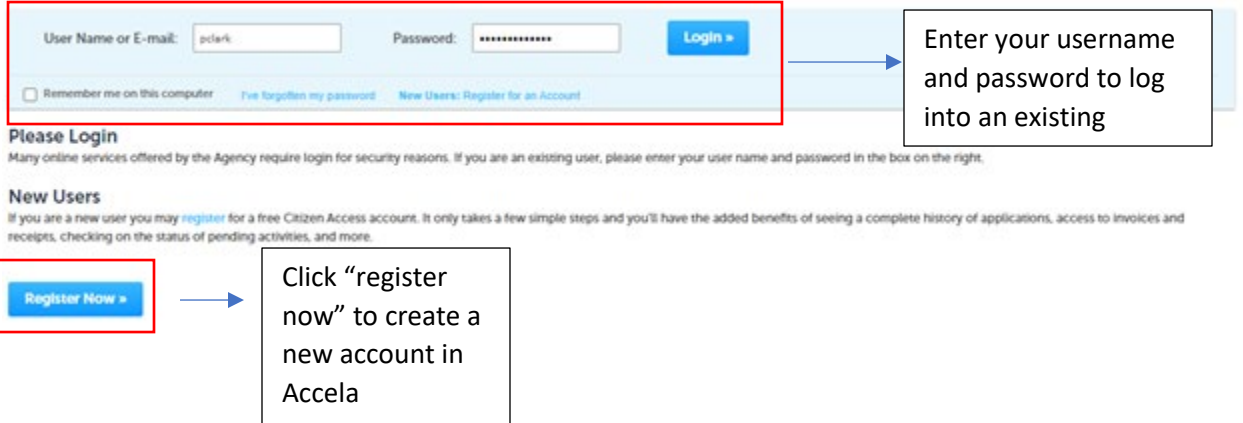


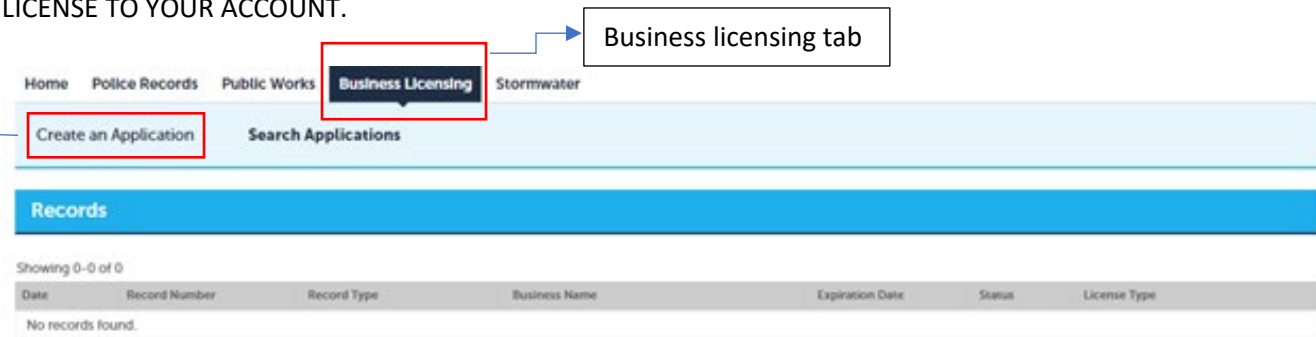
General Or Limited Tree Service How To Guide

1. To apply for General or Limited Tree Service License, either login to your Accela account or create a new account to get started.



The screenshot shows the Accela login interface. A red box highlights the login form with fields for "User Name or E-mail" (containing "pclerk"), "Password" (masked with asterisks), and a "Login" button. Below the form are links for "Remember me on this computer", "I've forgotten my password", and "New Users: Register for an Account". A callout box with an arrow points to the "Login" button, containing the text "Enter your username and password to log into an existing". Below the login form, the text "Please Login" is followed by a note: "Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right." Under the "New Users" section, there is a "Register Now" button. A callout box with an arrow points to this button, containing the text "Click 'register now' to create a new account in Accela".

2. To create a new General or Limited Tree Service License application, select the "create application" option located under the "business licensing" tab. IF YOU ARE RENEWING A LICENSE, STOP HERE AND CALL THE CITY CLERK'S OFFICE AT 719-385-5901 SO WE CAN LINK YOUR LICENSE TO YOUR ACCOUNT.



The screenshot shows the Accela website navigation bar with tabs for "Home", "Police Records", "Public Works", "Business Licensing", and "Stormwater". A red box highlights the "Business Licensing" tab, with a callout box containing the text "Business licensing tab". Below the navigation bar, there are two buttons: "Create an Application" and "Search Applications". A red box highlights the "Create an Application" button, with a callout box containing the text "Create a new application". Below the buttons is a "Records" section with a table header and a message "No records found.".

Date	Record Number	Record Type	Business Name	Expiration Date	Status	License Type
No records found.						

3. Read the General Disclaimer and check the box below to acknowledge you read the General Disclaimer.

The screenshot shows the 'Business Licensing' section of the City Clerk's Online Business Application System. At the top, there are navigation links for Home, Police Records, Public Works, Business Licensing (highlighted), and Stormwater. Below these are buttons for 'Create an Application' and 'Search Applications'. The main heading is 'Online Application', followed by a welcome message and instructions. A red text line states: 'If you are applying for a renewal application, please make sure you have worked with the City Clerk's office to link your accounts PRIOR to creating an application.' Below this, a instruction reads: 'Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.' A red box highlights the 'General Disclaimer' text area, which contains the following text: 'General Disclaimer While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.' To the right of this box is a callout: 'The box containing the General Disclaimer'. Below the disclaimer is a checkbox with the text 'I have read and accepted the above terms'. A blue box highlights this checkbox, with a callout: 'Check the box to state you have read the General Disclaimer'. At the bottom left is a blue button labeled 'Continue Application >'. The entire screenshot is framed by a light blue border.

4. Select "General Business" from the drop-down menu. Then proceed with the application.

Home Police Records Public Works **Business Licensing** Stormwater

Create an Application Search Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

- ▼ Business
 - Contractor Application
 - General Business Application
 - Pedal Cab Application
 - Security License Application

Select General Business Application. You will choose the specific business license type later in the application

5. Provide the business trade name in the "Business/Applicant Name" box. If your business does not use a trade name, just provide the entity name. If you are applying as a sole proprietor, provide the name of the sole proprietor. LEAVE THE GENERAL DISCRIPTION BOX BLANK

Detail Information

If applying for a company license, enter the business trade name below. If applying as an individual, enter your name. Please leave the "General Description" section blank.

Business/Applicant Name:

General Description:

Put the business' trade name in this box or entity name if you aren't using a tradename. If a sole proprietor, put the name of the proprietor.

Leave this box BLANK

6. The next step is adding contacts to the business license. Each license requires at a minimum an “Applicant” (this will be the business if an entity. Provide business information) and a “Resident Agent for Service” (this is who would accept legal service on behalf of the business. The individual or entity listed as the Resident Agent MUST be located in the State of Colorado).

Required Contact Type	Minimum
Applicant	1
Resident Agent for Service 1	

Select from Account **Add New**

Showing 0-0 of 0

Full Name	Business Name	Contact Type
No records found.		

Shows the required contacts.
One Applicant and one Resident Agent for Service

You can select contacts that were previously created on the account, or you will “Add New” to create new contacts.

- When adding a new contact, follow the prompts and complete all sections with a red asterisk. The "CC Address, City, State, and Zip Code" all reference the City, State, and Zip Code associated with the credit card that will be used to pay. When you scroll down to the bottom of the "Contact information screen" you will see an "Add Additional Contact Address" option. That is where you will put the either mailing/physical address for the business or the residential address for individuals. INFORMATION LISTED FOR CONTACTS ON THE BUSINESS LICENSE MUST BE PERSONAL INFORMATION TO COMPLY WITH CITY CODE.

Contact Information [X]

*First: John Middle: Last: Doe

Provide the name of who this contact is for

Name of Business: John Doe Enterprises

Country: United States

*CC Address: 123 Main Street

*CC City: Colorado Springs

*CC State: CO

*CC Zip: 80903

Provide the Street, City, State, and Zip Code of the credit card that will be used to pay for the application

Home Phone: (719) 555-5555 Work Phone: Mobile (or Primary) Phone:

Fax:

Contact Information

Country/Region:
United States

Address Type:
Business

Address Line 1:
123 Main Steet

Address Line 2:

Address Line 3:

City:
Colorado Springs

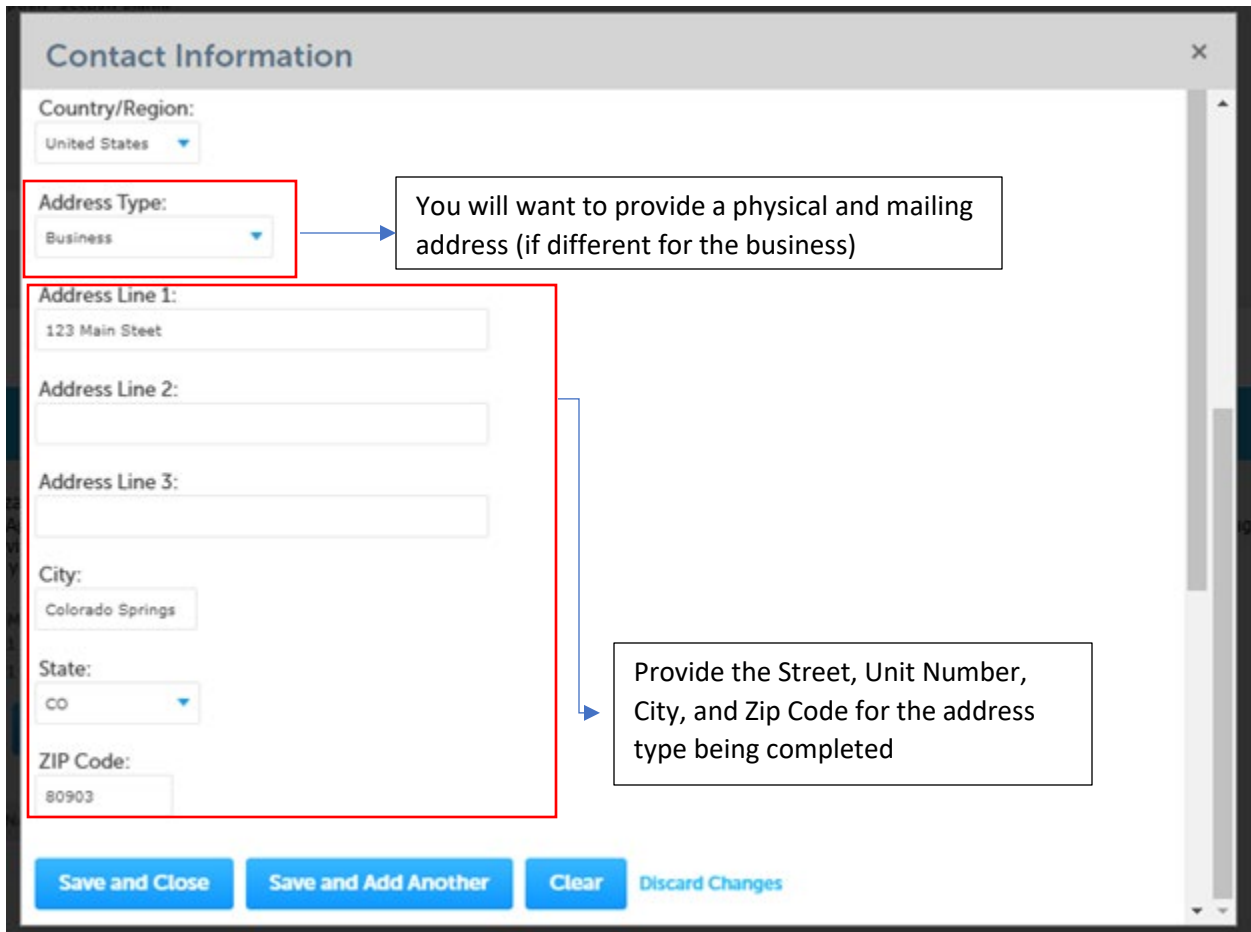
State:
CO

ZIP Code:
80903

Save and Close Save and Add Another Clear Discard Changes

You will want to provide a physical and mailing address (if different for the business)

Provide the Street, Unit Number, City, and Zip Code for the address type being completed



- Your created contacts will populate. Once you've met the minimum requirements for contacts on the license, a green checkmark will appear next to the contact type. Once all of the required contacts are made, you can proceed with the application. If you see a red triangle instead of a check mark, you have not made the required minimum entries for that contact.

The green checkmarks show that the minimum number of required contacts have been created. If you see a red triangle instead of a check mark, you have not made the required minimum entries for that contact.

Required Contact Type	Minimum
✓ Applicant	1
✓ Resident Agent for Service 1	

Select from Account Add New

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
John Doe	John Doe Enterprises	Applicant			johndoe@email.com	Edit Delete
Jane Doe		Resident Agent for Service			janedoe@email.com	Edit Delete

This is where your created contacts will appear.

- In this section, you will choose which type of general business license you are applying for.

LICENSE INFORMATION

* Type of License: Select "General Tree Service" or "Limited Tree Service" as the license type.

Business Phone: Provide the phone number of the business

* Colorado SOS Entity ID: Provide the ID number assigned to you from the Colorado Secretary of State

Certified Arborist: Yes No

Certified Arborist Number: Provide the ID number assigned to you from the Colorado Secretary of State

Arborist Exp Date: Select if you are a Certified Arborist and if so, provide your Arborist number and expiration date or your certificate.

10. Next step is to upload the required documents. All the required documents for each license type can be found on our website coloradosprings.gov/license. For A General/Limited Tree Service License, we will require: Insurance Acord Documents showing proof of General Liability and Workers' Comp Insurance, and Certificate of Good Standing and Trade Name Certificate (if applicable) from the Colorado Secretary of State.

Attachment

Please attach the applicable general liability insurance Acord document, lawful presence affidavit (if sole proprietor), secretary of state certificate, and City bond form. Please reference the City Clerk's website to obtain required documents.

The maximum file size allowed is 20 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Click "add" to find a document on your computer to upload

Documents will automatically populate once uploaded in this area

11. You will want to click "add" to search for a file on your computer to upload.

File Upload ✕

The maximum file size allowed is 20 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;r are disallowed file types to upload.

Click here to search for a file to upload

Continue **Add** **Remove All**

12. Select the file you would like to upload. You will get to distinguish the type of file being uploaded and provide a brief description

The screenshot shows a web form for uploading a file. At the top, there is a dropdown menu labeled '* Type:' with 'Department Review Form' selected. A callout box points to this dropdown with the text: 'This is where you will select what type of file you attached.' Below the dropdown, the file name 'CrystalViewer.pdf' is displayed, along with a progress bar at '100%'. A large text area labeled '* Description:' contains the text 'Department Review Form'. A callout box points to this text area with the text: 'Provide a brief description of the uploaded document.' At the bottom of the form, there are three buttons: 'Save', 'Add', and 'Remove All'. A callout box points to the 'Save' button with the text: 'Click "save" once you provide an attachment type and description.' A 'spell check' link is visible below the description text area.

13. The next screen will be a review of the application. Look over the screen to confirm the information presented is accurate. At the bottom of the screen, you will see an affirmation. Please read what is in the box and then check the required box.

The screenshot shows a review screen with a large text box containing a certification. The text in the box reads: 'By submitting this application, you understand and acknowledge that the City Clerk's Office may request other relevant information from you in connection with this application. Failure to provide the requested information may result in denial of this application. You also acknowledge and understand the City Clerk's Office cannot accept an application unless it is accompanied by the required fees. The failure to pay the required fees or provide other required information may result in denial of this application. By signing below, I affirm under penalty of perjury that the statements contained in this application and any attachments hereto are true, correct and complete.' Below this text box is a checkbox with the text: 'By checking this box, I agree to the above certification.' A callout box points to this checkbox with the text: 'The box that you will check to state you have read the affirmation and agree'. To the right of the checkbox is a 'Date:' label. Another callout box points to the certification text with the text: 'The required affirmation stating that was is included in the application is true, correct, and complete'.

- The final step will be to pay the associated fees for the application. Follow the prompts through out to add a credit/debit card and to pay for the application. Once paid, you will receive a confirmation and the Clerk's Office will begin to review the application. If any corrections are needed to the application, the Clerk's Office will reach out via email to the email addresses listed for the business.

Contractor Application



Step 4: Pay Fees

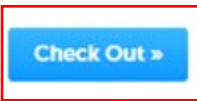
Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Fees	Qty.	Amount
Concrete Contractor License Fee	1	\$110.00

TOTAL FEES: \$110.00

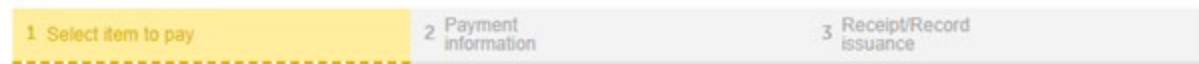
Note: This does not include additional inspection fees which may be assessed later.

Here will list the application(s) that you will make payment for. Fees will vary based on the application being applied for.



Click "check out" to start the payment process.

Cart



Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

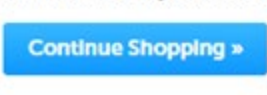
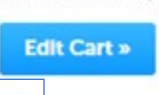
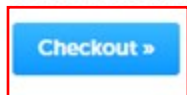
PAY NOW

No Address
 1 Application(s) | \$110.00
 ▶ Contractor Application
 22TMP-004420

Your application will be listed here.

Total amount to be paid: \$110.00
 Note: This does not include additional inspection fees which may be assessed later.

The cost of the application will be listed here. The fee depends on the type of license being applied for.



Click the “checkout” button to proceed with payment.

Payment Options

Enclosures al requerido remit.

Amount to be charged: \$110.00

Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code: ⓘ
--Select-- [] []

* Name on Card: * Exp. Date:
[] 01* 2022*

Credit Card Holder Information:

Auto-bill with Peter Clark*

Country:
United States [v]

* Street Address:
[]

* City: * State: * Zip:
[] --Select-- []

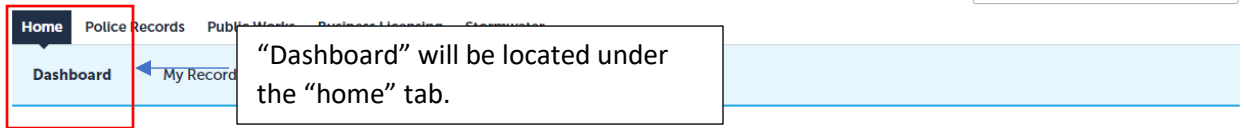
* Phone:
[]

E-mail:
[]

Provide the asked for card information.

“Submit payment” will submit the application which will be reviewed by the City Clerk’s Office.

15. If you save an application to continue later, it will appear in the “Work in Progress” section on your dashboard. “Resume Application” will get you back in the application right where you left off.



Hello, Peter Clark

Two empty dashboard sections. The first section is titled "Saved in Cart (0)" and has a "View Cart" link. The second section is titled "My Collection (0)" and has a "View Collections" link. Both sections contain the text: "There are no items in your shopping cart right now." and "You do not have any collections right now." respectively.

A section titled "Work in progress" with a "View All Records" link. It contains a table with the following data:

Record Name	Record ID	Module	Creation Date	Action
Contractor Application	22TMP-009034	Licensing	3/28/2022	Resume Application

Your applications saved for later will be in this section titled “Work in Progress.”