

# **Complete Your Recertification Application Online**

The 2011 online Tree City USA recertification application is now available. Follow these simple steps to get your community recertified:

## **Step 1 -** Go to <u>arborday.org/treecity</u>

## **Step 2** – Select one of two options:

- Start your online application this will allow you to begin your 2011 Tree City USA application.
  - \*View training webinar this will allow you to view a brief webinar on completing your application online. (\*coming soon)

#### Step 3 – Enter your User ID and password

- If you submitted your application online last year, use your user ID and password from last year. Hint your user ID is your community name followed by your states abbreviation, example omahane or bostonma
  - Can't remember your password click forgot my password o Enter the e-mail address that was used last year to submit your application. o The password for your community will be e-mailed to the address that was used last year to submit your application
    - o If you do not know the e-mail that was used last year to submit your communities application, click on request user ID and password
  - If you need a user ID and password, click here to have them created for you.

    o Follow the steps onscreen to create a user ID and password
    - For questions regarding user IDs and password e-mail us at treecity@arborday.org or call

#### Step 4 – Start your 2011 Tree City Application

Contact the <u>National Arbor Day Foundation</u> at 402-473-9553 or 402-473-9574

or

A CAL FIRE Regional Urban Forester