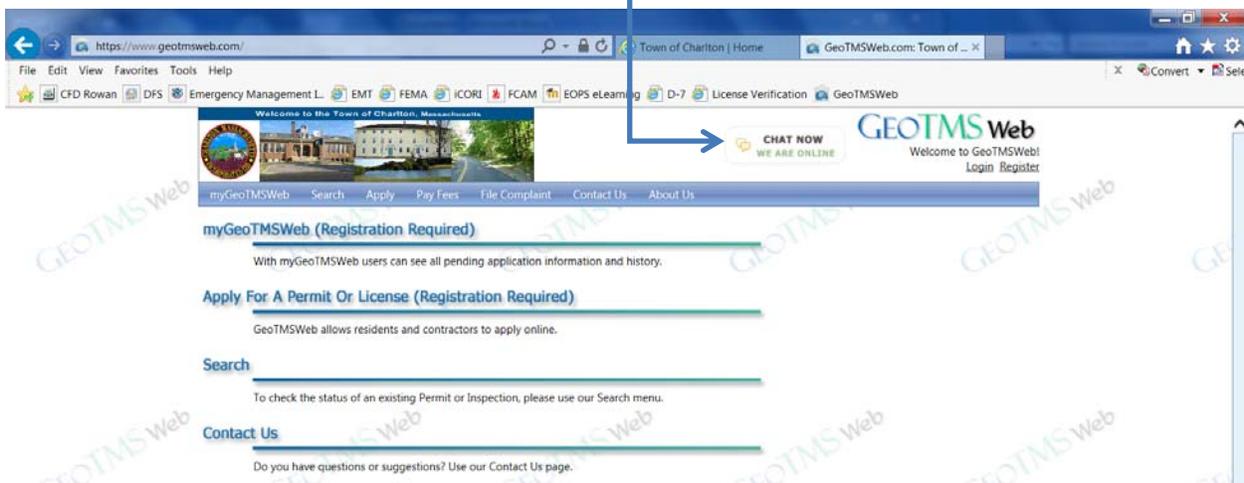
After you click submit, an email will automatically be sent to the email address you specified.

*Tip: If you have not received your confirmation email after 10 to 15 minutes (it will be from “online permits” or “onlinepermits@GeoTMS.com” try looking in the junk mail folder. If you find it in the 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” 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, please wait 24 hours and check once more before contacting support (go to the last page of these instructions for further information).*

Action 5 –Open the email (it will be from “Online Permits” and follow the directions: click on the link.



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



**Note\*** This is not a permit. You must proceed to the next section “Logging on” then to, “Applying for a Permit” to obtain the actual permit.

Congratulations, you are done with this session.