City of Chicago

Private Benefit Sign Request Application

User Guide [Ver. 1.0]
Private Benefit Sign Request Application

Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Portal</td>
<td>3</td>
</tr>
<tr>
<td>Log into the application</td>
<td>3</td>
</tr>
<tr>
<td>Select Application Type</td>
<td>4</td>
</tr>
<tr>
<td>Creating an application</td>
<td>5</td>
</tr>
<tr>
<td>Basic Job Information</td>
<td>5</td>
</tr>
<tr>
<td>Application Information</td>
<td>6</td>
</tr>
<tr>
<td>Application Information</td>
<td>9</td>
</tr>
<tr>
<td>Location Information</td>
<td>11</td>
</tr>
<tr>
<td>Emergency Contacts</td>
<td>13</td>
</tr>
<tr>
<td>Sign Information</td>
<td>15</td>
</tr>
<tr>
<td>Documentation</td>
<td>19</td>
</tr>
<tr>
<td>Legal Agreement</td>
<td>21</td>
</tr>
<tr>
<td>Permit Application Status</td>
<td>22</td>
</tr>
</tbody>
</table>
Log into the application

- Click on the Permit button

Enter your user name and password

Click on the ‘Sign In’ button

Click on the ‘Permit’ button.
Private Benefit Sign Request Application

- Click on the ‘Apply for New Permit’ button

Select Application Type

- Click on the ‘CDOT Loading Zone, Standing Zone, Day Care and Driveway Signs’ button.
Private Benefit Sign Request Application

Creating an application

Basic Job Information

Enter ‘Business, Facility or Location Description’

All fields with a * are required.

Click on the ‘Next Step’ button
Private Benefit Sign Request Application

Application Information

**Applicant**
- Click on the Add Applicant button

- Click on the Search button
Private Benefit Sign Request Application

- Select your applicant from the returned list

Click on the ‘Select’ button
Click on the 'Next Step' button
Private Benefit Sign Request Application

Application Information

- Click on the drop-down for Type of Sign list
- Select the Sign option

Click on the drop-down for ‘Type of Sign’ list. Select the sign being applied for.
Private Benefit Sign Request Application

**Driveway Non Residential Signs & Driveway Residential Signs**

If your sign is one of the above, after you select your Type of Sign, you will have to enter a driveway install permit number –

- Driveway Non Residential Sign will require a Non Residential Driveway Install permit

For a Driveway sign, you will be required to fill in the Driveway Permit #.

- Driveway Residential Sign will require a Residential Driveway Install permit

For a Driveway sign, you will be required to fill in the Driveway Permit #.
Private Benefit Sign Request Application

Location Information

- Click on the +Add Location Information button
- Add Location Information and Save

Click on the ‘+ Add Location Information’ button.
Private Benefit Sign Request Application

- Enter Location information
- Click on Save button

Enter Location information. Click on the 'Add Location Information’ button.

Confirm your location on the map and select the ‘Confirm’ button.
Private Benefit Sign Request Application

Emergency Contacts

- Click on the '+ Add Emergency Contact Information button
- Click on the Save button

Click on the '+ Add Emergency Contact Information' button.

Fill out required information and click on the '+ Add Emergency Contact Information' button.
Private Benefit Sign Request Application

- Click on the Next Step button

Once you have completed the above and go to the Next Step, an application number will be generated.

Click on the ‘Next Step’ button.
Private Benefit Sign Request Application

Sign Information
What you see on this page will be dependent upon what type of sign you choose

- Enter a valid BACP #
- Enter a valid Service Request #

Click this link if you do not know your BACP Account Number

Enter a valid BACP #

Enter a valid Service Request #
Private Benefit Sign Request Application

**Business and Location Information**

You will get the Business and Location Information area for all Sign applications.

- **Type of Business**
- **Occupancy Limit**
- **Present parking regulations at your location (meters, etc.)**
- **Length of Time at Present Location**
- **Number of Full-Time Equivalent Employees**
- **Scope of Business Activity**
- **Business License Held**
- **Length of Zone Requested**: 42 ft.
- **Vehicle space(s)**
- **Additional Business Information**

Describe Parking is required. Click on drop-down for selection options.

Length of Zone Requested is required.
Private Benefit Sign Request Application

Loading Zone / Day Care

If your application is for a Loading Zone or Day Care, you will get the following detail page -

If you answer yes to the above question, you will have to fill in this text box.

If you answer yes to the above question, you will have to fill in this text box.

All fields with an * are required.
Standing Zone

If your application is for a Standing Zone, you will get this detail page -

- **Type of Standing Zone**: 30 Minute Standing Zone
- **Reason for Zone/ Business activity requiring of on-street parking**: Text
- **Please describe the availability/ restrictions of on-street parking**: Text
- **Is there an existing standing zone on your block?**: Yes
- **If there is an existing standing zone on your block, why can’t your business use the existing standing zone?**: Text
- **On the average day how many sales/ visits would utilize the zone?**: Text

If you answer yes to the above question, you will have to fill in this text box.

All fields with a * are required.

After all required fields are filled in, click on the ‘Next Step’ button.

**If your application is for a driveway, you will not get either detail page.**
Private Benefit Sign Request Application

Documentation

The attachments required on this page will be based on the type of sign requested.

- Find your document and select the option that matches what your document is.
- Click the upload button.
Private Benefit Sign Request Application

- Once you’ve uploaded your document, the message will go away and your documents will be on your application.

• Click on the ‘Next Step’ button
Private Benefit Sign Request Application

Legal Agreement

- Click on the ‘I Agree’ option
- Click on the ‘Submit’ button
Private Benefit Sign Request Application

Permit Application Status

- The application fee will be added to the application
- All pertinent information will be listed on the Permit Application Status page

Click on the 'Add to Cart' button to pay fees.

Click on the 'Cancel Permit' button if you want to cancel the application.

Click on the 'Begin Checkout' button.
Private Benefit Sign Request Application

- Select the Check option and click on the 'Next' button.

Payment Method

Please select the Payment Method below. Your information is secure and is not kept by the City after payment has been authorized. For additional details on security, see the City’s Privacy Policy.

--- PLEASE READ CAREFULLY ---

I hereby authorize the City of Chicago to charge the amount specified to the designated credit card or account. I understand and agree to pay the card issuer/issuing institution for the card or account specified by the issuing institution. I understand and agree that if an amount is uncollectible as a result of the indicated account being closed or cancelled, the charge will be placed in dispute, or otherwise, then any payments applied by the City of Chicago will be reversed and the debt will remain outstanding, and I will pay the City of Chicago a nonpayment fee of $34. By clicking “Next” I am acknowledging that I have read and understand the terms and conditions of payment.

Please read the notice regarding upcoming scheduled maintenance. On Sunday, TBD, 2018 between 4:00 AM and 6:00 AM CST, we will be upgrading our checks processing infrastructure. During this window processing of online check transactions could be disrupted.

- Select the ‘Check’ option
- Click on the ‘Next’ button

Fill out required fields and select the ‘Next’ button.

Check Information

Please enter your account information below. Your payment information is secure and is not saved or stored after the payment amount has been authorized. You have 15 minutes to complete the checkout process. After ten minutes your session will be automatically cancelled. Required fields are indicated by *.

ABA/Routing Number (*)
Bank Account Number (*)
Name on Account (*)
Bank Account Type (*) [Personal, Business]

ABA Number
Account Number

After filling out required fields, click on the ‘Next’ button.
Private Benefit Sign Request Application

- Click the 'Submit Payment' button after verifying all information

Order Verification

Click on your application number to go back to your application.

Payment Confirmation

Click on your application number to go back to your application.
Private Benefit Sign Request Application

- Your application will be in the ‘Application in Review’ status