



BOARD OF TRUSTEES
OF THE FREEHOLDERS AND COMMONALTY OF THE
TOWN OF SOUTHAMPTON

Trustees ePermitting Instructions

4x4, Boat Ramp and/or Lake Agawam Parking Permit Instructions for NEW and RENEWAL Permits

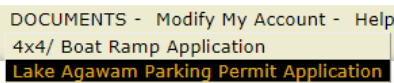
***NEW:** If you have never had a permit or if your vehicle/license plate has changed since your last permit.

***RENEWAL:** If you have had a permit and your vehicle/license plate has NOT changed.

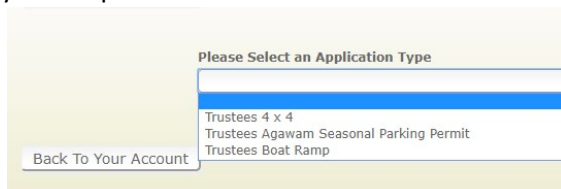
Please have the following documents completed and saved to your computer before you continue:

- [4x4/Boat Ramp Application \(Linked Here\)](#) OR [Lake Agawam Application \(Linked Here\)](#)
- **Proof of Residency** (see application for more details)
- **Vehicle Registration** (see application for more details)

1. The fillable application for Trustee Permits are located under the **DOCUMENTS** menu at the top of the site once logged in (or alternatively on the Town Website → [Applications, Forms & Fees](#))



2. Fill out the application and save to your computer so you can upload to the ePermits website at Step #9.
3. Navigate to <https://epermits.southamptontownny.gov> and choose: **TRUSTEES PERMITS**
4. **LOGGING IN:** Many users already have emails registered with the town. To ensure you are logging in with the account you have previously done business with, please click on [Forgot your account or password? Click Here to reset](#) under the log in button, and enter in your email to verify. If there is an account on file, an email will be sent immediately with your username and password. (To edit your password, click “Modify My Account” once logged in.) If not, create a New Account.
5. **NEW:** Select your application type in the dropdown. Some permits allow you to add additional permit types so you can process more than one at a time. Select all applicable permit types. Click **NEXT STEP**.



RENEWALS: Click on the RENEW Permit menu

APPLY FOR PERMIT - RENEW Permit - Permit STATUS - DOCUMENTS - Modify My Account - Help - Sign Out



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6. **NEW:** Choose the type of Permit (Lake Agawam ex: Non Resident -or- Resident) OR (4x4/Boat Ramp ex: Resident -or- Senior) and click **NEXT STEP**.

Parking Fee*

Vehicle Model*

Vehicle Year*

Trustee 4x4 Permit Type*

*You will be prompted to choose the type for each permit if there is more than one permit

RENEWALS: If you have any expired renewals you will see them listed here. In the case below, there are 2 4x4 and 1 Boat Ramp

Permits by Names					
Select Permit	Permit Type		Application Number	Application Date	Expiration Date
Select	Boat Ramp	RA170920	AN172278	9/13/2017	12/31/2017
Select	4 x 4	FF173274	AN172279	9/13/2017	12/31/2017
Select	4 x 4	FF173275	AN172284	10/10/2017	8/31/2017

Click **SELECT** next to the permit you would like to Renew.

7. **UPLOAD THE APPLICATION**

- Choose the appropriate Document type (***Application Accepted (PDF) (*.pdf)**)
- Click **Browse** and navigate to the application you saved to your computer in Step #1
- After you see the path of the document in the Document Location, click **Add Document**
- Follow the above steps for the ***Vehicle Registration** and ***Proof of Residency**
- Click **Next Step**

8. Next you can review the Application and Convenience Fees associated with your order.

9. Next enter credit card info and review payment info.

10. Check box at bottom to the left of **"All of the information is correct. Process my application."**

11. Click **Process**.

12. You will receive an email with your Application # and receipt.

13. The Trustees Office will review your application and either reach out to you for more/missing information or process and mail your permit.