

The Department of Permitting, Inspection and Enforcement (DPIE) requires Temporary Food Facility permits to be applied for online.

1. **Access the System:** Customers can access the DPIE Temporary Food Facility Online Permit System with the following address: <http://dpiepermitsonline.princegeorgescountymd.gov/>
 - a. Each page of the system is labeled to help the user know what steps to take.
 - b. Required fields are identified as "(Required)" and will display an error message if left incomplete.
2. **Login:** For first time registration, click the **Signup** button link.
3. **Create an Account:** The owner/designated agent must create an account to manage facility information and payments.
 - a. User Name, Password, and Confirm Password are required fields.
4. **Update Profile Information:** The owner/designated agent must create a profile after logging in the first time.
 - a. First Name, Last Name, Company Name, Email, Work Phone, and Mobile Phone are required fields.
5. **My Dashboards:** Once logged in, the My Dashboards page is the Home page for the user account and will display different online permit applications available from DPIE, including the Temporary Food Facility (TFF) application. The **My Dashboards** button near the top of the screen will also return you to this page.
 - a. *Available Online Permits.* Select the **Temporary Food Facility** button to bring up the Dashboard.
6. **Temporary Food Facility Dashboard:** This page will eventually display the facilities associated with the user.
 - a. Select the **Add a Facility** button if you received a Facility and PIN Number from the Division of Environmental Health, Food Protection Program, or
 - b. Select the **Create a Facility** button to create a new facility to add to the user account.
7. The **Add a Facility** page requires the user to enter the unique Facility Number (#) and PIN Number provided in the mail by the Division of Environmental Health, Food Protection Program. This step allows users to associate a Temporary Food Facility with the user account.
 - a. The **PIN Number** is a one-time security number assigned to each facility which is invalid after use.
 - b. The **Facility Number (#)** identifies the specific facility for which a permit will be renewed.
 - c. With this information entered, the **Submit** button adds the facility.
 - d. If you have not received a PIN and facility # enter a new **Facility Name** then click **Create facility**.
 - e. Once a facility is added or created, the user will be reverted back to the **Temporary Food Facility Dashboard**. Select the facility you just added to get to that **Facility's Dashboard** page. From here select the **Add Permit** button.
8. **Facility Application: Instructions** are displayed on this page. Read the information carefully and finish all six steps to complete the application process.
 - a. **Applicant Information:** Applicant information requires contact information about the applicant.
 - b. **Events:** Events information requires the applicant to select the event for which the permit is being requested.
 - i. **View:** Users may sort the table to view the list of events by the columns available. The table allows users to view up to 100 entries.
 - ii. **Search:** A search box is available for users to find events. **If an event for which a permit is desired is not listed, the event coordinator should be alerted to call the Food Protection Policy Program at 301-883-7690 between 7:30 a.m. and 4:00 p.m. to have the event added to the list.**
 - iii. **Print/Save feature:** Users may print or save this page to view events.
 - iv. **Select:** Once an event is selected, the user is required to designate a setup time before clicking **Next**.
 - c. **Food:** Food information requires applicants to describe their food operation.
 - i. **Check Boxes - Sections 1-15:** Users check all that apply.
 - ii. **Food Temperature - Section 16:** Users will input how food temperatures will be monitored at the event (Thermometers, Probes, etc.)

- iii. **Food Menu - Section 17:** Users will upload a completed Food Menu that details the food that will be served at the event. A menu template can be found at the top of the page or by clicking this [food menu link \(hyperlink needs to be added here\)](#).
- d. **Requirements:** Important Temporary and Special Food Service Requirements information is made available to the user/applicant during this step.
- e. **Signature:**
 - i. **Upload IRS Letter:** If the applicant is a nonprofit entity, the user will upload the 501(c)(3) letter from the Internal Revenue Service.
 - ii. **Check boxes:** Check both attestation boxes.
 - iii. **Name and Date:** Add the applicant's Name. The Date will self-populate.
- f. **Submit** Clicking the **Submit** button will complete the application.
 - i. Error messages will pop up if required fields are missing or not entered properly.
 - ii. Until information is successfully submitted, information will not be saved and permit payments cannot be made online.
 - iii. Once information is successfully submitted, the facility will appear on the user's List of Facilities.
 - 1. Facilities on the List of Facilities are considered to be "Associated" with the user account.
 - 2. Additional facilities can be added by clicking the **Add a Facility** button.
 - 3. Users are encouraged to Associate all of their facilities with their account.
- g. **Temporary Food Facility Dashboard:** All Associated facilities are shown on this page along with the payment status for each permit for that facility. Click on a facility to navigate to its page.
 - i. A permit payment status can be **Unpaid** or **Paid**.
 - ii. The permit number is a link that takes users to the **View Your Facility** summary page.
 - iii. The **Edit** button allows users to update editable information until payment of the permit fee has been successfully completed. Thereafter, the information cannot be edited online until time for the permit to be renewed.
 - iv. Users select the **Pay** button to make a payment. Payment processing screens will be shown in a new window. Follow the instructions to make a secure online payment. Please note that only Discover, MasterCard, and VISA are accepted credit cards.
 - v. A payment confirmation page will appear when the payment is successfully processed. To exit this page and return to the user's List of Facilities, close the payment window.
 - vi. After a successful payment has been processed, the permit Status will show **AWAITING APPROVAL**. A Health Department inspector will then issue a permit to the applicant after inspection.

9. Help

- a. The **Help** button near the top of the screen provides written instructions to assist users with the online Temporary Food Facility Permit Renewal system.
- b. Assistance from staff can be requested by sending an email to tempfood@co.pg.md.us

