The Arbor Day Tree Sale form can be found at:

https://napervilleil.tylerportico.com/payments/billsearch/miscellaneous-payments/ba755716d0fd-4e67-b27d-58e397a74ca0

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 | Payments City of Naperville [TRAIN2] | | | | |
|----------|--|--|---|--|--|
| | ← Arbor Day Tree Sa | le | 6 | | |
| | | 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 <u>www.naperville.ii.us/arbordaytreesale</u> 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. | 0 | | |
| | 4 | 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 <u>www.trumba.com/calendars/arbor-day-tree-</u> 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 | | | | |
| 2 | * Confirm Email Address | an issue with this payment | | | |
| | * First and Last Name | | | | |
| | You may select up to six (6) tr | rees using the selection menu below. | | | |
| | * Tree Selection 1 | * | | | |
| | T A A A | | | | |

²This 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.

| Paym | ents City of Naperville | |
|------|---|--|
| | ← Arbor Day Tree Sale | |
| | 4 | |
| | * 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 2 | |

³Enter your first and last name. This information will be used by the City for tree pickup.

| Payments | ity of Naperville | | | | Ä | III [s | ign In |
|----------|--|---|----|--|-----|--------------------------|--------|
| | ← Arbor Day Tree Sale | | ŝ. | Item Amount \$150.00 | 5 | | |
| | ۹ | | | Additional fees may apply at checkout. | | | |
| | * Email Address | | 8 | Sign in or sign up Create a user profile to view payment history, store payment methods and utilize other features | | | |
| | Used to contact you in case of an issue with this payment * Confirm Email Address | | | Sign in or sign up | | | |
| | * First and Last Name test test You may select up to six (6) trees using the selection menu below. | | | | | | |
| | * Tree Selection 1 Autumn Fantasy® Maple (7 gallon) \$65.00 | 4 | | | | | |
| | Tree Selection 2 Selection 2 Selection 2 Selection 3 S | 4 | | | | | |
| | Tree Selection 4 | | | | | | |
| | Tree Selection 5 | | | | | | |
| | Tree Selection 6 | | | | | | |
| | | | | | ∳ m | OWERED BY Er technolo | GIES |

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.*

| Payments City of Naperville | | | | |
|-------------------------------|--|--|--|--|
| | Enter your payment information | Summary | | |
| 7 | How are you going to pay? C Enter new credit card Enter new eCheck | Subtotal \$135.00 An additional fee may be charged based on your method of payment | | |
| | Where should we send your receipt? | | | |
| | You will not be charged until you review your payment on the next step | | | |
| | Back | | | |
| | | ~ | | |
| | | | | |

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

| Payments City of Naperville | | | | | |
|-------------------------------|--|-----------------------|--|--|--|
| Er | nter your payment information | Summary | | | |
| Не | ow are you going to pay? | Subtotal \$135.00 | | | |
| 0 | Enter new credit card | Processing fee \$0.00 | | | |
| 8 | Card number | 100an \$155.00 | | | |
| | мм | | | | |
| | ΥΥΥΥ | | | | |
| | Cardholder name | | | | |
| | Address | | | | |
| | Billing ZIP code | | | | |
| | Security code | | | | |
| | Enter new eCheck | | | | |
| w | here should we send your receipt? | | | | |
| 9 | Email for receipt* | | | | |
| Yo | u will not be charged until you review your payment on the next step | | | | |
| | Back 10 Continue | | | | |

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

⁹Enter 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.

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

Proceed to step ¹⁴.

Paying by e-Check

| Enter your payment information | 0 |
|--|----------------|
| Enter your payment information | Summary |
| How are you going to pay? | Subtotal \$135 |
| Enter new credit card | Total \$135 |
| Enter new eCheck | |
| Account type | ~ |
| Bank name | _ |
| Account number | |
| Confirm account number | |
| Routing number | |
| Confirm routing number | |
| Name on account | |
| 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 |

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

¹²Enter 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.

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

Proceed to step ¹⁴.

| Payments City of Naperville | | | | |
|-------------------------------|---|-------------|----------------------------|--|
| | Complete your payment | | Allow up to 48 hours for y | |
| 14 | Review your payment method | | statement. | |
| | Visa ending in 1111 Expiration date 8/29 | | | |
| | Summary of charges | | | |
| | Arbor Day Tree Sale | \$135.00 | | |
| | Subtotal | \$135.00 | | |
| | Processing fe | e \$0.00 | | |
| | Total | \$135.00 | | |
| | By clicking Submit payment, you agree to the following privacy policy and ter | rms of use. | | |
| | Back 15 Submit pa | ayment | | |
| | | | | |

19 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.

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

| Payments City of Naperville | Payments City of Naperville | | | | |
|-------------------------------|---|--|--|--|--|
| | Thank you for your payment 17 | 18 ayment information | | | |
| 16 | Allow up to 48 hours for your payment to be reflected on y account statement. An email confirmation was sent to | test Visa ending in Confirmation number: G7NFYX6RN6 Transaction type: Purchase Thank you for your payment. | | | |
| | https://www.naperville.il.us/ | Return to Payments | | | |
| | Transaction details Date: March 04, 2025 10:21 AM CST | | | | |
| | Arbor Day Tree Sale Miscellaneous | \$135.00 | | | |

¹⁶ Your purchase details are displayed on this final page. A receipt will be emailed to the account entered with payment details. Retain this receipt for your records and bring a copy of it with to your tree pickup.

17 Click on the printer icon to print a copy of the transaction summary as a PDF.

¹⁸Click the envelope icon to email a copy of the transaction summary to an account of your choice.