

Tree & Shrub Sale How to Purchase Online

www.plymouthmn.gov/treesale

Plymouth Parks & Recreation is pleased to offer the Tree & Shrub Sale online. The new registration system makes purchasing your trees and shrubs very easy. Follow these steps to make your purchase.

How to Purchase Online via WebTrac

- 1. Create an account online, if you don't already have one.
 - a. From the Parks & Recreation homepage www.plymouthmn.gov/recreation-activities, click on "Register Online".
 - b. You will be directed to our NEW activity registration page. On the right hand side you will see the "Account Log In" box.
 - c. Click on "Create an Account". You will be prompted to create a Login and Password. Next, complete the "Household Primary Person Information" section.
 - d. From this page you can also add any additional family members to your account. When finished, click on "Save".
 - e. You will receive an email confirmation of your new account within 2 business days from Parks & Recreation.

REGISTER ONLINE

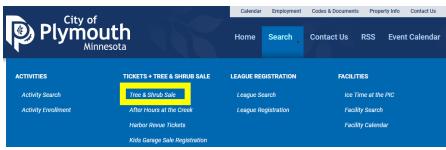


2. Purchase Trees & Shrubs

a. From the Parks & Recreation homepage <u>www.plymouthmn.gov/recreation-activities</u>,

click on "Register Online". b. From the Online

Registration page, click on "Search" next to Home, then the following drop down will pop up. Select the "Tree & Shrub Sale" option that is highlighted below.



- c. You can then search based on the type you are looking for, then hit search.
- d. Select the items you wish to purchase and put in your shopping cart. You will be prompted to sign in to your account.
- e. Click "Proceed to Checkout".
- f. Select Payment

 Method and verify

 Billing Information, then click "Continue".
- g. Enter Credit Card information to finalize payment.

