

Eastern Highland Health District Online Permitting Software – Cosmetology Applications

Navigate to the website: easternhighlandshealthdistrict.viewpointcloud.com

NEW USERS: If you have never registered to use ViewPoint Cloud in any community you will need to Sign up and create an account.

In the upper right corner, click on Sign Up



Click on:

Sign up using Secure Portal

Enter your email address and create a password. Then click

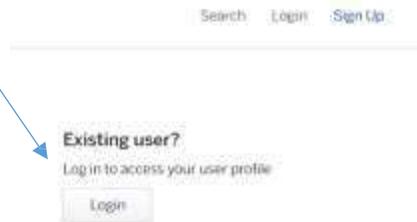
Sign up

Once you have signed up Login to the system and follow the instructions for **THOSE WITH AN ACCOUNT**.

THOSE WITH AN ACCOUNT:

Login

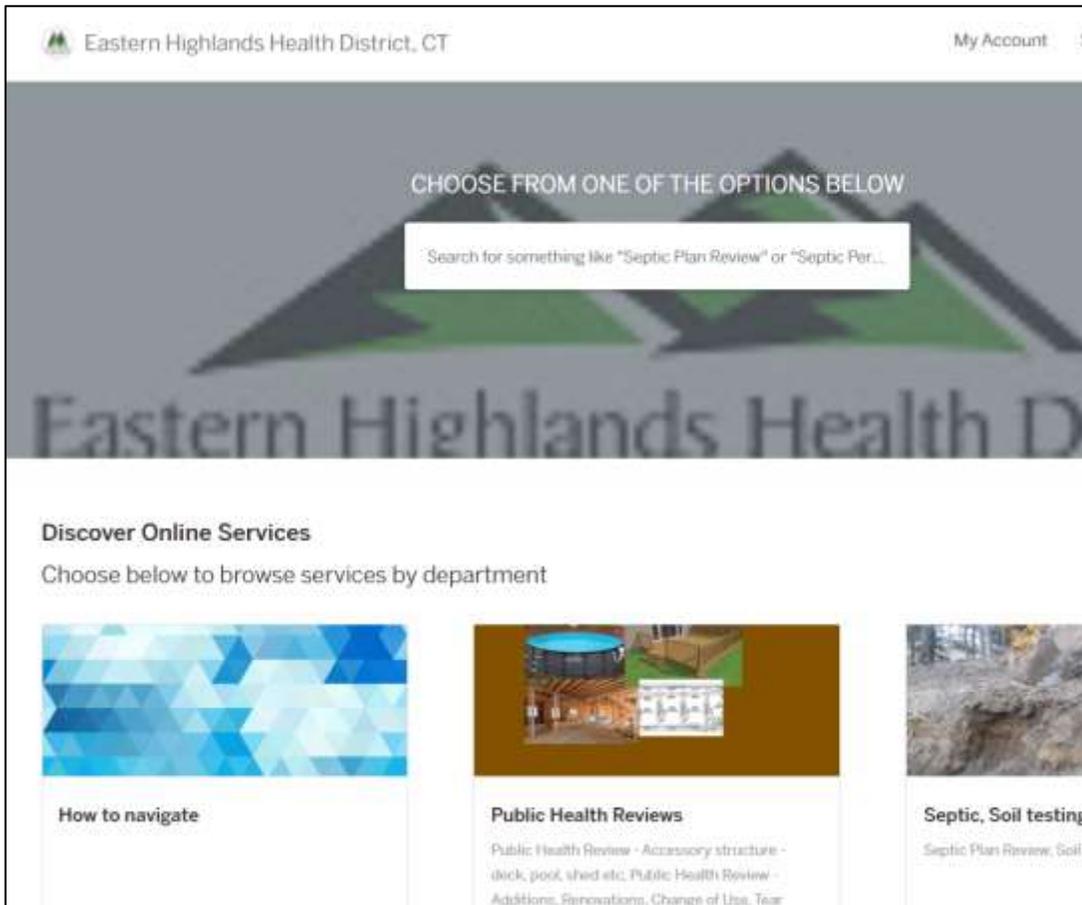
Click



Enter your email address and password.

A screenshot of the login form. At the top, there is a blue circular icon with a white 'V' inside. Below it, the text reads 'Log in with your ViewPoint ID'. There are two links: 'Log In' and 'Sign Up'. Below these are two input fields: the first is for an email address with the placeholder 'yours@example.com' and an envelope icon; the second is for a password with the placeholder 'your password' and a lock icon. At the bottom, there is a large blue button with the text 'Sign Up >'.

You will be brought to the Welcome screen.



Scroll down to the box labelled **Environmental Health** and click on Explore:



Choose the appropriate application by clicking Select:

Cosmetology Business Application

Apply for a new permit or renewal for hair salons, nail salons, barber shops. This application is for personal services establishment owners who have employees, or contract/lease chairs/space in their establishment.

Select

Cosmetology Independent Contractor Application

For independent contractors who rent a chair or workstation in a hair salon, nail salon, barber shop or other cosmetology business offering personal services.

Select

Follow the prompts and answer the appropriate questions on each screen. When asked for the LOCATION, select the location where your services are performed. If an address does not exist, please contact our office. If you own the address/location you can update the property owner information if appropriate. Otherwise, click **next**.

Once you've answered all the appropriate questions, you will be prompted to review the information and then SUBMIT the application. You will receive an email confirmation which will also prompt you to pay for the application. Payments can be made online or via a check mailed to our main office location (EHHD, 4 South Eagleville Road, Mansfield CT 06268). If you wish to pay by cash please visit our main office.

NOTE: If you select *Pay By Check*, the system will state you need to call our office. You do NOT need to call our office.

Questions?

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