

## 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

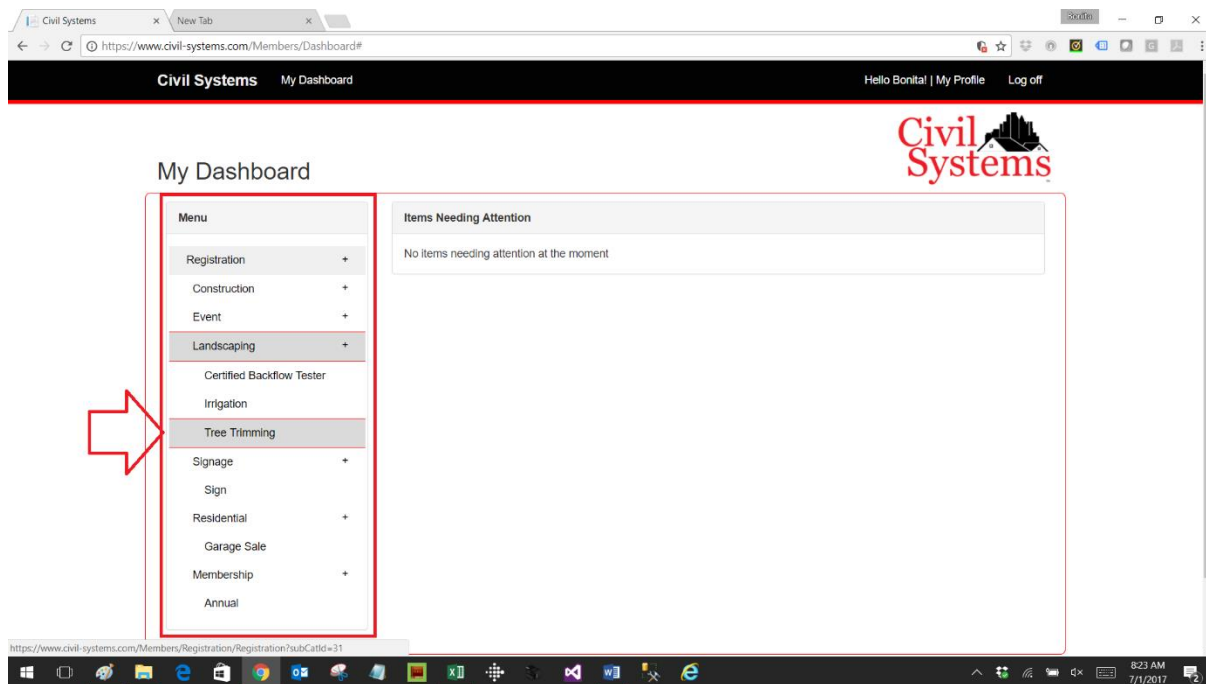
### Individual Profile

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.

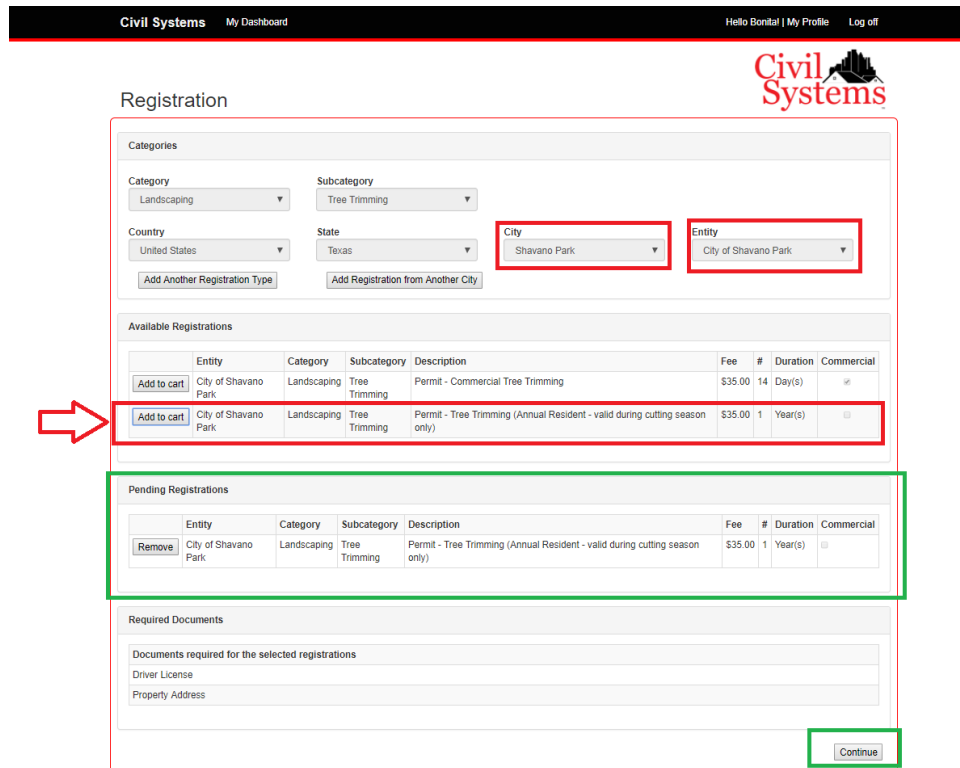
## My Dashboard

Once your individual 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- Resident

On the Registration screen, find registration ensuring city is 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 payment.



Registration

Civil Systems My Dashboard Hello Bonita! | My Profile Log off

Categories

Category: Landscaping Subcategory: Tree Trimming

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

Buttons: Add Another Registration Type, Add Registration from Another City

Available Registrations

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

Pending Registrations

	Entity	Category	Subcategory	Description	Fee	#	Duration	Commercial
<a href="#">Remove</a>	City of Shavano Park	Landscaping	Tree Trimming	Permit - Tree Trimming (Annual Resident - valid during cutting season only)	\$35.00	1	Year(s)	<input 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.

## Requirements Overview

- Driver License information and image is required. Fields denoted with (required) must be completed.
- Property address is required.

## 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.