



**TOWN OF SMITHFIELD**  
**R H O D E I S L A N D**  
OFFICE OF THE TAX COLLECTOR  
64 FARNUM PIKE, SMITHFIELD, RI 02917  
PHONE (401) 233-1006 · FAX (401) 233-1060

Dear Smithfield Business Owner,

The Town of Smithfield values your presence as a member of our business community. We also strive to achieve clarity and transparency in our relationship with residents and business proprietors alike by assisting you in understanding and maintaining compliance with local ordinance.

Town Ordinance Chapter 236 Article III requires the owner of each business situated in the Town of Smithfield to renew their Business Registration Certificate with the Tax Collector's Office on an annual basis. This requirement helps the Town maintain up to date records on businesses operating locally in accordance with state law, and also assists us in providing a level playing field for business proprietors with regards to licensing and taxation. [You can read the ordinance by clicking here.](#)

Please follow these steps below to renew your Business Registration Certificate for this year. Instructions are attached. **All future correspondence about renewals will be emailed through the new Portal.**

- 1) **THE NEW ONLINE REGISTRATION RENEWAL FORM CAN BE FOUND ONLINE BY [CLICKING HERE](#).**
- 2) **THE \$5.00 REGISTRATION FEE WAS NOT INCLUDED ON YOUR 2023 TANGIBLE TAX BILL.** Please submit your \$5 payment with your registration filing.
- 3) **MAKE SURE YOUR TAX PAYMENTS ARE CURRENT.**  
The tangible tax account for your business must be up to date in order for the application to be approved. You may still submit a renewal and \$5 payment to avoid future fines.
- 4) **SUBMIT APPLICATION BY DECEMBER 31ST.**
- 5) **SUBMIT BUSINESS REMOVAL REQUEST FORM BY DECEMBER 31<sup>ST</sup> TO AVOID 2024 TANGIBLE TAX BILL.**  
If your business has closed, relocated out of town, or has been dissolved, please submit a business removal form. [You can find the form online by clicking here.](#)

Regards,

Tax Collector's Office





# SMITHFIELD'S ANNUAL BUSINESS REGISTRATION RENEWAL PORTAL

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

1. Go to the following link to login or to create a new Viewpoint login:
  - [Link to Viewpoint.](#)
  - 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.

Town of Smithfield, RI

Search **Login** **Sign Up**

## Town of Smithfield Online Permitting System

Visit <http://permits.ri.gov/> for info and tutorials or to share your feedback

Search for something like "Tent/Event Permit" or "Swimming Pool and Spa Permit"

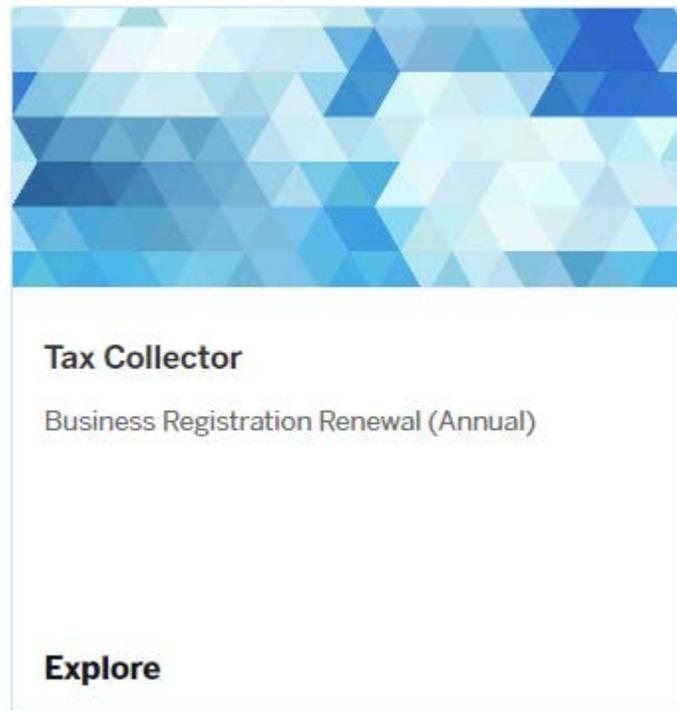
### Discover Online Services

Choose below to browse services by department

 <b>Finance</b> Business Registration Renewal <a href="#">Explore</a>	 <b>Building Department</b> Swimming Pool and Spa Permit, Building Permit + 8 more <a href="#">Explore</a>	 <b>Fire Marshal</b> Tent/Event Permit <a href="#">Explore</a>
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2. Once you login or create your login, follow the steps below to renew your Business Registration.

3. Click on the **Tax Collector** Department as shown below.



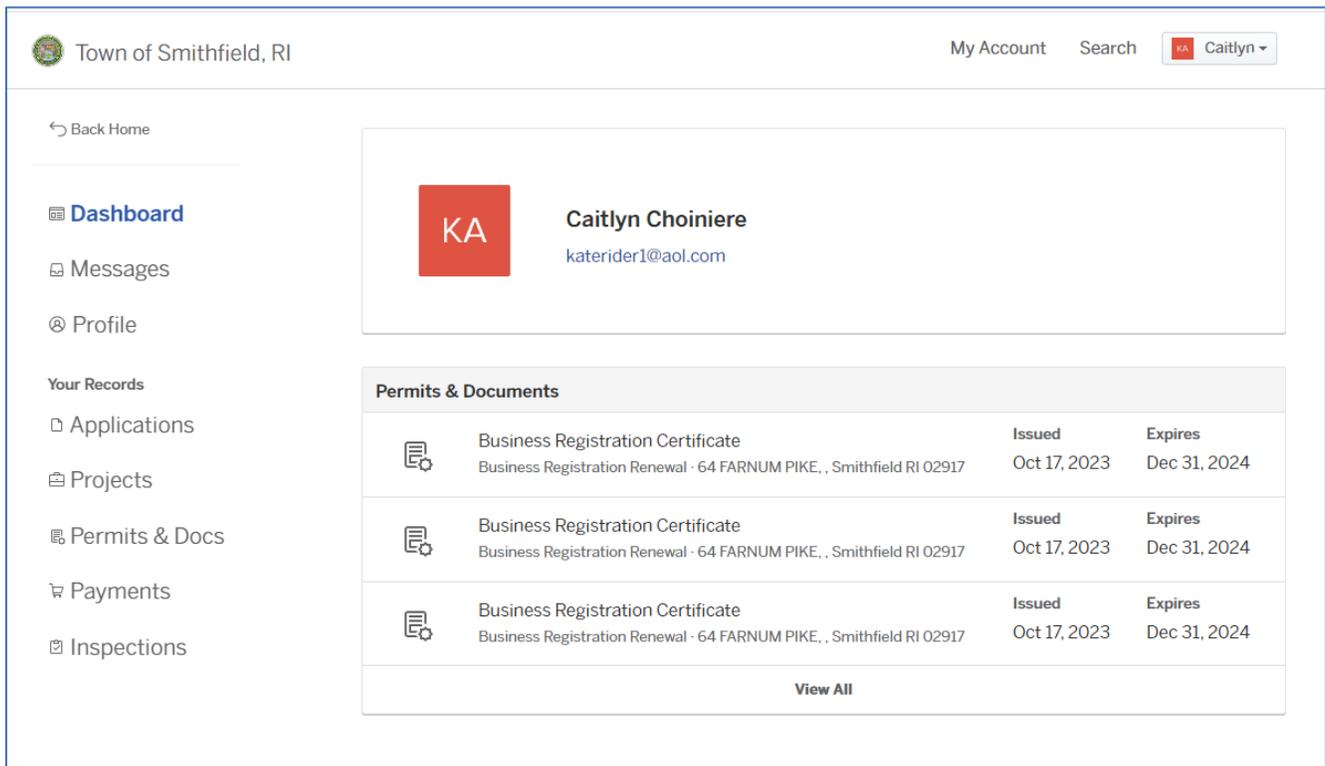
4. Click **Select** next to the application for **Business Registration Renewal** and then click **Apply Online**.
5. Fill in all the requested information. You will be directed to **6 steps** that need to be completed. **Step 6** is the payment section. Select which payment option you would like. If 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 Business Registration Renewal 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 mail you a copy.

**How do I edit my account or see past registrations?**

Now that you have a login, you can edit your account or see past registration 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**.