



# Tree & Shrub Sale

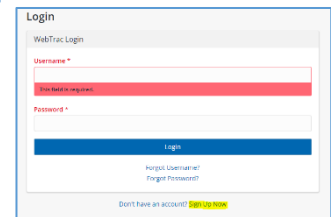
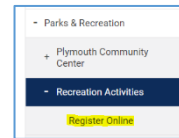
## How to Purchase Online

[www.plymouthmn.gov/treesale](http://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 Recreation Activities page, <https://www.plymouthmn.gov/departments/parks-recreation-/recreation-activities>, choose "Register Online".
  - b. You will be directed to our activity registration page. On the top, right, click on "SIGN IN/REGISTER".
  - c. Click on "Sign Up Now". 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 & emergency contacts 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. Be sure to call or reset your password if you are unable to log in.



2. Purchase Trees & Shrubs
  - a. From the Parks & Recreation homepage, click on "Recreation Activities", then "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. Scroll through the list to find the items you are looking for.
- d. Select the items you wish to purchase and put in your shopping cart by clicking the blue square. 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.

