

## Activate a Brush Burning Permit - Follow these steps to activate:

(First go to <http://www.geotmsweb.com/towns/boltonma> and login to your online permit account.)

Step 1 – Click the “myGeoTMSWeb” option in the menu

The screenshot shows the Town of Bolton GeoTMS Web portal. At the top, there are two circular logos for Bolton, Massachusetts, and the text "TOWN OF BOLTON COMMONWEALTH OF MASSACHUSETTS". To the right, it says "GEO TMS Web" and "Welcome, Jasper! My Account Log Out". Below this is a navigation menu with links: myGeoTMSWeb, Search, Apply, Pay Fees, Contact Us, and About Us. A red box highlights the "myGeoTMSWeb" link, and a red arrow points to it. Below the menu, there are sections for "myGeoTMSWeb", "Apply For A Permit Or License", "Search", and "Contact Us". At the bottom, there is a footer with "Des Lauriers Municipal Solutions, Inc. © 2012" and "Database Updated On 9/11/2012 At 12:20:21 AM".

Step 2 – Click on this tab (if not already selected) to view a list of your applications and permits. You should see your approved Open Air Burning permit.

The screenshot shows the myGeoTMSWeb interface for the Town of Bolton. The header includes the town logo, 'TOWN OF BOLTON COMMONWEALTH OF MASSACHUSETTS', a 'CHAT NOW WE ARE ONLINE' button, and the 'GEO TMS Web' logo with a user greeting 'Welcome, Jasper'. Navigation links for 'Home', 'My Account', and 'Log Out' are present. The main navigation bar includes 'myGeoTMSWeb', 'Search', 'Apply', 'Contact Us', and 'About Us'. Below this, a sub-header reads 'myGeoTMSWeb With myGeoTMSWeb users can see all their application information.' The 'Applications & Permits' tab is selected, and the 'Activations' sub-tab is active. A table lists applications, with one entry for permit GC-2013-0112, application # boltonma-5586, permit type 'Open Air Burning Permit', status 'APPROVED ONLINE', address '663 MAIN ST', and applicant 'Jasper Resident'. A blue link 'Activate for open burning on 1/18' is visible in the rightmost column. The page size is set to 10, and there is 1 item in 1 page.

Permit #	Application #	Permit Type	Status	Address	Applicant	Contractor	
GC-2013-0112	boltonma-5586	Open Air Burning Permit	APPROVED ONLINE	663 MAIN ST	Jasper Resident		<a href="#">Activate for open burning on 1/18</a>

At the far right you'll see an activation link (in blue) or other activation status. Click on the blue activation link.

You may see a red status message instead of the blue activation link. Typically this means that activation is not allowed for today or that it's too late in the day to activate

This screenshot shows the same myGeoTMSWeb interface, but the status message in the rightmost column of the table is red and reads: 'Activation closed for today. Check back at 9:00 tomorrow.' The rest of the interface, including the header, navigation, and table structure, is identical to the previous screenshot.

Permit #	Application #	Permit Type	Status	Address	Applicant	Contractor	
GC-2013-0112	boltonma-5586	Open Air Burning Permit	APPROVED ONLINE	663 MAIN ST	Jasper Resident		Activation closed for today. Check back at 9:00 tomorrow.

Step 3 – The activations tab will then be displayed showing a successful activation. You are now authorized to burn for today.

myGeoTMSWeb

With myGeoTMSWeb users can see all their application information.

Applications & Permits Inspections

Applications & Permits Activations Pending Applications Unfinished Applications Recycling

Permit #	Application #	Permit Type	Department	Address	Date	Activated
<a href="#">GC-2013-0112</a>	<a href="#">boltonma-5586</a>	Open Air Burning Permit	Fire Safety & Permits	<a href="#">663 MAIN ST</a>	01/18/2013	Yes

Page size: 10 1 items in 1 pages

Show All My Municipalities

Step 3 (optional) – You can also reselect the “Applications & Permits” tab to see that your Permit is officially activated

myGeoTMSWeb

With myGeoTMSWeb users can see all their application information.

Applications & Permits Inspections

Applications & Permits Activations Pending Applications Unfinished Applications Recycling

Permit #	Application #	Permit Type	Status	Address	Applicant	Contractor	
<a href="#">GC-2013-0112</a>	<a href="#">boltonma-5586</a>	Open Air Burning Permit	APPROVED ONLINE	<a href="#">663 MAIN ST</a>	<a href="#">Jasper Resident</a>		Activated

Page size: 10 1 items in 1 pages

Show All My Municipalities

You can now logout of GeoTMS.