

## **Instructions for obtaining a Recycle/Transfer Station Ticket Online:**

1. <https://boltonct.viewpointcloud.com>
2. Click on Selectmen's Office Icon
3. Recycling/Transfer Station – click on Select
4. On the right hand side click on Apply Online  
(\*If you have already created a viewpoint login for building/zoning permits or dog licenses you may log in with that info. Otherwise please follow the instructions below).
5. NEW USER -Click Register Now – unless you already have a viewpoint account with us then click Login under Existing User
6. Sign Up for Viewpoint Cloud – Sign Up Using Secure Portal
7. Put in your email and create a password
8. Enter in your contact information
9. Enter your vehicle information
10. Upload a valid PHOTO I.D. (driver's license, military I.D.) with current Bolton address
11. Confirm and Submit
12. You will then come to a "Your Submission" page with all your information on it. You will see on the left hand side of this page in blue "Payment Due". Click on this link which will then bring you to the "Payment Page". Please enter your credit card or bank information for payment. Tickets cost \$24.
13. Pay with Credit Card or echeck- skip to step 15 now if paying by credit card or echeck.
14. Paying with Check: We are Not currently accepting cash, but you can mail a check to  
Town Hall if you would like to pay this way.

Mail to: Bolton Town Hal  
222 Bolton Center Road  
Bolton, CT 06043  
ATTN: Kathy

\*Please make sure to put Recycle/Transfer Ticket in the notes.

\*\*Mailed in payments will have a Recycle/Transfer Ticket emailed back to the email

address you have entered in the information box in the beginning of this registration process. Please allow up to 72 hours for this to be processed and to receive your emailed ticket. \*\*If you choose to pay by check you will not be allowed to go any further in the system. You can log out and mail your check and we will email you a ticket once you registration is processed and your payment is received.

15. Once you have completed payment you can print a copy of your receipt or one will be emailed to you.
16. NOW ON LEFT SIDE CLICK ON CUSTOM DOC – PRINT YOUR RECYCLE/TRANSFER TICKET-- **\*\* YOU MUST BRING THIS TICKET WITH YOU TO USE THE RECYCLE/TRANSFER STATION.**
17. To maintain social distancing protocols you will NOT receive actual punches on your tickets. When you drive into the Recycle/Transfer Station the attendant will record your ticket number and the number of punches you have used on your ticket that day. We will then update our computer system so that we have current numbers every week. Our attendant(s) will try to remind you each time how many punches you have left. Once your ticket has used up its four punches the attendant will instruct you to go online and purchase another ticket for your next use. **HOLD YOUR TICKET UP TO YOUR WINDOW WHEN YOU ENTER THE RECYCLE/TRANSFER STATION SO THAT THE ATTENDANT MAY RECORD YOUR TICKET NUMBER.**
18. Face masks MUST be worn when outside of your vehicle at the Recycle/Transfer Station.
19. The attendant will instruct you when to pull up to unload your vehicle. Please **DO NOT** get out of your vehicle for any reason until you are instructed to do so.

Any problems or questions please contact the  
Selectman's Office at 860-649-8066 x 6111.