

# Quick Reference Guide – Tree Trimming- Nonresident

## Register Account

1. Go to <https://www.civil-systems.com/Account/Register> For the best experience, use Google Chrome.
2. Complete information on registration page and submit.
3. Check email to confirm account. If email is not in your inbox, check junk or spam folder.
4. Log in to complete account registration and setup.

## Setup Account

### Individual Profile

All accounts must have a complete individual profile which includes:

1. User Information with name, SSN# (last four only), and default city. Default City should be where you do most of your business. If you desire, choose Shavano Park. *Helpful tip: While on the field, start typing the name to find more quickly.*
2. User Address. Note: One address should be “home” which matches the address on your driver license or state issued identification.
3. User Phone.
4. Driver License information with image of front and back is required. Acceptable file types: .jpg, .gif, .png, and .pdf. The maximum file size is 1.5 MB for each image.)
5. Property address is required.
6. Fields denoted with (required) must be completed.

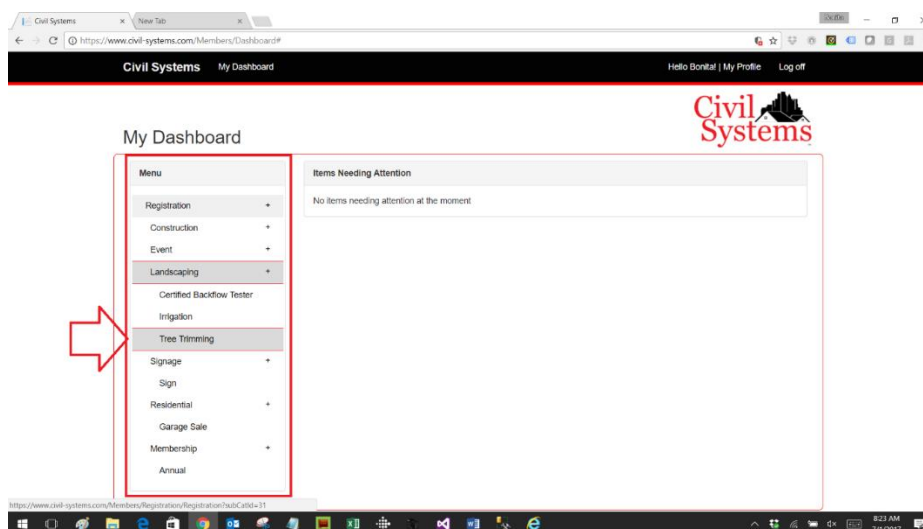
### Business Profile

All business accounts must complete a business profile in addition to the individual profile:

1. Business Information with business name, type of business organization, federal tax ID# (not social security number!).
2. Business Address. One address must be the physical address location for the business. If state filed organization, this should match the state record.
3. Business Phone.

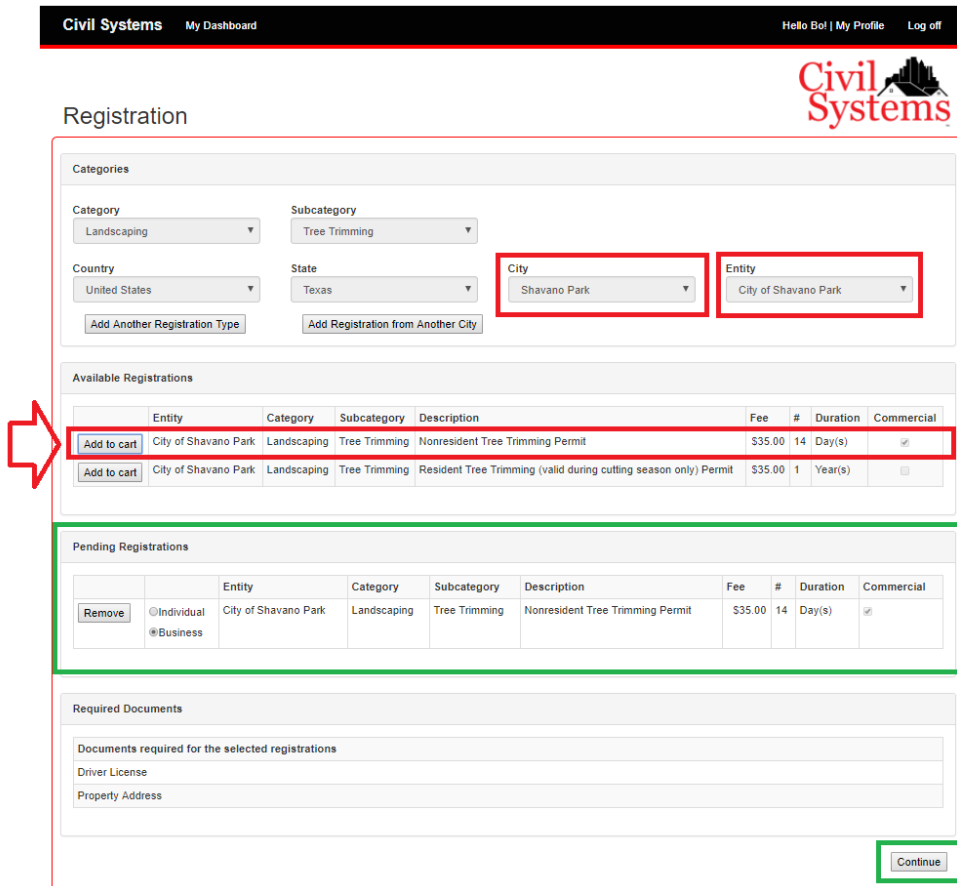
## My Dashboard

Once your individual (or business) profile is complete, the system will direct you to “My Dashboard”. Select your registration type from the left menu as shown below. Click on the left navigation (red outline below) to interact with it. Choose Landscaping, then Tree Trimming. When you choose Tree Trimming, the Registration screen will open.



# Quick Reference Guide – Tree Trimming- Nonresident

On the Registration screen, find the available registration ensuring city is set to Shavano Park (red outline below), then click **Add to Cart** (red arrow and outline below). When your selections are complete, click **Continue** (green outline below) and follow the directions on the next page, Pending Registrations, then checkout and pay. You may request more than one permit at a time by clicking **Add to Cart** (red arrow and outline below) multiple times for the desired number of permits. The next screen will allow you to enter a property address for each permit. If you have registered before, then disregard the warning message “**A registration already exists for this Entity...**”. This is just an informational warning message.



Registration

Categories

Category: Landscaping Subcategory: Tree Trimming

Country: United States State: Texas City: Shavano Park Entity: City of Shavano Park

Available Registrations

	Entity	Category	Subcategory	Description	Fee	#	Duration	Commercial
<b>Add to cart</b>	City of Shavano Park	Landscaping	Tree Trimming	Nonresident Tree Trimming Permit	\$35.00	14	Day(s)	<input checked="" type="checkbox"/>
<b>Add to cart</b>	City of Shavano Park	Landscaping	Tree Trimming	Resident Tree Trimming (valid during cutting season only) Permit	\$35.00	1	Year(s)	<input type="checkbox"/>

Pending Registrations

	Entity	Category	Subcategory	Description	Fee	#	Duration	Commercial	
<b>Remove</b>	<input type="radio"/> Individual <input checked="" type="radio"/> Business	City of Shavano Park	Landscaping	Tree Trimming	Nonresident Tree Trimming Permit	\$35.00	14	Day(s)	<input checked="" type="checkbox"/>

Required Documents

Documents required for the selected registrations

Driver License

Property Address

**Continue**

On the Pending Registrations screen, click the Select buttons to enter the required information. When the required information has been supplied, then all status items will have green check boxes and the Continue to Payment button will enable to allow you to proceed to the next screen.

## Payment

Look for the confirmation screen and confirmation email. As a rule of thumb, if you haven't made a payment then **your registration is not complete**.

## Status

You may check the status of your registration anytime via My Dashboard:

- **Verification** – Your registration is being processed. If you will see an entry in the Items Needs Attention, you must correct or provide information before your registration will be complete.
- **Complete** – Your registration processing is fully complete and active.
- **Paused** – Required information such as driver license may be expired or missing. Your immediate attention is required to bring this registration active again.
- **Expired** – Your registration is no longer active and requires renewal.