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MEMORIAL BRIDGE LIGHTING REQUEST

How to Apply Online

Step 1:

How do I submit a request?

Before you can submit a request, you must create an account for the site. When you register for the first time, you will need to access your personal or business email account in order to activate your ViewPoint account.

1. Go to <https://portsmouthnh.viewpointcloud.com/>
2. Select **Public Works**
3. Select **Memorial Bridge Lighting Request**
4. Click **Start**
5. You will be prompted to log in.
6. Once you are in the system, follow the steps on each page to complete the request.

Step 2:

Fill in the form.

Please provide the following information in the appropriate fields.

- Name of Organization
- Address
- Contact Phone Number
- Primary Contact Person
- Email address for the Primary Contact Person

Website URL

Is the organization classified as a 501(c)(3) (Yes or No)

Only 501(c)(3) organizations can request a lighting event per City Policy

Date Requested

Color Requested: **one color OR rainbow scheme**

Narrative about the commemorated event and why the organization is submitting this request

A flyer or brochure is required at the time of submission

Step 3:

Attachments to be uploaded (PDF).

501(c)(3) Identification Certificate is required.

A flyer or brochure is required.

Step 4:

Your request has been submitted and will be reviewed by the Department of Public Works (DPW).

Please note you will receive emails from the following email address regarding the status of your request: noreply@viewpointcloud.com

Please click on the link in the email as it will navigate back to the request form.

The link looks like this:

[View details](#)

Please contact the following DPW staff member with questions or issues:

Amy Chastain

(603) 610-4344

amchastain@cityofportsmouth.com