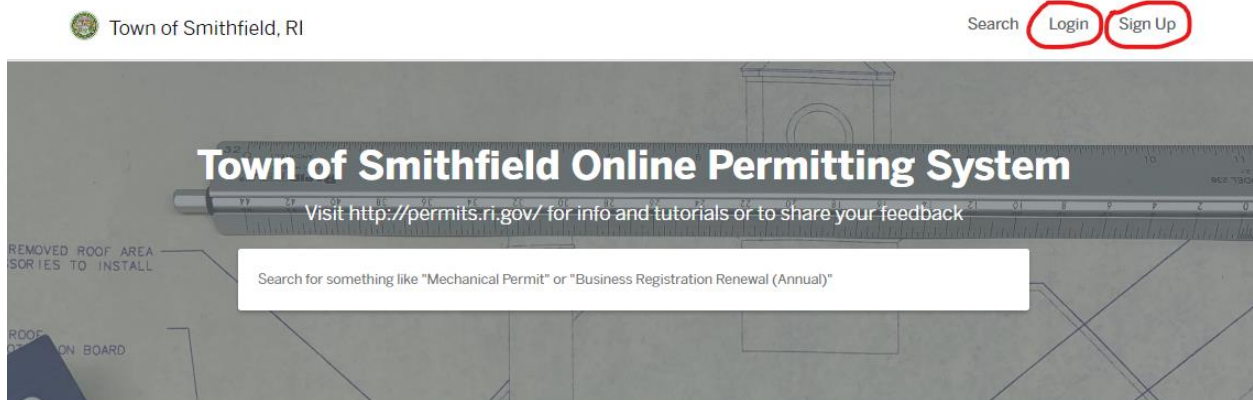# SMITHFIELD'S
NEW BUSINESS REGISTRATION PORTAL

Sign up for a New Business Registration Portal account by following these easy steps:

1. Go to the following link on the Town's website:
   - https://www.smithfieldri.gov/departments/town-clerk/new-business-registration to read about New Business Registration and access to the Portal
   - Portal Link: https://smithfieldri.viewpointcloud.com/
   - You will see the screen below.
     - If you already have a login, click **Login**, if you need to create a login, click **Sign Up**. Follow the steps to setup an account.

2. Once you login or create your login, follow the steps below to register your New Business Registration.

3. Click on the **Town Clerk's** Department as shown below.

4. Click **Select** next to the application for **New Business Registration** and then click **Apply Online**.

5. Fill in all the requested information. You will be directed to **6 steps** that need to be completed. **Step 6** is the payment section. Select which payment option you would like. If paying by cash or check, you will need to come to the Town Clerk's Office at the Smithfield Town Hall and pay in person.

6. After payment, your New Business Registration will be complete and need to be approved by the Town. Once it is approved, you will receive an email with your Business Certificate. You can print your certificate at home, or if you do not have a printer, please call the Town Clerk's Office and we will print it for you, and you can arrange to pick it up.

How do I edit my account or see past registrations?

Now that you have a login, you can edit your account by logging into your portal. Once you login, you will see 3 options at the top of the page.

If you select My Account, you will be directed to your **Dashboard**. This is where you can edit your account, see your messages, check your application/registration status and/or continue working on a registration you have started, but have not submitted. You can also submit a payment and see your current and past certificates under **Permits & Docs**.

Once you are done, click your name in the top right corner and **Log Out**.