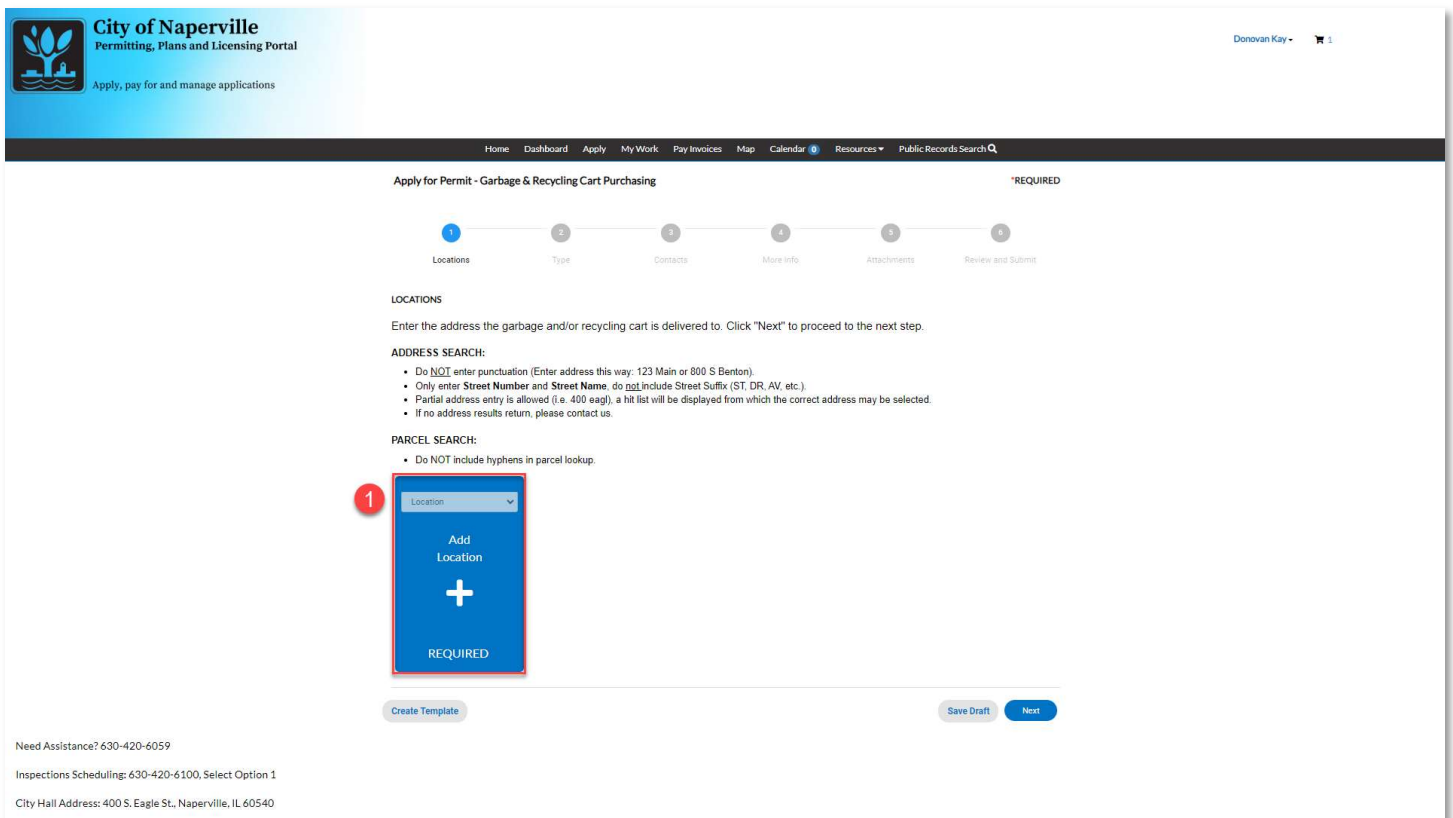


Applying for a Waste Cart

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 in to their Civic Access account.

Location

1 After logging into your Civic Access account, click the 'Add Location' tile to select the Naperville address the cart will be delivered to.



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

Donovan Kay • 1

Home Dashboard Apply My Work Pay Invoices Map Calendar Resources Public Records Search

Apply for Permit - Garbage & Recycling Cart Purchasing **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 eag), 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.

1 Location

Add Location

+

REQUIRED

Create Template Save Draft Next

Need Assistance? 630-420-6059
Inspections Scheduling: 630-420-6100, Select Option 1
City Hall Address: 400 S. Eagle St., Naperville, IL 60540

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

Home Dashboard Apply My Work Pay Invoices Map Calendar Resources Public Records Search

Back to Application
Add Location

Address Parcel

Add Address As Location

Search

Address Information
Search 400 S Eagle

Address	Action
400 S EAGLE ST., NAPERVILLE, IL, 60540	Add

Results per page 10 1 - 1 of 1

Need Assistance? 630-420-6059
Inspections Scheduling: 630-420-6100, Select Option 1
City Hall Address: 400 S. Eagle St., Naperville, IL 60540

3 Verify the address is correct, then click **Next**.

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

Home Dashboard Apply My Work Pay Invoices Map Calendar Resources Public Records Search

Apply for Permit - Garbage & Recycling Cart Purchasing *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 eag), 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 S EAGLE ST.
NAPERVILLE, IL, 60540

Main Address

Parcel Number
07134410190000

Main Parcel

Remove

Create Template Save Draft Next

Need Assistance? 630-420-6059
Inspections Scheduling: 630-420-6100, Select Option 1
City Hall Address: 400 S. Eagle St., Naperville, IL 60540

Type

4 A description is not required for this application. Please click **Next** to proceed to the 'Contacts' section.

The screenshot shows the 'Apply for Permit - Garbage & Recycling Cart Purchasing' page. The progress bar indicates that the 'Type' step is currently active, while 'Locations', 'Contacts', 'More Info', 'Attachments', and 'Review and Submit' are either completed or pending. The 'PERMIT DETAILS' section contains a dropdown menu for 'Permit Type' set to 'Garbage & Recycling Cart Purchasing' and an empty text area for 'Description'. A red circle with the number '4' is placed over the 'Next' button at the bottom right of the form.

Contacts

5 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. Note: A contact must already have an account in order to be added to this application. Once verified, click **Next**.

The screenshot shows the 'Apply for Permit - Garbage & Recycling Cart Purchasing' page at the 'Contacts' step. The progress bar shows 'Locations' and 'Type' as completed, 'Contacts' as the current step, and 'More Info', 'Attachments', and 'Review and Submit' as pending. The 'CONTACTS' section displays a list of contacts with a red box highlighting the contact 'Donovan Kay (You)' and an 'Add Contact' button with a plus sign. A red circle with the number '5' is placed over the 'Next' button at the bottom right of the form.

More Info

6 Complete the 'More Info' section to provide the number of waste carts you are looking to purchase. Once you have verified the type, size, and quantity of carts you are seeking to obtain, click **Next**.

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

Home Dashboard Apply My Work Pay Invoices Map Calendar Resources Public Records Search

Apply for Permit - Garbage & Recycling Cart Purchasing *REQUIRED

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

MORE INFO
From the options below, please enter the number of carts you would like to purchase for each type.

Application	Quantity
35-Gallon Garbage Cart - \$43	<input type="text" value="0"/>
68-Gallon Garbage Cart - \$57	<input type="text" value="0"/>
95-Gallon Garbage Cart - \$63	<input type="text" value="0"/>
35-Gallon Recycling Cart - \$43	<input type="text" value="0"/>
68-Gallon Recycling Cart - \$57	<input type="text" value="0"/>
95-Gallon Recycling Cart - \$63	<input type="text" value="0"/>

Back Create Template Save Draft **Next**

Need Assistance? 630-420-6059
Inspections Scheduling: 630-420-6100, Select Option 1
City Hall Address: 400 S. Eagle St., Naperville, IL 60540

Attachments

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

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

Home Dashboard Apply My Work Pay Invoices Map Calendar Resources Public Records Search

Apply for Permit - Garbage & Recycling Cart Purchasing *REQUIRED

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

Attachments
Attachments are not required for this purchase. Please click "Next" to proceed to the next step.

click or drag files
Add Attachment
+

Back Create Template Save Draft **Next**

Need Assistance? 630-420-6059
Inspections Scheduling: 630-420-6100, Select Option 1
City Hall Address: 400 S. Eagle St., Naperville, IL 60540

Review and Submit

Review your application to verify that the address, contact information, and waste cart selection is correct. Once complete, click **Submit**.

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

Donovan Kay - [Avatar]

Home Dashboard Apply My Work Map Calendar Resources Search Report

Apply for Permit - Garbage & Recycling Cart Order

***REQUIRED**

Progress: 1. Locations (✓) 2. Type (✓) 3. Contacts (✓) 4. More Info (✓) 5. Attachments (✓) 6. Review and Submit (6)

8 **Submit**

Locations

Location	400 S EAGLE 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, ...
----------------------	--

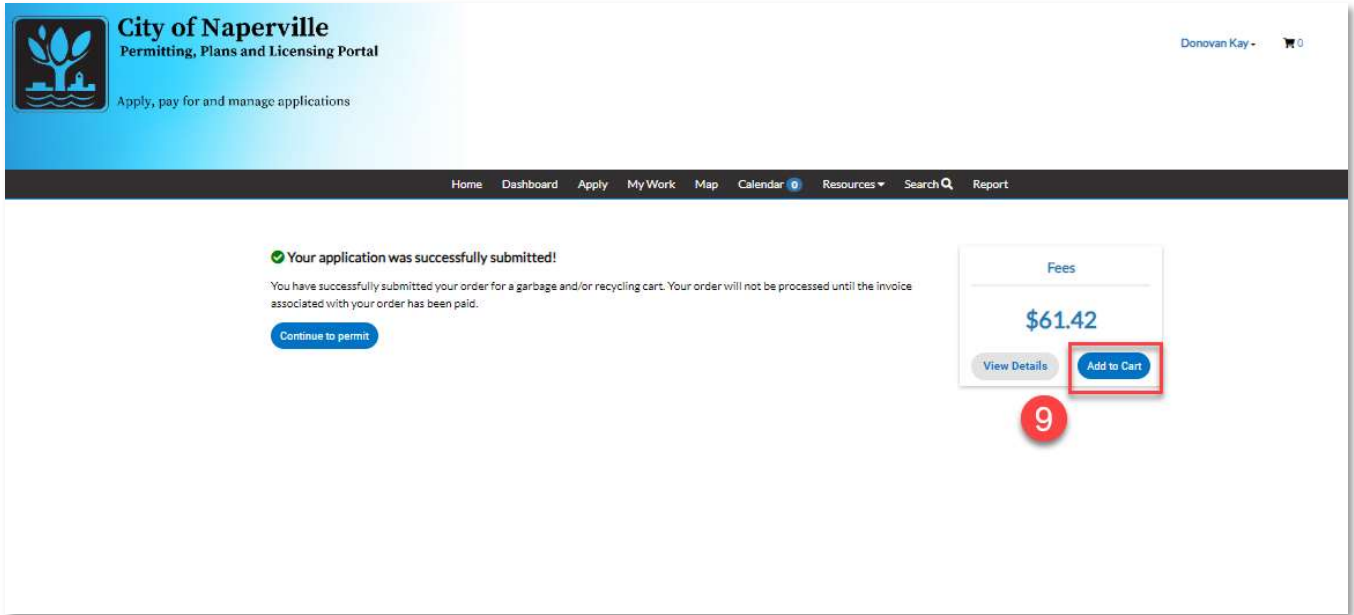
More Info

Garbage Cart Options
Recycling Cart Options

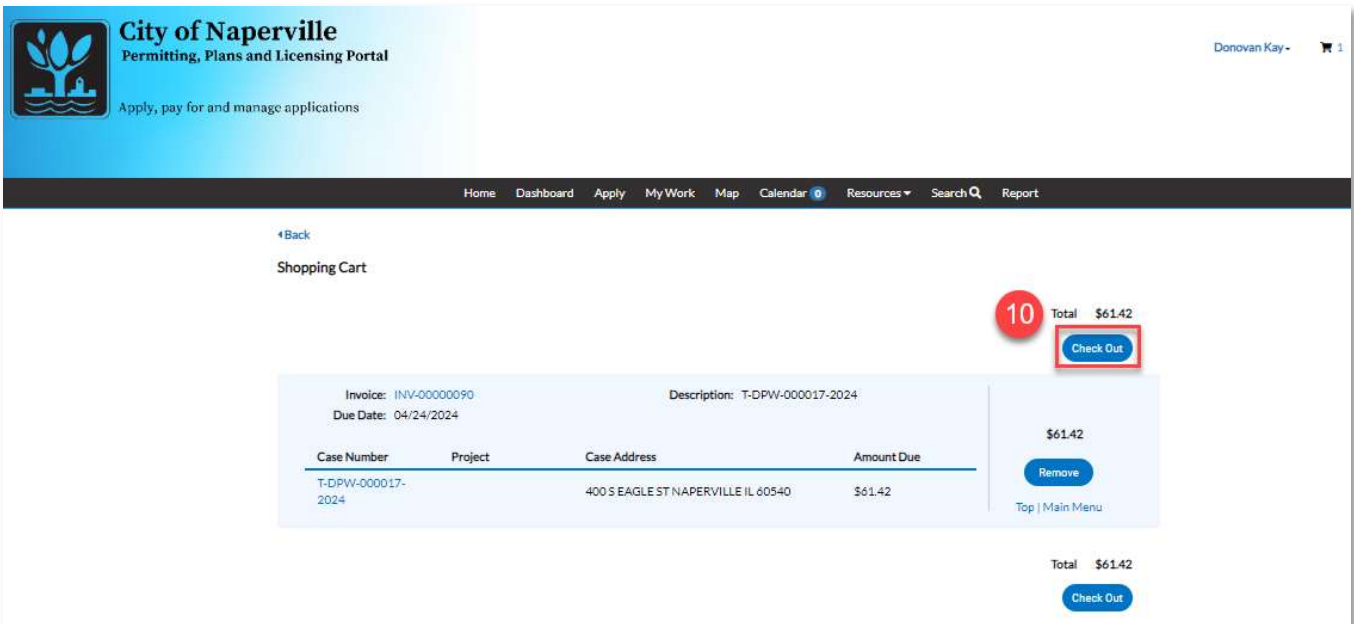
[Top](#) | [Main Menu](#)

Submitting a Payment


9 Click Add to Cart to begin the payment process.




10 Verify the information is correct and click **Check Out**.



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.



MyGovPay
EMPOWERED BY TYLER TECHNOLOGIES

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](#)