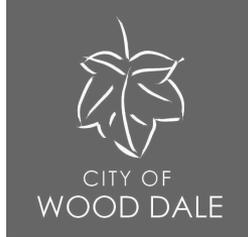


my.WOODDALE.com Self Service Portal

**Annual Franchise Agreement
Registration**

<https://my.wooddale.com>





Why create an account?

- Creating an account will allow the system to save your information each time you apply for or renew your rental license.
- Most applications will require additional attachments that need to be scanned and uploaded into Citizen Self Service (CSS). You may begin an application, save, and resume later, if needed.
- You may log into CSS to check the status of your rental.
- You may pay fees online via the CSS portal.

Steps for creating and managing an account are on the following pages.



CITY OF
WOOD DALE

Good Morning, **Guest** ▾

Log In
Register



Home Apply Today's Inspections Map 311 Pay Invoices Search  Calendar 

The City of Wood Dale, IL - Self Service Portal



Login or Register

Login to an existing or create a new account. You can also find help if you forgot your login information.



Search Public Records

This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.



Request Inspection

Click here to request an inspection.



Apply

This tool can be used to apply for...

Step 1. Select "Register" in the "Guest" drop-down box.



Good Morning, [Guest](#)

[Home](#) [Apply](#) [Today's Inspections](#) [Map](#) [311](#) [Pay Invoices](#) [Search](#) [Calendar](#)

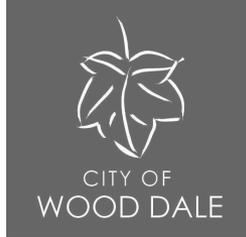
Registration

Step 1 of 4: Email Address



Email [Next](#)
Email address is required

Step 2. Enter your email address into the “Email” field and click “Next”.



You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

[Confirm](#)



Can't find your confirmation email?

- Check your Spam and Junk mail folders.
- Your email service may be inadvertently blocking the email. Ensure your account is set up to allow emails from noreply@wooddale.com.
- Sign up using a different email address (Gmail, Yahoo, etc.) and change to your preferred email once you have completed registration.

Step 3. A verification code will be sent to the email address provided. Click "Confirm" on the email message to confirm your registration.



Registration

Step 2 of 4: Login information

*REQUIRED

I'm not a robot 
reCAPTCHA
Privacy * Terms

* Username

Username is required.

* Password

Password is required.

* Confirm Password

Email

[Next](#)



Step 4. Complete your registration by providing the desired credentials and checking the CAPTCHA verification box. Click “Next” to continue.



Good Morning, [Guest](#) ▾

[Home](#) [Apply](#) [Today's Inspections](#) [Map](#) [311](#) [Pay Invoices](#) [Search](#) [Calendar](#)

Registration

Step 3 of 4: Personal Info

*REQUIRED

* First Name

Middle Name

* Last Name

Company

* Contact Preference

* Email Address

[Additional Contact Information](#)

Next



Step 5. Provide registration information. Click “Next” to continue



Step 4 of 4: Address

***REQUIRED**

Country Type

* Address Line 1

Pre Direction

Address Line 2

Street Type

Post Direction

Unit Or Suite

City

State

Postal Code

County

* Address Type



Step 6. Provide your address. Click “Submit” to complete registration.



Application Assistant

- All
- Trending
- LICENSES
- PERMITS
- PETITIONS

> [Categories](#)

Franchise Agreement	
Category Name: Community Development License	Description: A Franchise Agreement protects both private and public infrastructure and improvements from damage. Utilities that occupy right-of-way within the City shall submit contact information and fees on an annual basis.

Step 7. Click “Apply” and search “Franchise Agreement”. To the right of Franchise Agreement, click the blue “Apply” icon.



Apply for License - Franchise Agreement

Select or create the business for this application

Wendy's Water Fixer



Corporation
Status: Active
404 WOOD DALE WOOD D...

Select

Wendy's Floral Shop



Corporation
Status: Active
404 WOOD DALE WOOD D...

Select

Select Company Type ▾

Create New Business During Application

+



Step 8. Apply for License. Create New Business During Application. A Government Type is required, please select from drop down menu.



Apply for License - Franchise Agreement

*REQUIRED



LOCATIONS

Location

Add Location

+

Create Template

SEARCH ENTER MANUALLY

Enter Manually

Country Type

Enter Address

Address Line 1

Pre Direction

Address Line 2

Street Type

Post Direction

Unit Or Suite

City

State

Postal Code

County

Save

Step 9. Enter Address. Use the Drop Down menu to add the correct label to the address (Mailing, Billing, etc.). For addresses outside of Wood Dale, IL use the “enter manually” feature, click Save to continue.

Apply for License - Franchise Agreement

*REQUIRED



LOCATIONS

Type: Mailing
US
790 N CENTRAL, WOOD
DALE, IL, 60191
Main Address

Remove

Location

Add
Location

+

Create Template

Save Draft

Next

Step 10. You may add alternate locations. Once completed, click “Next”.



BUSINESS DETAILS

* Company Type

* Company Name

Business Description

DBA

* Location

LICENSE DETAILS

* License Type

Description

[Back](#) [Create Template](#)

[Save Draft](#) [Next](#)

Step 11. Enter Business and License Details. Once completed, click “Next”.



Apply for License - Franchise Agreement

*REQUIRED



CONTACTS

Applicant

Wendy Bednarz (You)

404 N Wood Dale Road,
Wood Dale, IL, 60191

Business Owner

Wendy Bednarz
City of Wood Dale

Emergency Contact

Wendy Bednarz
City of Wood Dale

Applicant

Add Contact

+

Back Create Template Save Draft Next

Step 12. Add Contacts. A Business Owner and Emergency Contact are required. Click "Next" to continue.



MORE INFO

[| Top](#) [| Main Menu](#)

*Utility Name:



*Project Location

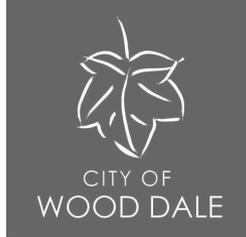
*Number of Linear Square Feet of Fiber Optic Cable

Project Completed



[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

**Step 13. More Info. Details on following screen.
Click "Next" to continue.**



Utility Name: Name of Organization with Franchise Agreement

Project Location: Wood Dale, IL

Number of Linear Square Feet of Fiber Optic Cable: Include Number from Estimate

Project Completed: Yes/No

Step 13. More Info



Apply for License - Franchise Agreement

*REQUIRED



Attachments

click or drag files

Add Attachment

+

Supported: .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, text/plain, .dwg, .zip, .csv, .rtf, ...

Back

Create Template

Save Draft

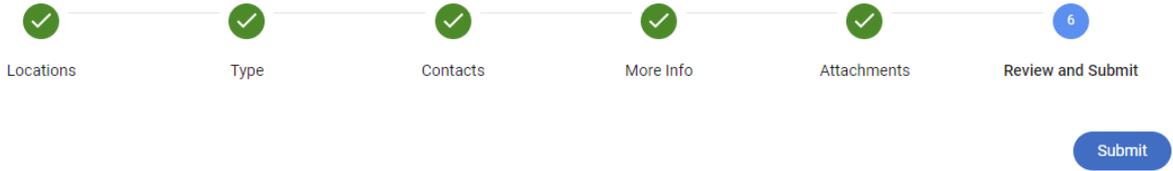
Next

**Step 14. Add any supporting materials.
Click "Next" to continue.**



Apply for License - Franchise Agreement

*REQUIRED



Locations

Mailing 790 N CENTRAL , WOOD DALE, IL., 60191

Basic Info

Company Name Fiber Optic Company
Company Type Government Organization
Business Description
DBA
Location Commercial
License Type Franchise Agreement
Description
Applied Date 04/30/2024

**Step 15. Review Franchise Agreement application.
Click “Submit” to complete registration.**



WOODDALE.COM

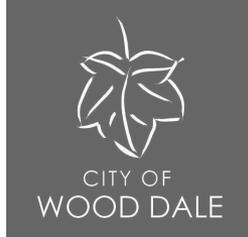
✔ Your application was successfully submitted!

Thank you for your application.

[Continue to license](#)

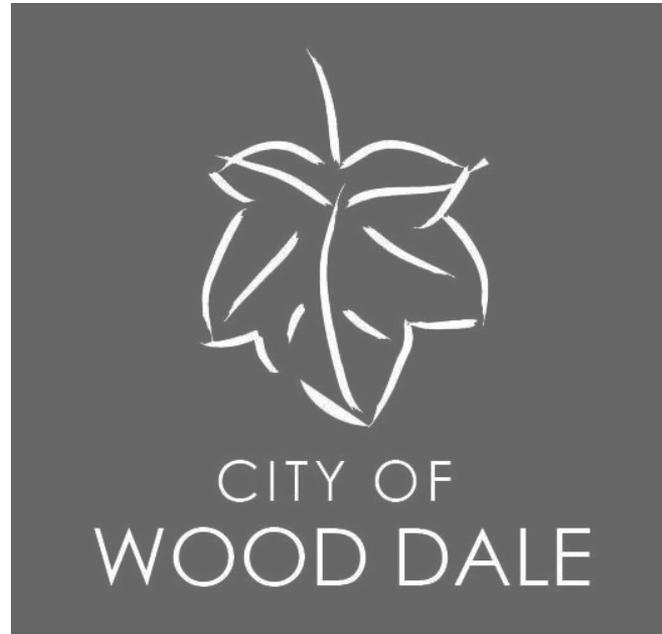
Suggested Applications

Step 16. Successful Submission!



After Submission:

- ✓ Review for accuracy
- ✓ Receive Invoice
- ✓ Pay Invoice
- ✓ Franchise Agreements are valid for the calendar year ending December 31.



Questions or need additional assistance?
Contact the **Public Works Department** at
(630) 787-3738.