

Signing Up For Your Account

1. To begin using the Town of Kernersville’s new software – ViewPoint Cloud for the first time, go to the Town’s home web page: <http://toknc.com/communitydevelopment/development/permits/> and click the link to ViewPoint Cloud.

Or, you can log on directly at <https://kernersvillenc.viewpointcloud.com/>.

2. In the upper right-hand corner, click log in and choose “Sign up”.

3. Enter your email address and enter what you would like your password to be.

Passwords must have at least 8 characters and include 1 upper case letter, 1 lower case letter, and 1 digit. Log on.

Please note: If you do not remember your credentials at any time, click on “Don’t remember your password?” to reset your information.

4. You can then proceed with applying for a permit. During the application process, you will be able to complete your profile. Or, after logging on, you can go back to the upper right-hand corner and click your icon (your initials) and select “Your Profile”. Complete your profile by adding your name, phone number and address. You will only need to complete your profile once as it will be saved.

Please note: You can turn on or off email notifications or reset your password by going to “My Account” then select “Profile” followed by “Edit Profile”. We recommend leaving email notifications turned on since you will be notified by email when communicating the City throughout the permitting process.

5. Once you’re logged in, follow the steps on each page to complete the permit applications.

