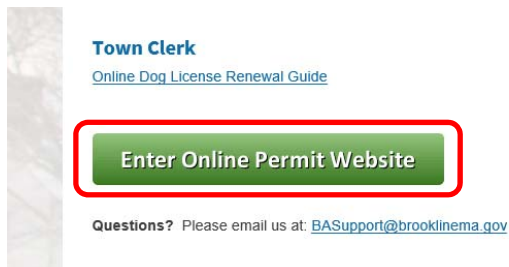
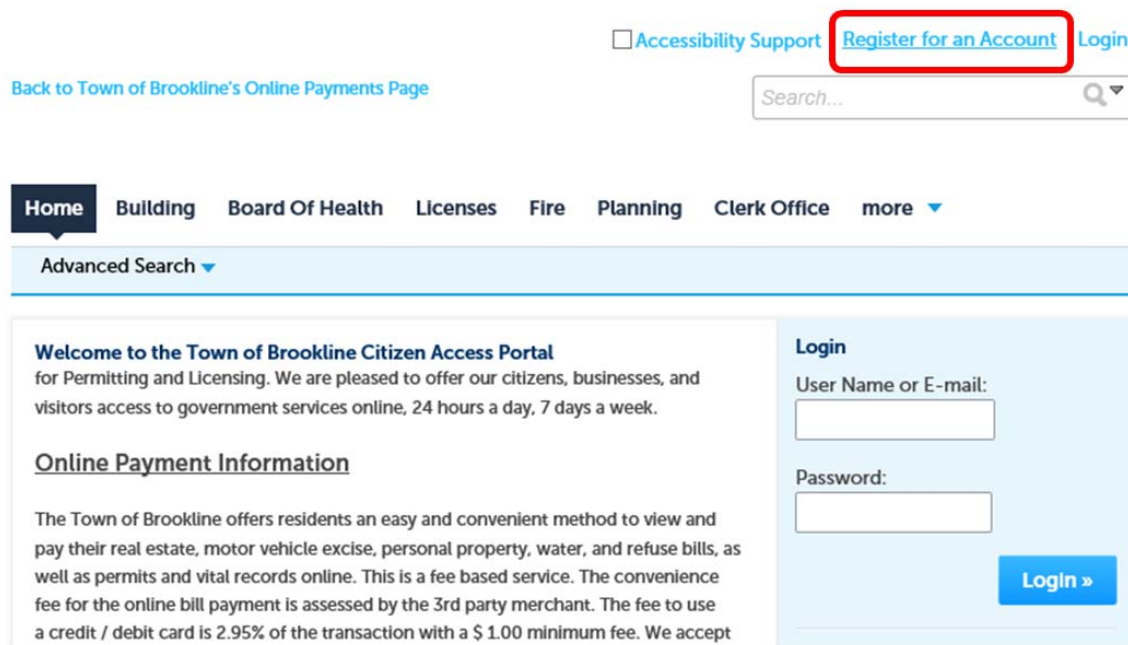


How to renew a Waste Hauler License online

1. Using your web browser, go to <https://www.brooklinema.gov/Permits-and-Licensing>
2. Once you have reviewed the online application guide click the **Enter Online Permit Website** button:



3. If you have not registered with the online system yet, click the [Register for an Account](#) link. For instructions on registering, please see <https://www.brooklinema.gov/DocumentCenter/View/12298>



4. Once you have registered, please email BASupport@brooklinema.gov from the email address used to register, and request that your online account be associated with your license. Important: please be sure to include your license number in the subject of the email.

5. Once you receive notification that your account has been linked, please log back in and select **My Records** from the **Home** menu – click the triangle to expand the list, then click the **Renew Application** link:

The screenshot shows a navigation menu with 'Home' highlighted. Below it, a secondary menu has 'My Records' highlighted. Under 'My Records', there is a 'Public Works' section. Below this, a table displays one record with a 'Renew Application' link highlighted.

<input type="checkbox"/>	Date	Record Number	Record Type	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	02/20/2020	WH-2020-000001	Waste Hauler License	04/30/2021	Active	Renew Application	

6. Please review the information under the **Applicant**, **Custom Fields**, and **Custom Lists** sections. Once you have verified that the information is correct, please click the **Continue Application** button at the bottom:

Attachment

The maximum file size allowed is 650 MB.
HEIC;html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application »

Save and resume later

7. Please electronically sign the application by checking the box, then click **Continue Application**:

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date: 02/24/2020

Continue Application »

Save and resume later

8. The system will determine the appropriate fee to pay – click **Continue Application**:

Step 3: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
COMMERCIAL COMPANIES OPERATING/PROVIDING A DUMPSTER OR ROLL-OFF SERVICE AND CURB SIDE PICKUP.	600	\$600.00

TOTAL FEES: \$600.00

Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

[Continue Shopping »](#)

9. Next, click **Submit Payment**:

* indicates a required field.


Payment Options

Amount to be charged: \$600.00

- Pay with Credit Card
 Pay with Bank Account

[Submit Payment »](#)

10. Follow the prompts to complete your transaction – be sure to click the **Process Payment** button on the review page.

Contact Us

Payment Options | Payment Information | Review Payment

How would you like to pay?

Available Payment Methods

Credit/Debit Card

How much would you like to pay?



Pay Full Invoice \$600.00

[Continue to Payment Information »](#)

Payment Summary

Invoice #	Amount
ACCELA-1983096	\$600.00
SUBTOTAL	\$600.00
GRAND TOTAL	\$600.00

Any applicable service fees and/or discounts will be displayed before processing your payment

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