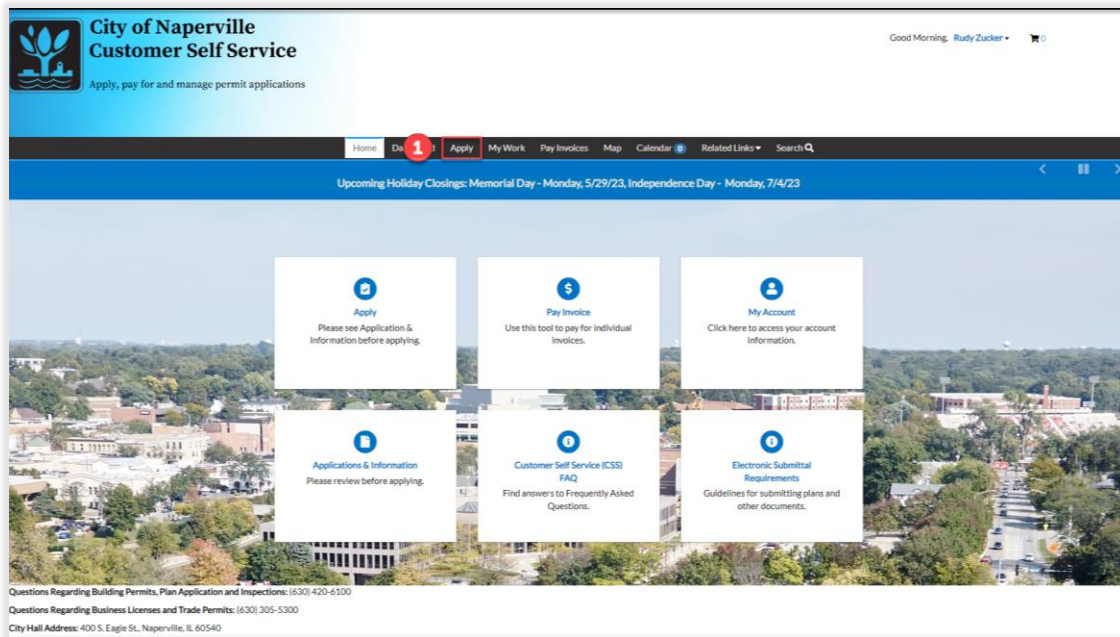
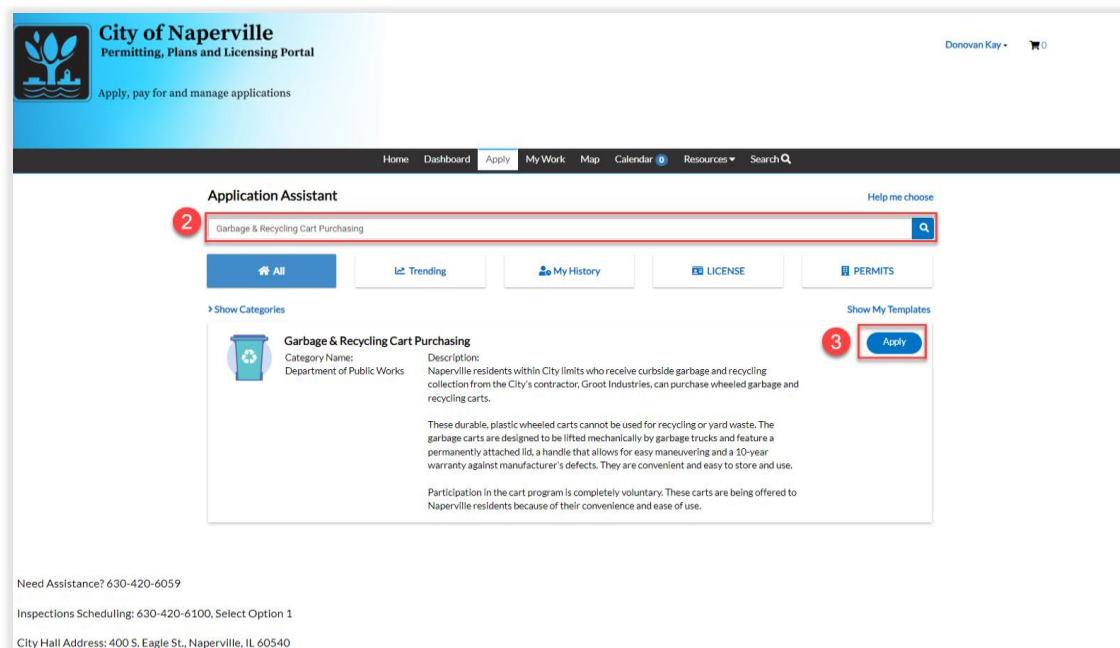


Applying for a Waste Cart

This document will guide a user through the process of applying for a waste cart via Civic Access. To apply for a waste cart, a user must be signed into their Civic Access account.



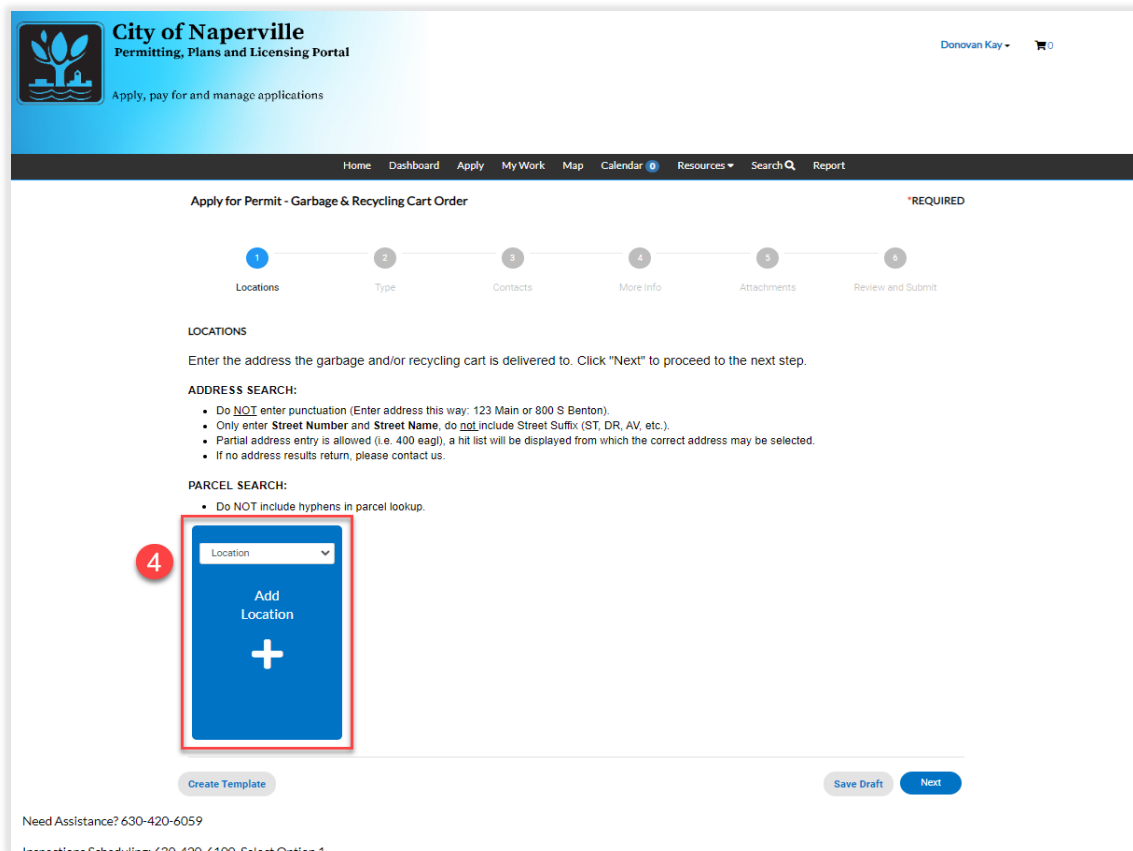
1 Click on **Apply** in the top menu bar.



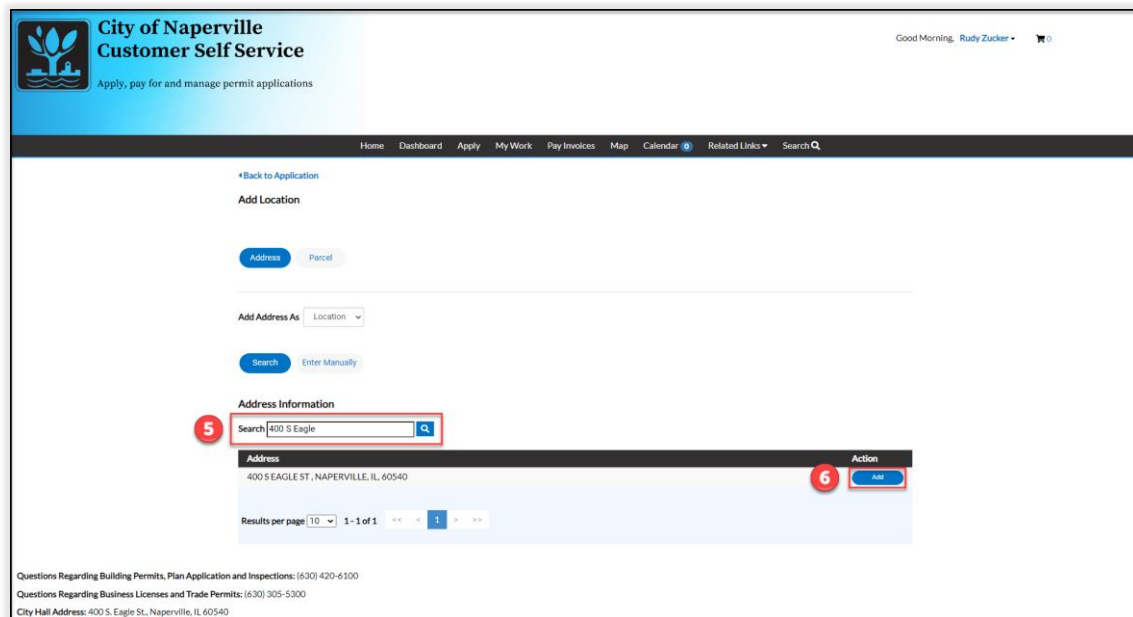
2 Type the name of the application (Garbage & Recycling Cart Purchasing) and click the search button (🔍).

3 Click **Apply** to begin the application process.

🔧 Clicking on **Help me choose** will launch the Decision Engine. The Decision Engine can help a user locate a permit application through a series of prompts.



4 Add the location the work is being done at by clicking on the **Add Location** tile.



5 Use the search bar to find the address. The search bar will only return results that match a location within incorporated Naperville city limits.

6 Naperville garbage service is not commonly provided for an address outside of incorporated Naperville. However, if you believe you do get service at a non-incorporated address, use the **Enter Manually** option to populate the address. Otherwise, click **Add**.

City of Naperville
Permitting, Plans and Licensing Portal
Apply, pay for and manage applications

Donovan Kay

Home Dashboard Apply My Work Map Calendar Resources Search Report

Apply for Permit - Garbage & Recycling Cart Order *REQUIRED

1 2 3 4 5 6
Locations Type Contacts More info Attachments Review and Submit

LOCATIONS
Enter the address the garbage and/or recycling cart is delivered to. Click "Next" to proceed to the next step.

ADDRESS SEARCH:

- Do **NOT** enter punctuation (Enter address this way: 123 Main or 800 S Benton).
- Only enter **Street Number** and **Street Name**, do **not** include Street Suffix (ST, DR, AV, etc.).
- Partial address entry is allowed (i.e. 400 eagl), a hit list will be displayed from which the correct address may be selected.
- If no address results return, please contact us.

PARCEL SEARCH:

- Do **NOT** include hyphens in parcel lookup.

Type: Location
400 SEAGLE ST.
NAPERVILLE, IL, 60540

Main Address

Parcel Number
07134410190000

Main Parcel

Remove

Create Template Save Draft **Next**

7 Click **Next**.

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Apply for Permit - Garbage & Recycling Cart Order *REQUIRED

1 2 3 4 5 6
Locations Type Contacts More info Attachments Review and Submit

PERMIT DETAILS
A description is not required. Click "Next" to proceed to the next step.

* Permit Type Garbage & Recycling Cart Order

Description

Back Create Template Save Draft **Next**

A description is not necessary for this application.

8 Click **Next**.

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Apply, pay for and manage applications

Home Dashboard Apply My Work Map Calendar Resources Search Report

Apply for Permit - Garbage & Recycling Cart Order *REQUIRED

Locations Type **Contacts** More Info Attachments Review and Submit

CONTACTS
Additional Contacts are not required. Click "Next" to proceed to the next step.

9 Applicant/Petitioner: Donovan Kay (You), 400s eagle st, Naperville, IL. Add Contact button.

Back Create Template Save Draft **Next** **10**

9 Verify the name and address for this application is the same one you would like the waste carts to be delivered to. You can also add additional people to this application using the 'Add Contact' button.

A contact must already have an account in order to be added to this application.

10 Click **Next**.

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Apply, pay for and manage applications

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Apply for Permit - Garbage & Recycling Cart Order *REQUIRED

Locations Type Contacts **More Info** Attachments Review and Submit

11 **MORE INFO**
1. Select the garbage cart size from the drop-down menu. Select "None" if you are not ordering a garbage cart.
2. Select the recycling cart size from the drop-down menu. Select "None" if you are not ordering a recycling cart.
3. Click "Next" to proceed to the next step.

Garbage Cart Options [Dropdown]
Recycling Cart Options [Dropdown]

Back Create Template Save Draft **Next** **12**

11 Complete the **More Info** section to provide additional information about the work being done.

12 Click **Next**.

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Apply, pay for and manage applications

Donovan Kay

Home Dashboard Apply My Work Map Calendar Resources Search Report

Apply for Permit - Garbage & Recycling Cart Order *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

Attachments
Attachments are not required for this application. Click "Next" to proceed to the next step.

click or drag files
Add Attachment
Supported: pdf, jpg, jpeg, doc, docx, png, csv

Back Create Template Save Draft **Next**

13 No attachments are needed for this specific application. Please click **Next**.

City of Naperville
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Apply for Permit - Garbage & Recycling Cart Order *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

Locations

Location	400 SEAGLE ST, NAPERVILLE, IL, 60540
Parcel Number	07134410190000

Basic Info

Type	Garbage & Recycling Cart Order
Description	
Applied Date	03/25/2024

Contacts

Applicant/Petitioner	Donovan Kay 400s eagle st., Naperville, IL,
----------------------	--

More Info

Garbage Cart Options
Recycling Cart Options

Attachments

Back Create Template Save Draft **Submit**

14 Click **Submit** to complete the application process.

City of Naperville
Permitting, Plans and Licensing Portal
Apply, pay for and manage applications

Donovan Kay - [User Icon]

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✔ Your application was successfully submitted!
You have successfully submitted your order for a garbage and/or recycling cart. Your order will not be processed until the invoice associated with your order has been paid.
[Continue to permit](#)

Fees
\$61.42
[View Details](#) [Add to Cart](#)

15

15 Click **Add to Cart** to begin the payment process.

City of Naperville
Permitting, Plans and Licensing Portal
Apply, pay for and manage applications

Donovan Kay - [User Icon]

Home Dashboard Apply My Work Map Calendar Resources Search Report

← Back
Shopping Cart

Invoice: INV-0000090 Description: T-DPW-000017-2024
Due Date: 04/24/2024

Case Number	Project	Case Address	Amount Due
T-DPW-000017-2024		400 S EAGLE ST NAPERVILLE IL 60540	\$61.42

Total \$61.42
[Check Out](#)

\$61.42
[Remove](#)
[Top | Main Menu](#)

Total \$61.42
[Check Out](#)

16

16 Click **Check Out**.

Naperville, IL - TEST

Order Number: 79

Monday, March 25, 2024


Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00000090	T-DPW-000017-2024	1	\$61.42	\$61.42
			Item Total:	\$61.42
			Order Total:	\$61.42

Payment Details

[Choose Payment Method](#)

[Cancel](#)

Congratulations! You have completed your waste cart purchase application.

 Payment is required as part of the waste cart purchase process. To avoid any delays in the delivery of your cart(s), please make sure the payment has been processed.