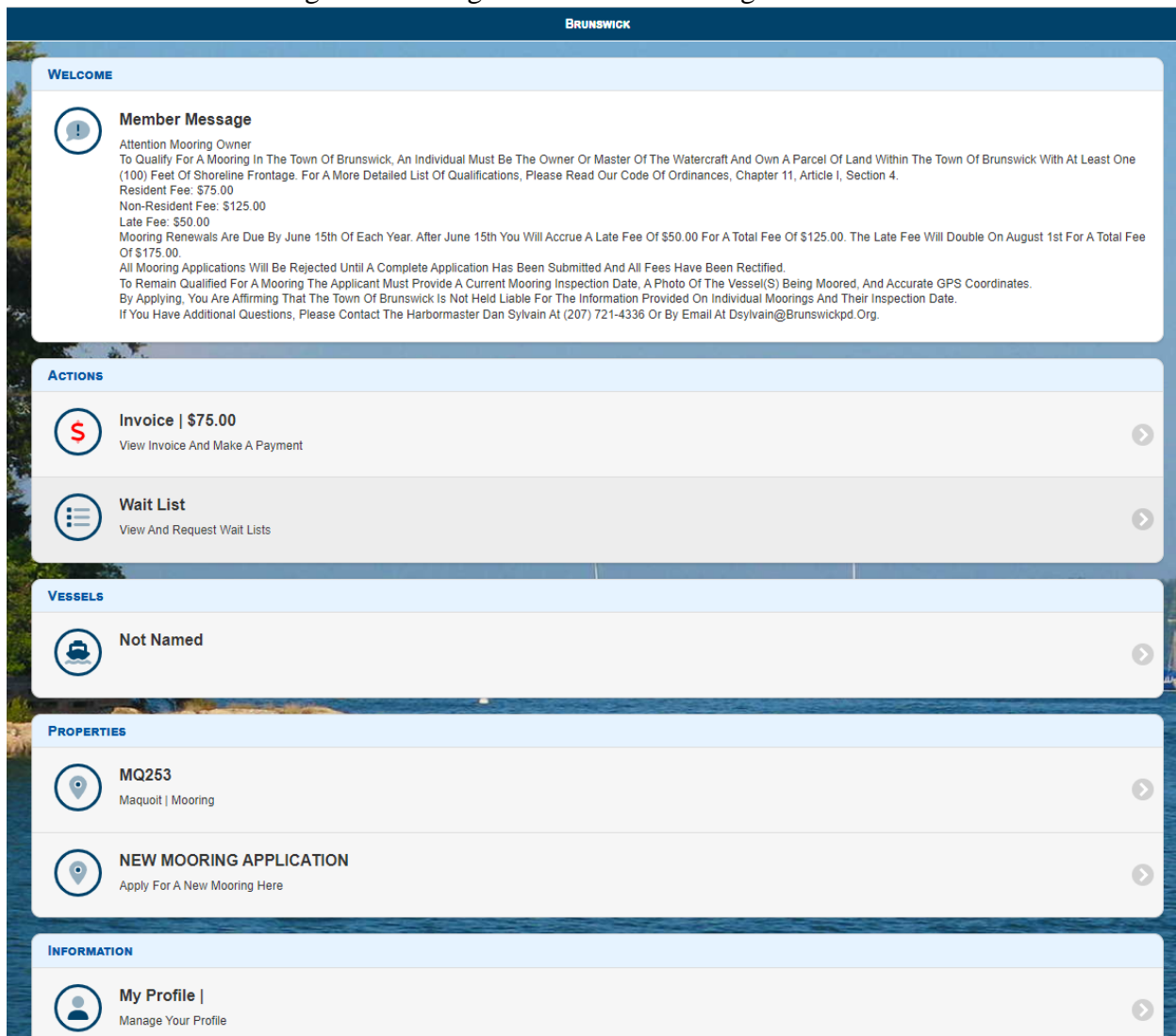


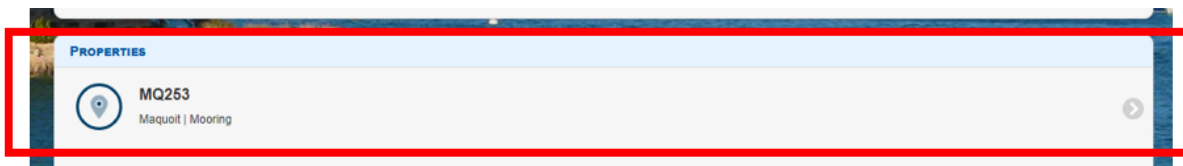
Town of Brunswick Mooring Renewals

1. Click the Personal Login Link at the bottom of your Renewal Email. This will bring you to the Brunswick Mooring Account page. If you're unable to click the link, please copy and paste the provided link into your browser's URL and hit enter.
2. Your Brunswick Mooring Account Page will be the following:



Items to note, you will not be able to pay your invoice until your application has been completed and approved by Dan Sylvain, Harbor Master.

3. Under Properties, select the mooring Number



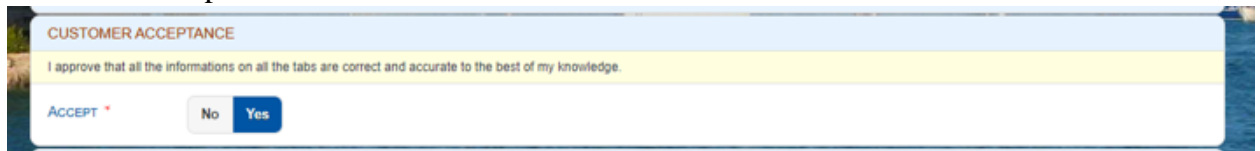
4. Review and update the information on all 3 tabs: Property, Owner & Vessel. All fields marked with a red Asterix are required. Please do not leave any of the other fields blank.

The screenshot shows the 'BRUNSWICK' Mooring form with the 'Property' tab selected. The form contains several fields: 'MOORING NUMBER' (MQ253), 'TYPE' (Mooring), 'HARBOR' (Maquoit), 'LAST INSPECT DATE' (09/15/2021), and 'GPS' (N 43 50.326, W 70 0.977). There are also buttons for 'INSPECTION' (Self, Commercial), a 'COMMENTS' text area, a 'FLAGS' section, a 'CUSTOMER ACCEPTANCE' section with an 'ACCEPT' button (No, Yes), and a 'RENEWAL ISSUES' section with an 'ISSUES' text area. At the bottom, there are 'More', 'Cancel', and 'Save' buttons. A red box highlights the top navigation tabs (Property, Owner, Vessel) and another red box highlights the 'Save' button.

5. Please upload a photo of the boat under the Vessel tab. To upload you may upload an existing file, or if you're accessing through a mobile device you can take one with the camera.

The screenshot shows the 'BRUNSWICK' Vessel form with the 'Vessel' tab selected. The form contains fields for 'NAME' and 'TYPE' (Power, Sail). Below these is the 'UPLOAD VESSEL PICTURE' section, which includes a 'PICTURE' label and two buttons: 'UPLOAD FILE' and 'CAMERA'. A red box highlights the 'UPLOAD VESSEL PICTURE' section.

- After all three tabs have been updated, select the Property Tab and select Yes to the Customer Acceptance.

A screenshot of a web form titled "CUSTOMER ACCEPTANCE". Below the title is a yellow box containing the text "I approve that all the informations on all the tabs are correct and accurate to the best of my knowledge." Below this are three buttons: "ACCEPT" with a red asterisk, "No", and "Yes". The "Yes" button is highlighted in blue.

- After all three tabs have been completed and the customer acceptance has been checked yes, press Save.

A screenshot of the bottom of a web form. It shows a "More" button on the left, a "Cancel" button in the center, and a "Save" button on the right. The "Save" button is highlighted with a red rectangular box.

- Pressing save will send the application to Dan Sylvain, Harbor Master for approval. Once you have been approved you will be notified by email with an electronic link to pay your invoice. If you receive a rejection notification, use the electronic link sent to you to review the "ISSUES" section and update your information as required for resubmission to the Harbormaster.

Mooring Application Accepted

Thank you for submitting your application for a mooring with the Town Brunswick.

Please use the following Person Login Link to view your invoice and make a payment.
Once your payment is made your Permit will be available.

Personal Login Link: <https://brunswickme.lynxlog.com/ndr/menu.php?k=%7B%22lid%22%3A%2230FsvrlaOiHaUdrXr0rja2kmrmnrarwrrrr%22%7D>

Have a Wonderful Day

- To pay for your mooring, click on your Invoice, and select Click to Pay.

 [CLICK TO PAY](#)

INVOICE

Town Clerk
85 Union Street
Brunswick ME 04011
(207) 721-4336



Name & Address

Date	03/13/2024
Account	
Payment Link	

	Date	Item Description / Permit	Amount
	03/12/2024	2024 Mooring Permit - Maquoit MQ253 Resident	\$ 75.00
		Balance	\$ 75.00

- NOTE: Crossed out line items need prior approval in order to pay.

REMITTANCE Mail this portion back with your payment. Please make any corrections in the margin below

Brunswick Marine Resources and Harbor Management Town Clerk 85 Union Street Brunswick ME 04011 (207) 721-4336

Name & Address

Date	03/13/2024
Account	
Balance	\$ 75.00