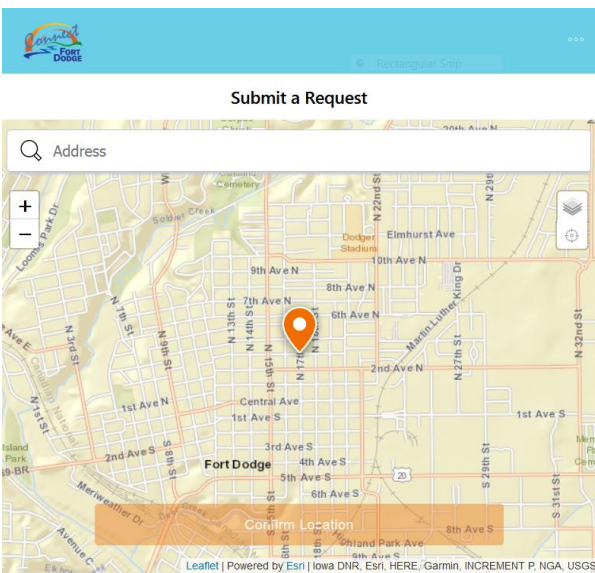


# Step by Step Instructions to Sign up for Yard Waste Request

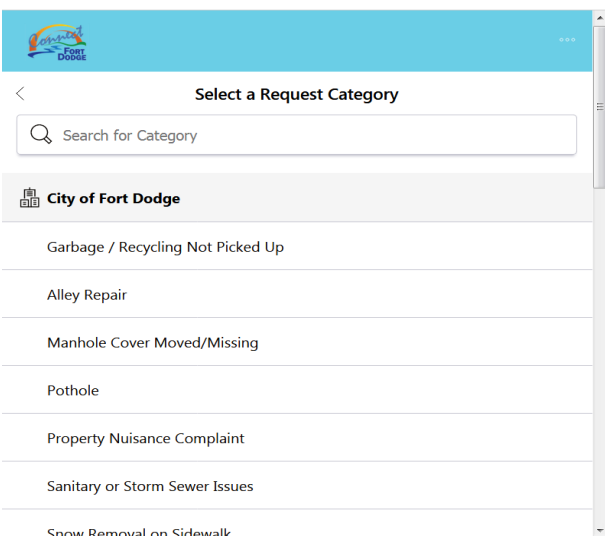
◆ Will need to be submitted before noon on Thursdays & Stickers need to be placed on paper bags ◆



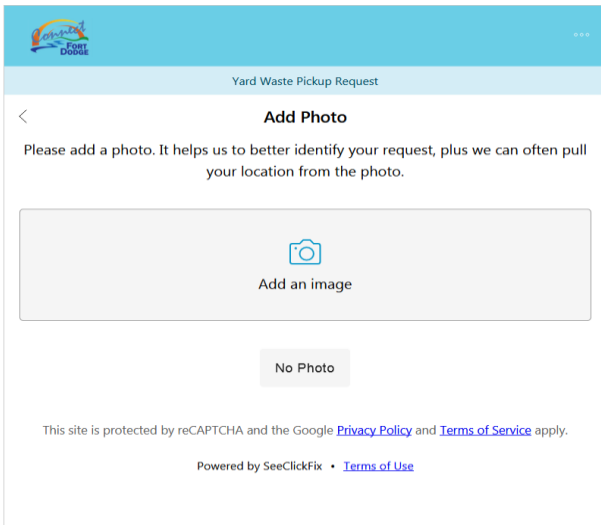
Go to [www.fortdodgeiowa.org](http://www.fortdodgeiowa.org) homepage, click on Report A Concern



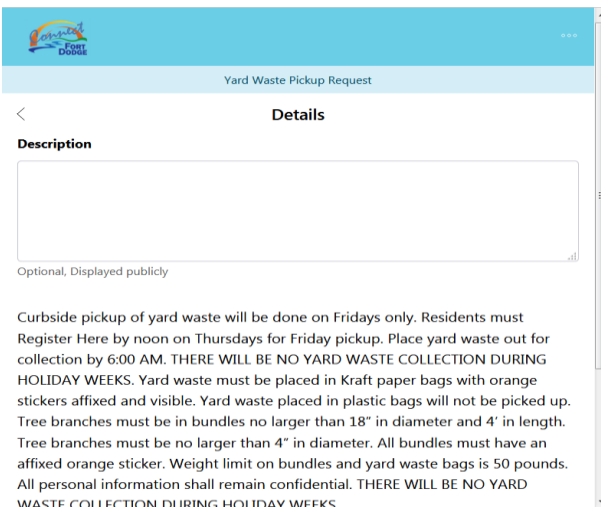
Scroll down to bottom of page, type in address and enter, click Confirm Location



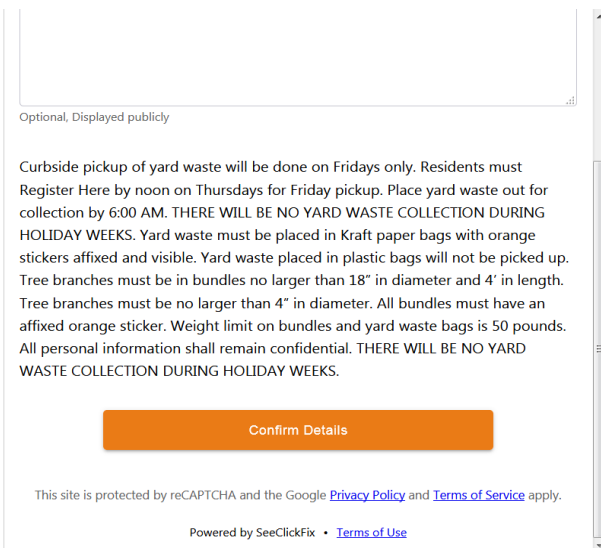
Select a Request Category, scroll down to Yard Waste Pickup Request



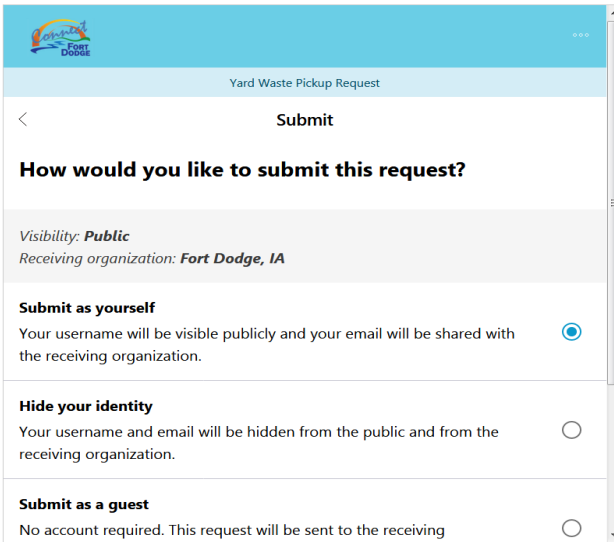
Click on No Photo



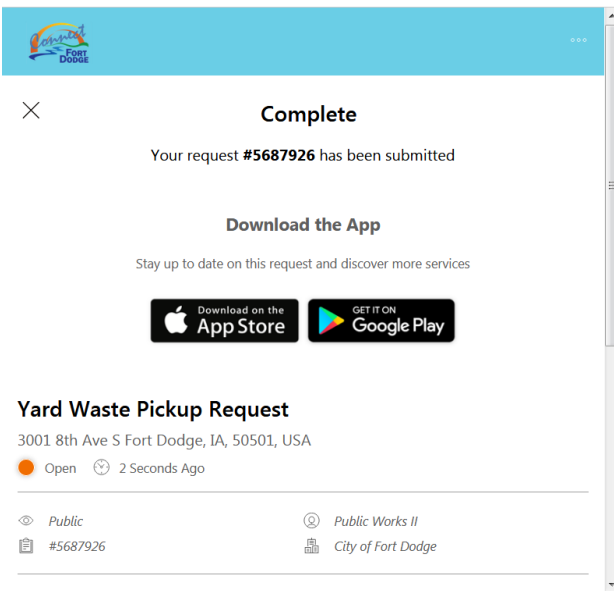
Description box can be left blank or enter number of yard waste bags here



Scroll down and click on Confirm Details



Click an option how you would like to submit request:  
1<sup>st</sup> & 2<sup>nd</sup> options – choose either of these if you have a login  
3<sup>rd</sup> option – choose this one if you don't have a login  
Click Submit



Next screen will show request has been submitted

If for some reason you have any issues or error messages appear, you will want to exit out of the website and then reopen the website and start from the beginning. Sometimes the web browser you are using such as Google, Firefox, Internet Explorer, etc. may need to be refreshed as well as the website.