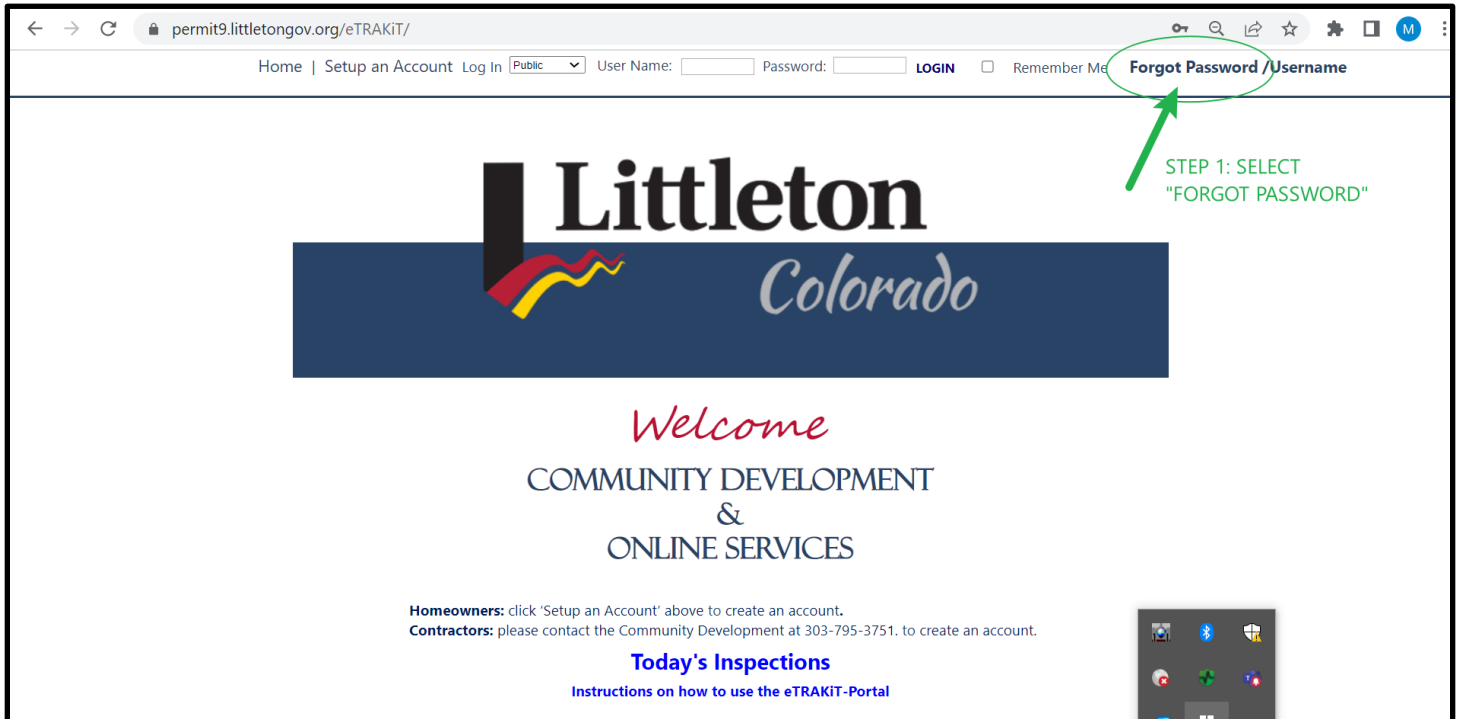


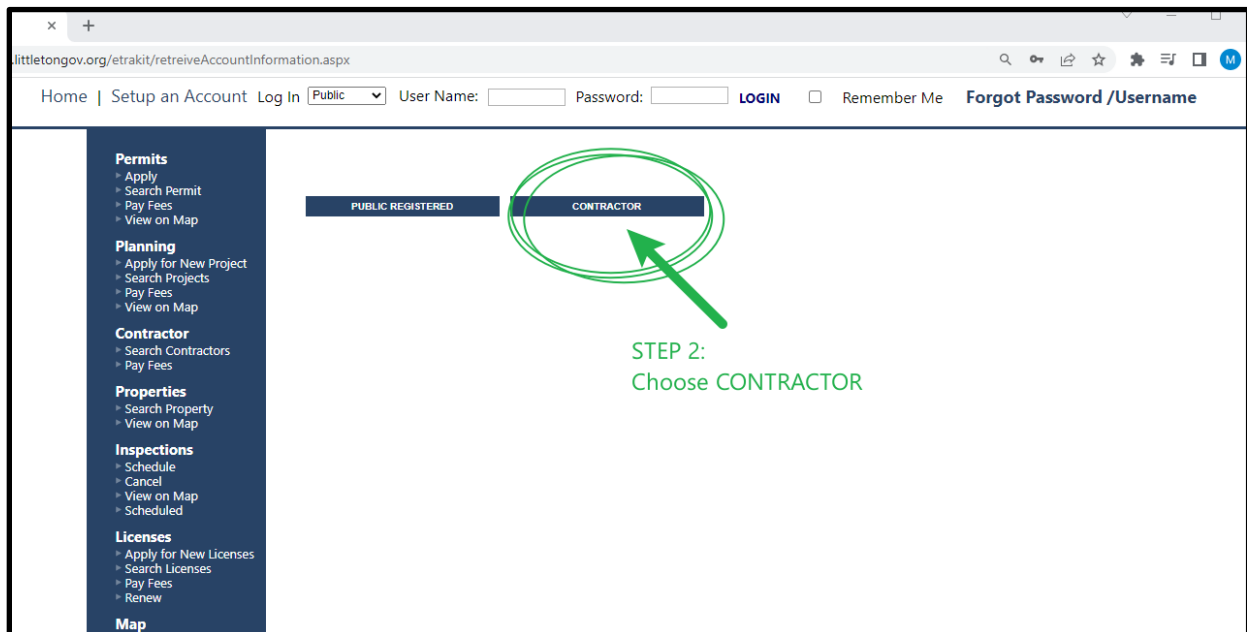
City of Littleton Arborist License Instructions:

STEP 1: SELECT "FORGOT PASSWORD"



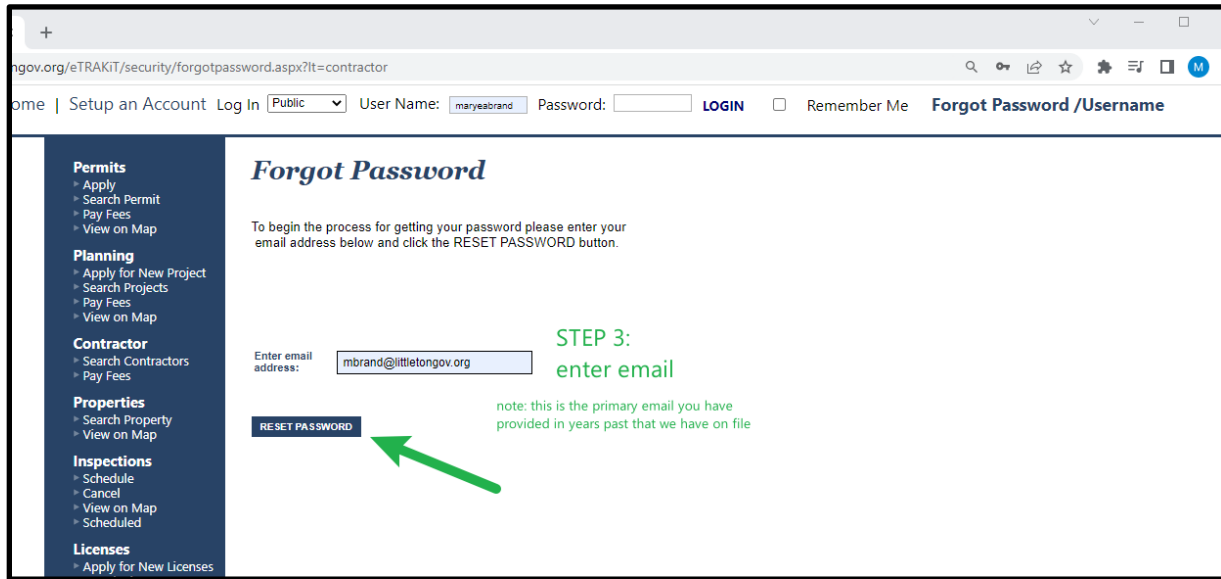
STEP 2: CHOOSE CONTRACTOR.

****it is very important to not select public registered in this step. We can not issue a "public" license!*

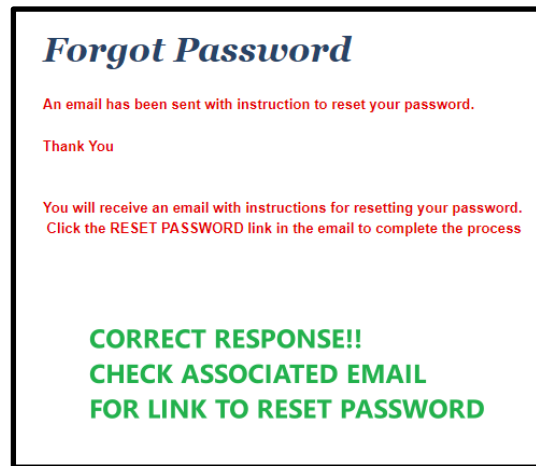


STEP 3: ENTER EMAIL ADDRESS. This is the most recent email address your company has provided.

This is most likely the email address which received the renewal notice from Mary (mbrand@littletongov.org). Reach out to Mary if you need to be informed of your email on file OR to change the current email on file.

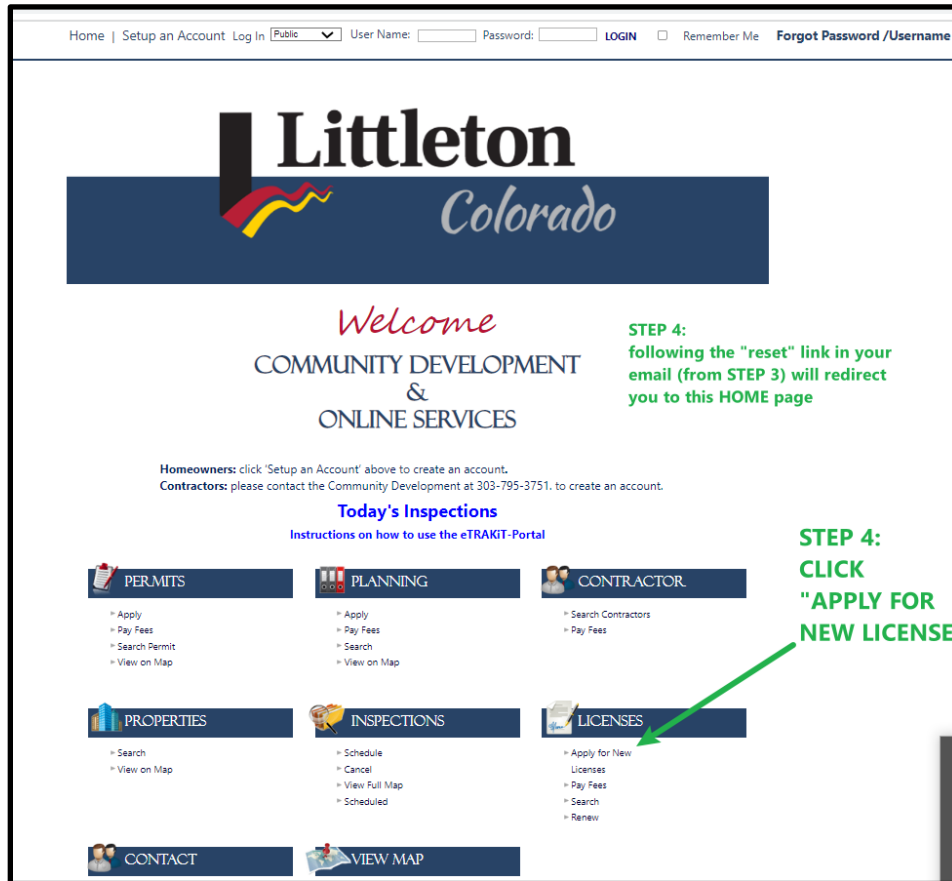


STEP 3 (CONTINUED): INCORRECT VS. CORRECT RESPONSE



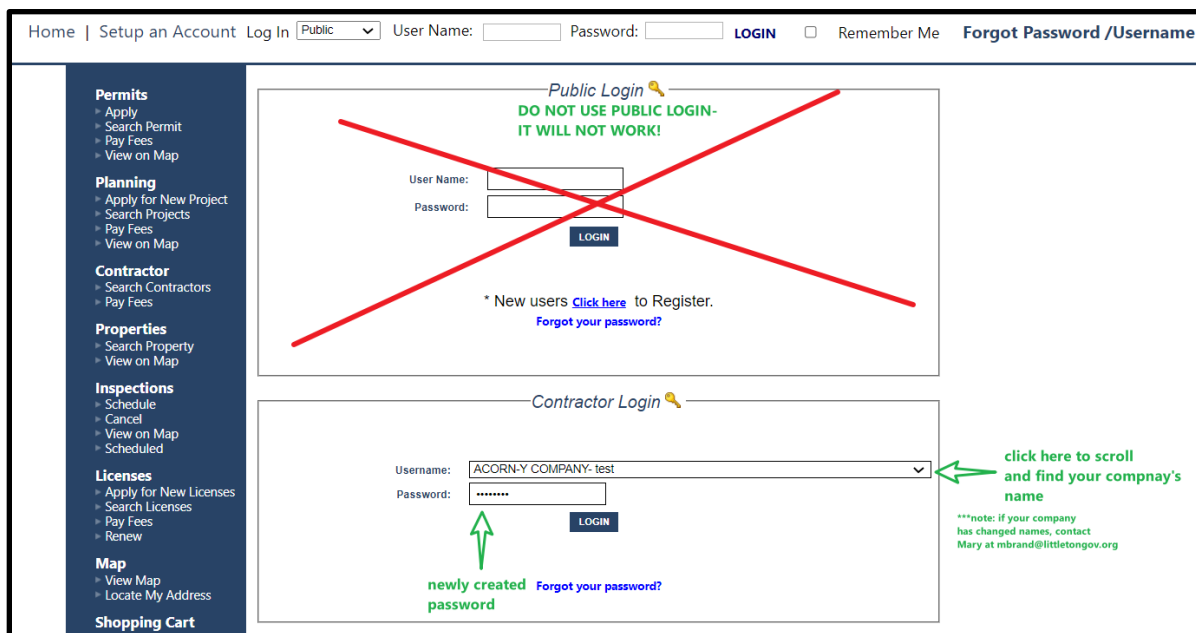
STEP 4: "APPLY FOR NEW LICENSES"

Clicking the "reset password" link sent to your email will direct you to this page. Once on the homepage, select "apply for new licenses"



STEP 5: LOGIN AS A CONTRACTOR.

Scroll to find your company's name. Tip: you can search first two letters. It is annoying, but you cannot search your full name (sorry). Use your newly created password here! It's important to not use public login here. It will not work!



STEP 6: UPLOAD REQUIRED DOCUMENTATION

Required documentation includes: 1. Certificate of Insurance (General Liability and Worker's Compensation), OR Worker's Compensation Waiver, 2. Certificate from another testing municipality (Denver, Aurora, or Lakewood) *does not have to be present year, and 3. Affidavit of legal residency OR driver's license.

Make sure to hit the **upload** button after selecting required documentation. This is how the site saves the files!

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: ACORN-Y COMPANY- TEST

License Application

STEP 1 ENTER LICENSE INFORMATION STEP 2 STEP 3 STEP 4

License Information

Type: **part 1: select ARBORIST**

*License Name: **part 2: enter company's name as you want it to appear publically**

Additional Information

INSTRUCTIONS

Arborist License:
If you are a sole proprietor and need to request the Worker's Compensation Waiver Form please contact:
Mary Danser
Lead Arborists - Public Works -Grounds Department
mbrand@litlelongov.org

Tool tips:
Hover your mouse over the tool tip (question mark) next to the field for guidance regarding the specific information being asked for.

LEGAL AGREEMENT

I agree to the following terms:
In securing this Tree Trimming License from the City of Littleton, I agree that all employees of this company will abide by the rules and regulations of the City of Littleton and any violation will result in the revocation or suspension of this license.

REQUIREMENTS

The following documents are required all the time of application. Please use the upload button below to attach the documents to your application:

UPLOAD DOCUMENTS

<input type="checkbox"/> Certificate of Insurance:	<input checked="" type="checkbox"/>	part 3 select boxes indicating what you will be uploading.
<input type="checkbox"/> Certification From Other Cities:	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Affidavit Of Legal Residency:	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Worker's Compensation Waiver:	<input type="checkbox"/>	

Attachments

Filename: **part 4: select documents (any format is OK)**

- insurance cert.pdf x Remove
- driver's license.jpg x Remove
- city of denver license.pdf x Remove

city of denver license.pdf
Description:

driver's license.jpg
Description:

insurance cert.pdf
Description:

part 5: you must select UPLOAD for documentation to be saved!!

part 6: LAST step is to hit next (make sure to upload first)

Certificate of Insurance:

Certification From Other Cities:

Affidavit Of Legal Residency:

Worker's Compensation Waiver:

STEP 6 continued

Disclaimer

Your attachments have been uploaded. They will be reviewed for completeness.

SUCCESS MESSAGE!

STEP 7: ENTER ADDRESS

Use mailing address in case we need to send hard copies of any documentation to you.

For the time, the software will not let us specify the layout on this page. Feel free to keep all information the same as the company's information. We will not share any private information, but we also do not need it. Sorry for the redundancy in the system.

My Dashboard

Permits

- Apply
- Search Permit
- Pay Fees
- View on Map
- Issued Permits Report

Planning

- Apply for New Project
- Search Projects
- Pay Fees
- View on Map

Contractor

- Search Contractors
- Pay Fees

Properties

- Search Property
- View on Map

Inspections

- Schedule
- Cancel
- View on Map
- Scheduled

Licenses

- Apply for New Licenses
- Search Licenses
- Pay Fees

Map

- View Map
- Locate My Address

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

License Application

STEP 1 → **STEP 2 ADDRESS/CONTACT INFORMATION** → STEP 3 → STEP 4

Application for a ARBORIST License

STEP 7: ENTER COMPANY'S ADDRESS

License Address

Enter part or all of your BUILDING address and press search

Search By: BUILDING **select building**

Search Value: 1800 W Belleview Ave **SEARCH**

****this section is the information we really care about. this is public information**

Print Name: ACORN-Y TREE COMPANY

Ac: []

Email Address: mbrand@litletongov.org

Phone: (303) 795-3827

Fax: []

Emergency: []

Mailing Address

Same as License Address

License Address

Street Number: 1800 City: Littleton

Street Name: W Belleview Ave State: CO

Suite: [] Zip: 8012 []

Applicant Information

Name: Mary Brand Danser Phone: []

Address: [] Email Address: []

City: [] Zip: [] **CLEAR**

State: []

Owner Information

Name: Mary Brand Danser Phone: (720) 281-2805

Address: 1800 W Belleview Ave Email Address: mbrand@litletongov.org

City: Littleton Zip: 8012 [] **CLEAR**

State: CO

CANCEL PREVIOUS STEP NEXT STEP

eTRAKiT will not allow us to delete this section. none of this info will be shared. you can keep it all same as the company's information.

STEP 8: REVIEW AND SUBMIT

The most important part of this step is ensuring you have correctly uploaded all required documentation.

*note: using your new login, you can change any information at any time.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: ACORN-Y COMPANY- TEST

License Application

STEP 1 STEP 2 **STEP 3 REVIEW AND SUBMIT** STEP 4

STEP 8: REVIEW AND SUBMIT

Application for a ARBORIST License
Review the information below prior to submitting the application

License Information

Type: ARBORIST [EDIT]

Licensee: ACORN-Y COMPNAY- test

License Address

Print Name As: ACORN-Y TREE COMPANY [EDIT]

Email Address: mbrand@littletongov.org

Phone: (303) 795-3827

Additional Information

[EDIT]

INSTRUCTIONS

Arborist License: NO

Tool Tips: NO

LEGAL AGREEMENT

I agree to the following terms: NO

REQUIREMENTS

The following documents are required at the time of application. Please use the upload button below to attach the documents to your application.

NO

UPLOAD DOCUMENTS

Certificate of Insurance	YES
Certification From Other Cities	YES
Affidavit Of Legal Residency	YES
Worker's Compensation Waiver	NO

Mailing Address

[EDIT]

Contacts

[EDIT]

Applicant Information

Mary Brand Danser

Owner Information

Mary Brand Danser (720) 281-2805
1800 W Belleview Ave mbrand@littletongov.org
Littleton, CO 80120

Fees

Total Fees: \$0.00

\$25 fees will be requested (via email) after documentation has been reviewed

Attachments

Attachments:

- city of denver license.pdf [DELETE]
- drivers license.jpg [DELETE]
- insurance cert.pdf [DELETE]

To upload additional attachments [Upload Here](#)

confirm here that you successfully uploaded all required documentation!

[CANCEL] [PREVIOUS STEP] [NEXT STEP]

STEP 9: WAIT FOR APPROVAL EMAIL WITH PAYMENT LINK

Once you get to this step, you will just wait. The system will notify you progress along the way.

If all information was correctly submitted, your next step will be payment. You will receive an email with a link taking you to your fees due.

If there was any error in your information, you will get an email explaining the problem and you will have to log in and correct the issue, and re-submit the application.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: ACORN-Y COMPANY- TEST

License Application

STEP 1 | STEP 2 | STEP 3 | **STEP 4 PAYMENT**

Application for a ARBORIST License

License Address

Confirmation

Your application will be reviewed. ← **One you have successfully submitted all information. It will go under for review. You will recieve eamils notifying you of the progress along the way.**

[VIEW LICENSE](#) [PRINT SUMMARY](#)

Next Steps:

1. Wait for email(s)
2. Get approved
3. Pay \$25 online
4. Recieve copy of 2023 Littleton Arborist License!

***if any infomation is incorrect, you will get an email explaining the error and you will be able to login and change anything.**

My Dashboard

- Permits**
 - Apply
 - Search Permit
 - Pay Fees
 - View on Map
 - Issued Permits Report
- Planning**
 - Apply for New Project
 - Search Projects
 - Pay Fees
 - View on Map
- Contractor**
 - Search Contractors
 - Pay Fees
- Properties**
 - Search Property
 - View on Map
- Inspections**
 - Schedule
 - Cancel
 - View on Map
 - Scheduled
- Licenses**
 - Apply for New Licenses
 - Search Licenses
 - Pay Fees
- Map**
 - View Map
 - Locate My Address
- Shopping Cart**
 - Pay All Fees
 - Paid Items
- Contact**
 - Contact us