

Arbor Day Tree Sale – Making A Purchase

The Arbor Day Tree Sale form can be found at:

<https://napervilleil.tylerportico.com/payments/billsearch/miscellaneous-payments/ba755716-d0fd-4e67-b27d-58e397a74ca0>

- 1 Click on the Arbor Day Tree Sale Form link or copy URL into your browser search field. This link will direct you to the Arbor Day Tree Sale purchase form.

Payments | City of Naperville [TRAIN2]

← Arbor Day Tree Sale

Welcome to the City of Naperville's Arbor Day Tree Sale Resident Access payment page. All tree orders must take place through Resident Access. The sale will close at 5 p.m. on Wednesday, April 16, or when all trees are sold out.

Shop and Pay
Visit www.naperville.il.us/arbordaytreesale for photos and descriptions of the available trees and for more information about the sale.
When you are ready to make your purchase, return to Resident Access to select your trees and complete your purchase.

Schedule Your Pickup Timeslot
A drive thru tree pickup will take place on Saturday, April 19 at the Public Works Service Center, 180 Fort Hill Drive from 8 a.m. to 1 p.m.
Please schedule your pickup immediately after completing your order at www.trumba.com/calendars/arborday-tree-sale. Orders that do not have a scheduled pickup within 24 hours of purchase will be canceled. Please ensure the email you list in your pickup registration is valid.
[CLICK HERE FOR MORE DETAILS ABOUT THE AVAILABLE TREES](#)
[CLICK HERE TO SCHEDULE YOUR PICKUP TIMESLOT](#)

2 * Email Address
Used to contact you in case of an issue with this payment

2 * Confirm Email Address

* First and Last Name

You may select up to six (6) trees using the selection menu below.

* Tree Selection 1

- 2 This will bring you to the screen where you will begin your tree order. You need to enter an Email address in the indicated field. Re-enter email address to confirm. We will use this email to contact you in case of any issue with this payment.



← Arbor Day Tree Sale



* Email Address

Used to contact you in case of an issue with this payment

* Confirm Email Address

3

* First and Last Name

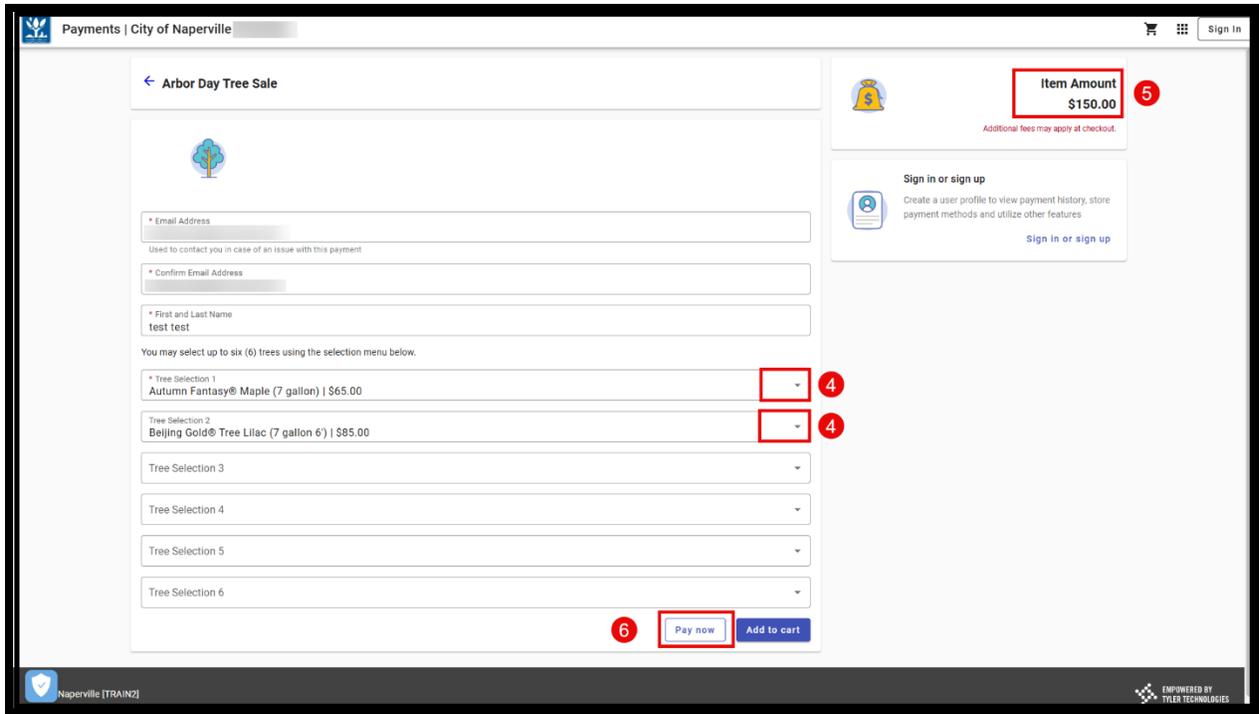
You may select up to six (6) trees using the selection menu below.

* Tree Selection 1

Tree Selection 2

3

Enter your first and last name. This information will be used by the City for tree pickup.



4 Use the drop-down menus to search for trees you wish to purchase. You can purchase up to 6 trees in a single order. You must make a selection using the **Tree Selection 1** drop-down menu. Selections in **Tree Selection 2-6** are not required.

5 The order total appears in the top right under the **Item Amount** pane. This total is the sum of the selections you've made from the **Tree Selection 1-6** fields. This is the amount you will be asked to pay.

6 Click **Pay Now** button on bottom right of screen. This will bring you directly to payment page to make payment.

Note: This is the last time you will be able to edit your cart before moving to the payment screen. Before clicking **Pay Now**, ensure your order is correct. *If you need to edit your cart after clicking **Pay Now**, you will need to start your entire order over. To restart your order, select the Back Button on the payment screen, where you will be promoted to reenter your contact information and redo your tree selections.*

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Enter your payment information

How are you going to pay?

Enter new credit card

Enter new eCheck

Where should we send your receipt?

Email for receipt*

You will not be charged until you review your payment on the next step

[Back](#) [Continue](#)

Summary

Subtotal	\$135.00
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An additional fee may be charged based on your method of payment

7 Select which payment type you would like to use. At this time, we can only accept payment by credit card or eCheck. If you're paying by credit card, proceed to Step **8**. If you're paying by eCheck, proceed to Step **11**.

Paying by Credit Card

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Enter your payment information

How are you going to pay?

Enter new credit card

Enter new eCheck

Where should we send your receipt?

Email for receipt*

You will not be charged until you review your payment on the next step

Back Continue

Summary	
Subtotal	\$135.00
Processing fee	\$0.00
Total	\$135.00

8 You will be directed to the screen to add your payment details. Enter your credit card information into the matching fields.

9 Enter your email address into this field. When you complete your transaction, a copy of your receipt will be emailed to the address provided. Please bring a copy of your receipt when you arrive to pick up trees.

10 Select the blue **Continue** button. This will submit your credit card information for payment.

Proceed to step **14**.

Paying by e-Check

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Enter your payment information

How are you going to pay?

Enter new credit card

Enter new eCheck

11

Account type

Bank name

Account number

Confirm account number

Routing number

Confirm routing number

Name on account

Where should we send your receipt?

12

Email for receipt*

You will not be charged until you review your payment on the next step

13

Back Continue

Summary

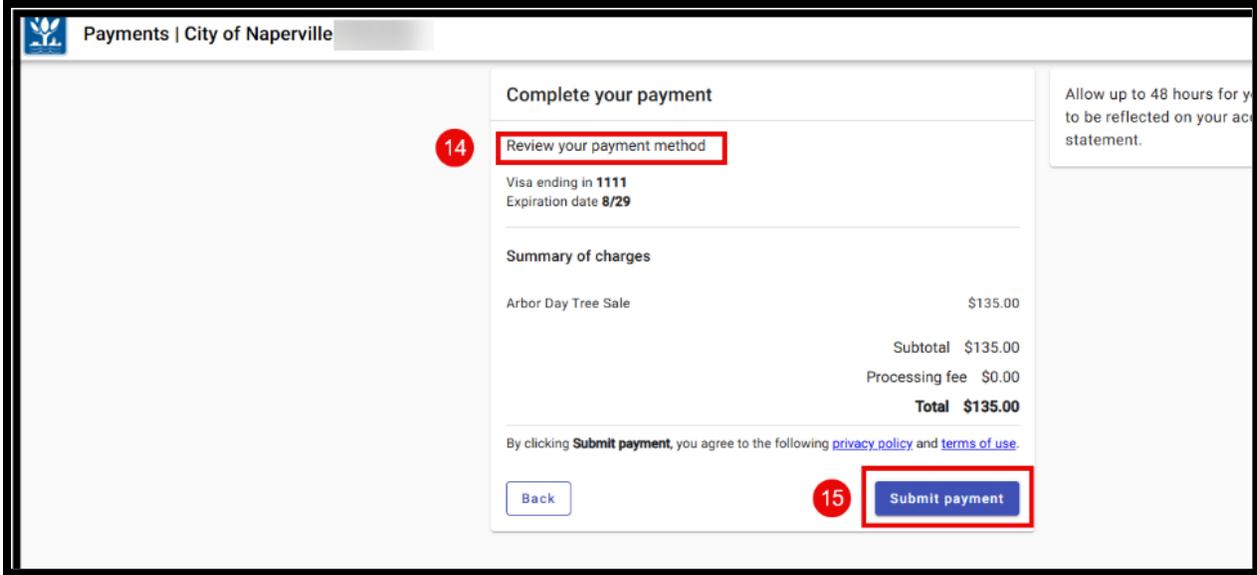
Subtotal	\$135.00
Processing fee	\$0.00
Total	\$135.00

11 You will be directed to the screen to add your payment details. Enter your banking information into the matching fields for eCheck payment.

12 Enter your email address into this field. When you complete your transaction, a copy of your receipt will be emailed to the address provided. Please bring a copy of your receipt when you arrive to pick up trees.

13 Select the blue **Continue** button. This will submit your banking information for payment.

Proceed to step 14 .



14 Review your purchase before submitting payment. If anything is incorrect, click the **Back** button to return to the previous screen and update your payment information.

15 Click the **Submit payment** button to make your purchase. Once your payment is submitted, the transaction is complete.

