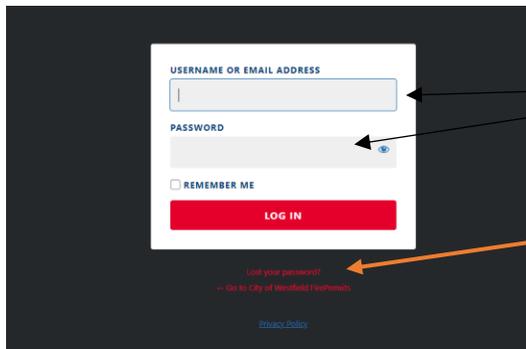
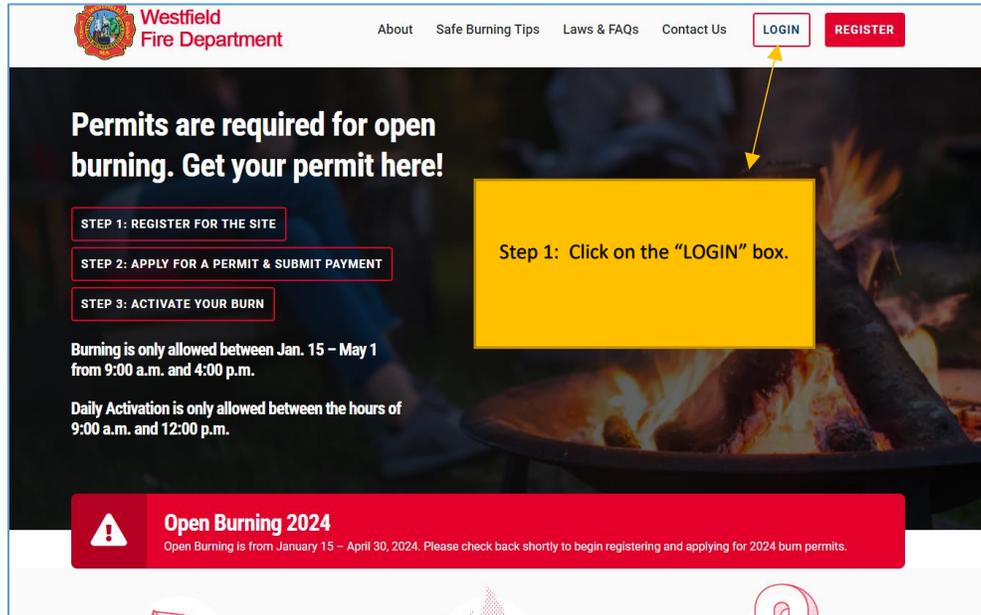


**This is a step-by-step guide for “activating a burning permit” on westfield.firepermits.com.**

These instructions are based on using a desktop computer or laptop. Cell phone usage is a little different.

If you have not registered and applied for a burning permit, please follow the directions for “step-by-step instructions on how to apply & pay for a burning permit”.



**Step 2: Enter your email address and your password here.**

If you forgot your password and need to reset it, click here and follow the directions. Then check your email inbox for the email to reset the password. Follow the instructions in the email.

The Fire Department is not responsible for resetting your password.

You will be brought to your permit dashboard.

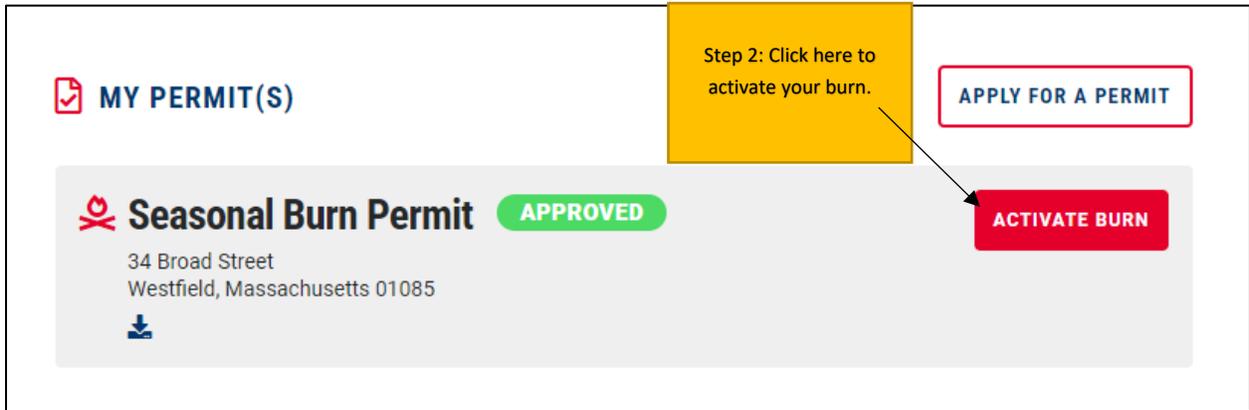
The screenshot shows the Westfield Fire Department permit dashboard. At the top left is the department logo and name. Navigation links include 'About', 'Safe Burning Tips', 'Laws & FAQs', and 'Contact Us'. There are two buttons: 'MY PERMITS' and 'GET A PERMIT'. The 'MY ACCOUNT' section contains input fields for 'FIRST NAME', 'LAST NAME', 'EMAIL ADDRESS', 'PHONE NUMBER', and 'MAILING ADDRESS LINE 1'. A blue callout box points to these fields with the text 'Your info will be found in this area on the left.' The 'NOTIFICATIONS' section has two red boxes: one with a calendar icon stating 'Burning activation is only available between 9:00am and 12:00pm. Please come back between those times to activate your burn permit.' and another with a warning icon stating 'Open Burning is allowed provided you have obtained a permit and it has been activated through our website.' Below this is a 'MY PERMIT(S)' section with an 'APPLY FOR A PERMIT' button. A large grey arrow points from the 'NOTIFICATIONS' section towards the 'MY PERMIT(S)' section with the text 'See Notifications for messages.'

This is an example of what the dashboard will look like if burning is not allowed.

Activating your burn is not an option when weather conditions are an issue.

This screenshot shows the dashboard when burning is restricted. The layout is similar to the previous one. The 'NOTIFICATIONS' section now has two red boxes: 'Burning is currently restricted through 01/31/2023' and 'Outdoor burning is not allowed due to forecasted windy conditions.' The 'MY PERMIT(S)' section shows a 'Seasonal Burn Permit' for 'Prospect Street, Westfield, Massachusetts 01085' with a green 'APPROVED' status. Below the permit details, it states 'Burning is currently restricted through 01/31/2023.' A blue callout box with arrows pointing to the notification and permit sections contains the text 'Notice these messages. Burning is not allowed.'

**Step 2:** If burning was allowed and it is between 9 a.m. and 12 noon, you would then click on the “Activate Burn” next to your approved Seasonal Burn permit (see picture below).

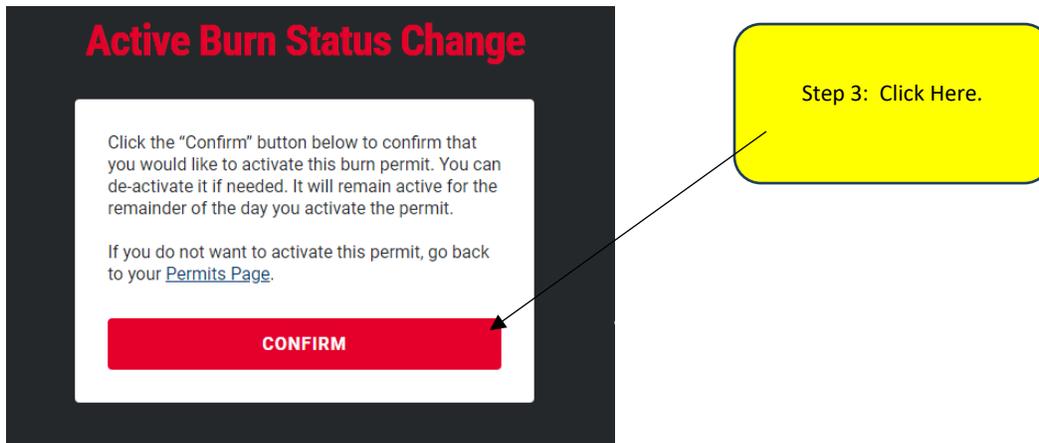


**Important!!**

Activating your burn must occur between 9 a.m. and 12 noon.

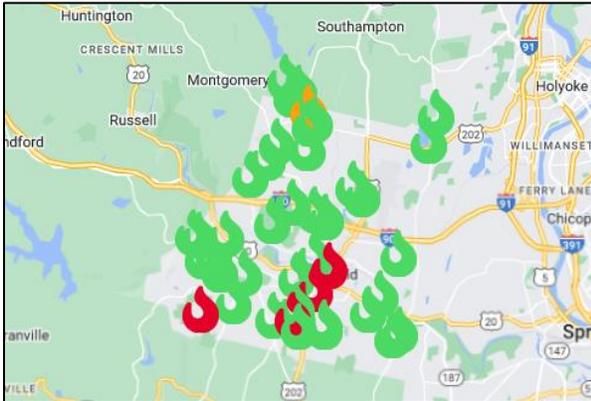
Activating a burn before 9 a.m. and after 12 noon is not allowed.

**Step 3:** Click on Confirm.



After you click on the “Activate Burn”, you will return to your dashboard screen.

On our end, we can see a list view and a map view of who is burning (red flame) within the City of Westfield.



***Burn piles need to be extinguished by 4 p.m.***

A screenshot of the footer of the Westfield Fire Department website. The footer is dark blue and contains the following elements:

- A red button labeled "SAVE CHANGES" in the top left corner.
- The Westfield Fire Department logo and name on the left.
- Contact information: "WESTFIELD FIRE DEPARTMENT", "34 BROAD STREET", "WESTFIELD, MA 01085", and the phone number "(413) 562-2329".
- Navigation links: "About", "Safe Burning Tips", "Laws & FAQs", and "Contact Us".
- Two red buttons: "MY PERMITS" and "GET A PERMIT".
- A yellow callout box with the text "Step 4: Click on 'logout'" and an arrow pointing to the "Logout" link in the footer.
- Copyright and policy links at the bottom: "© 2023 City of Westfield. All Rights Reserved.", "Privacy Policy", "Terms of Service", and "Logout".

***Thank you for following the rules of burning brush.***