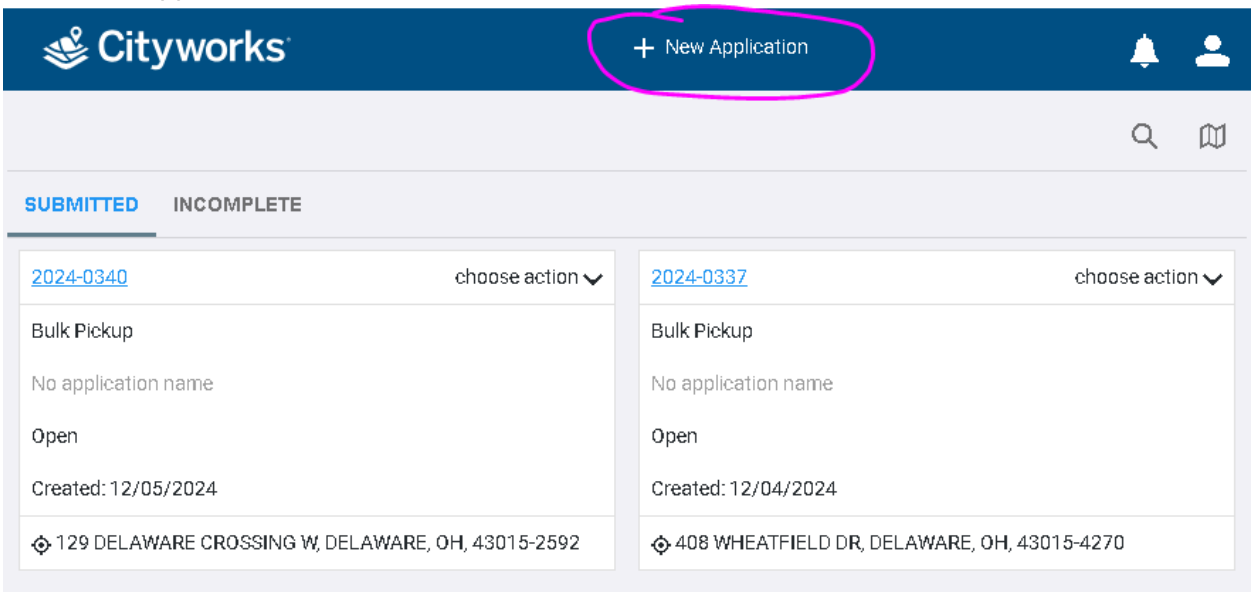
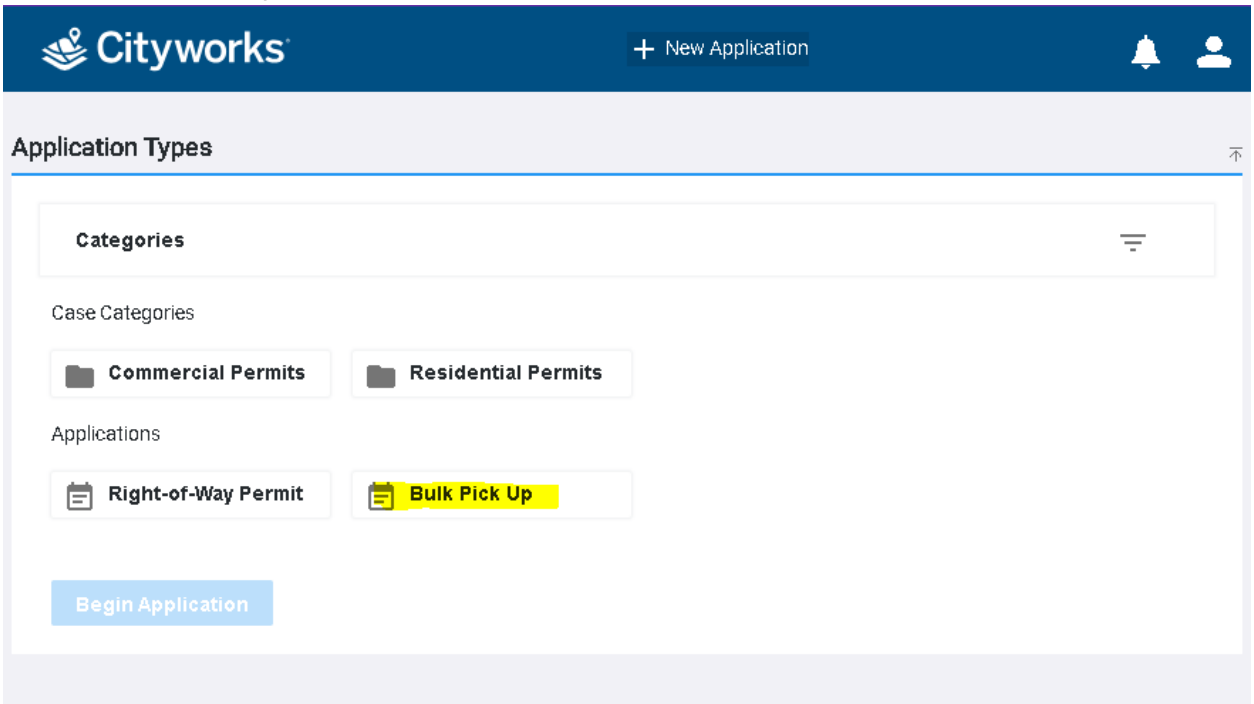
Request a bulk Item Collection

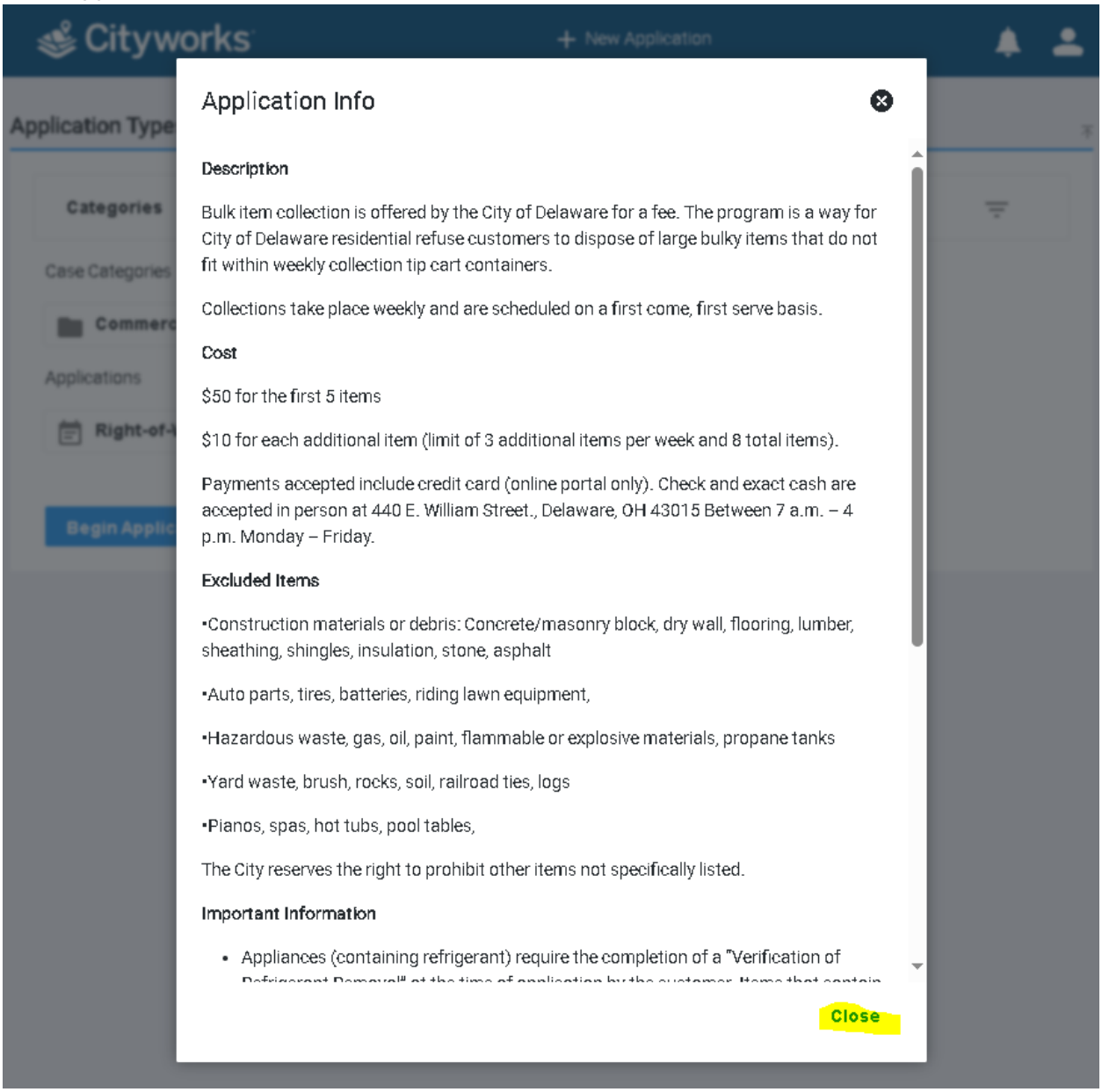
1. Got to https://cmms.delawareohio.net/Permits
2. Login with the email address and password you provided
3. Click New Application



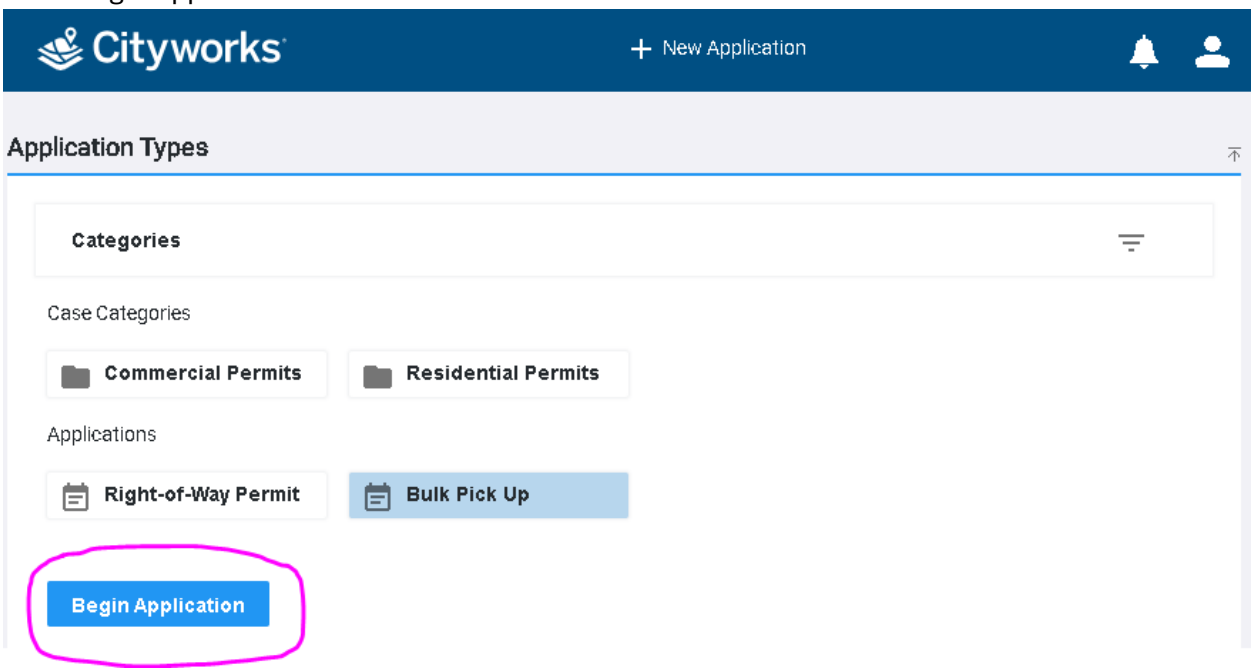
4. Click on Bulk Pick Up



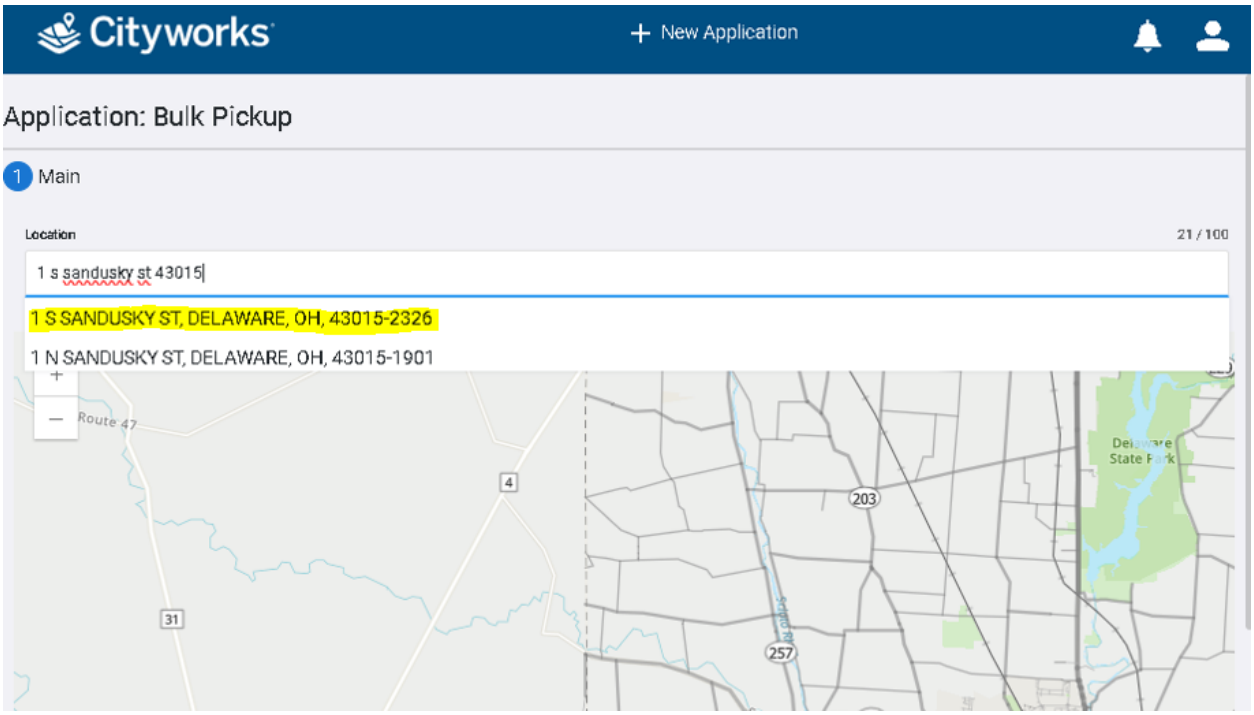
5. Read Application inco then clikc Close



6. Click Begin Application

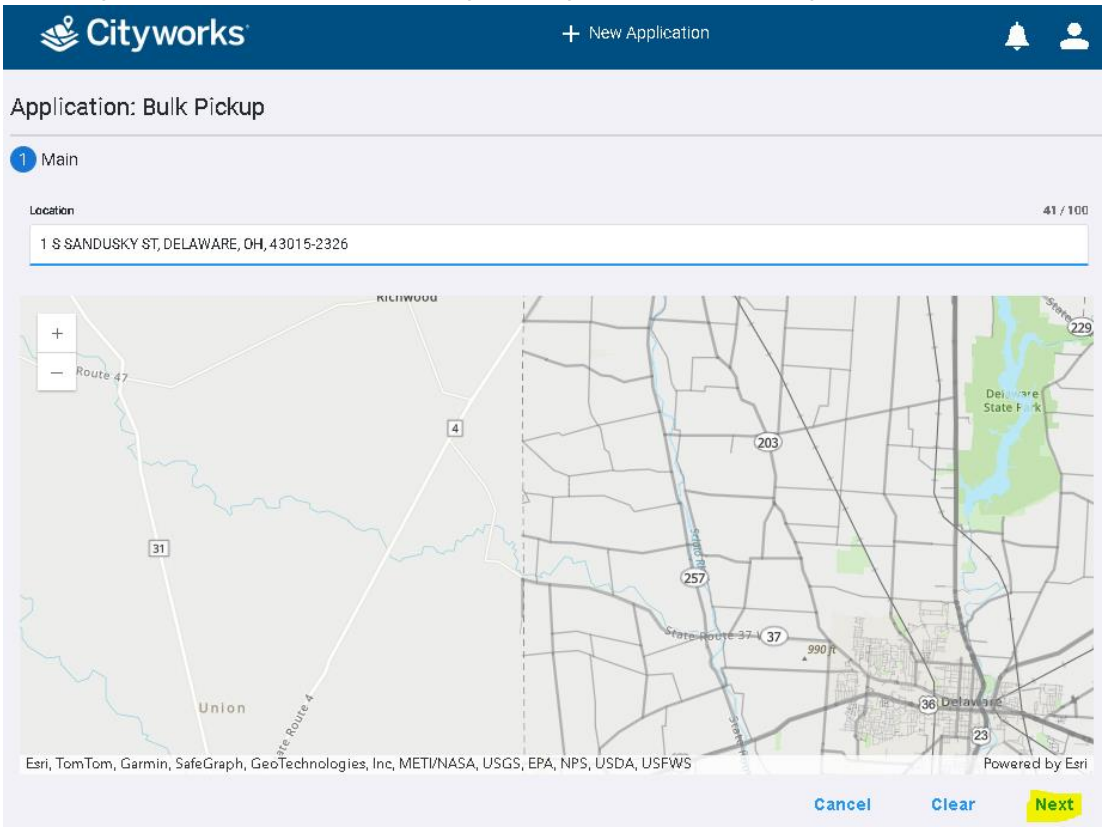


7. Type in your address in the location field
8. Chose you address from the drop down menu
   TIP if your address is not appearing in the list add the city name or the zip code

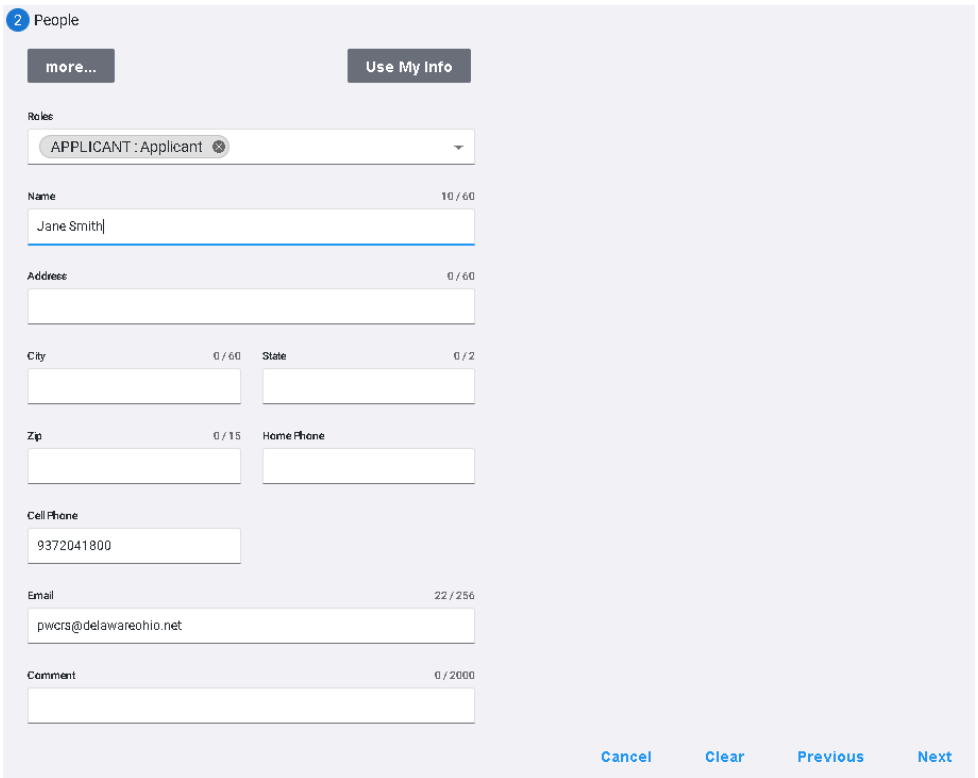


9. Click Next

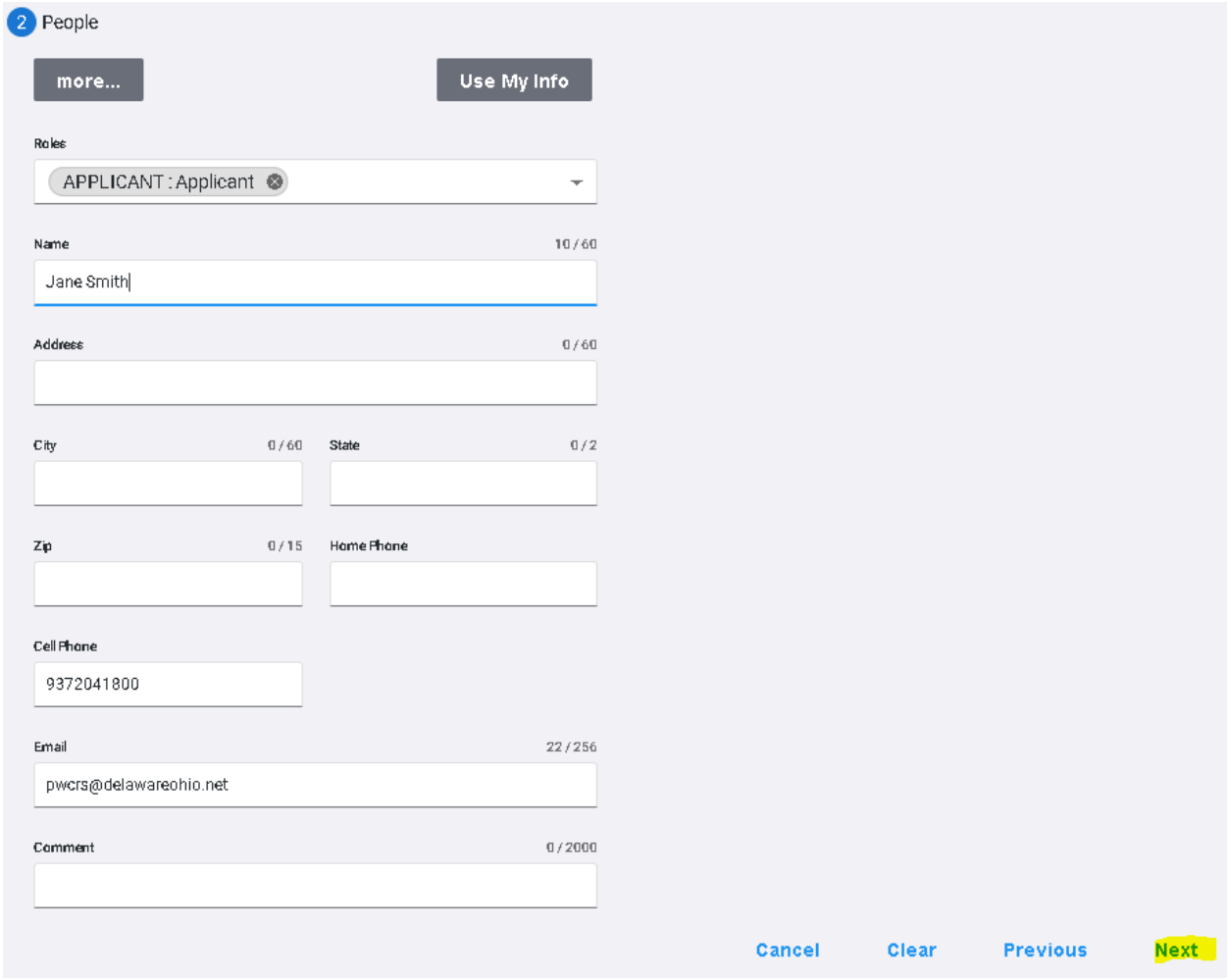
TIP If your address is outside of city limits you are not able to proceed



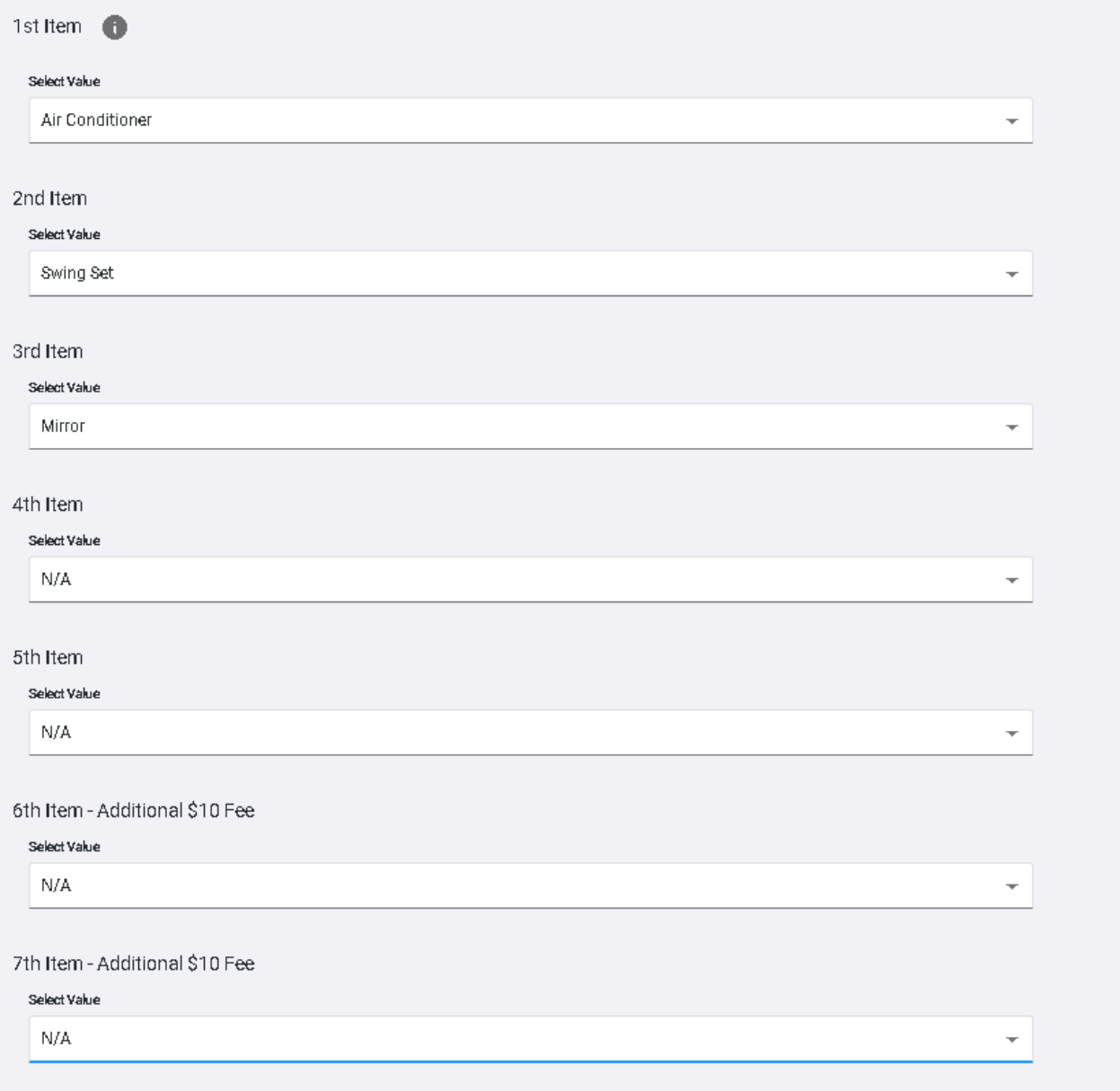
10. Fill out your information – all communication will be sent to the email address provided on this screen



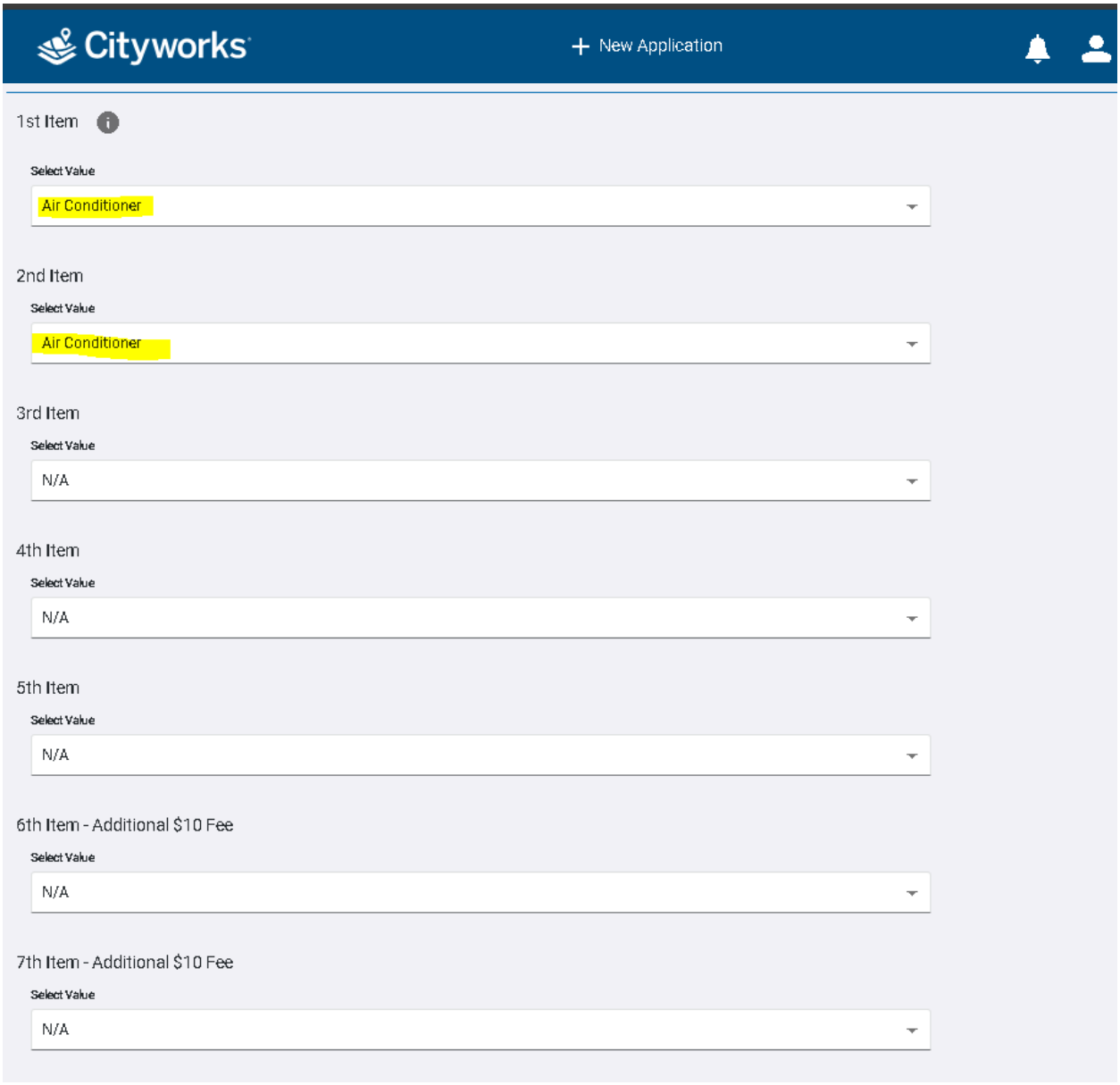
11. Click next



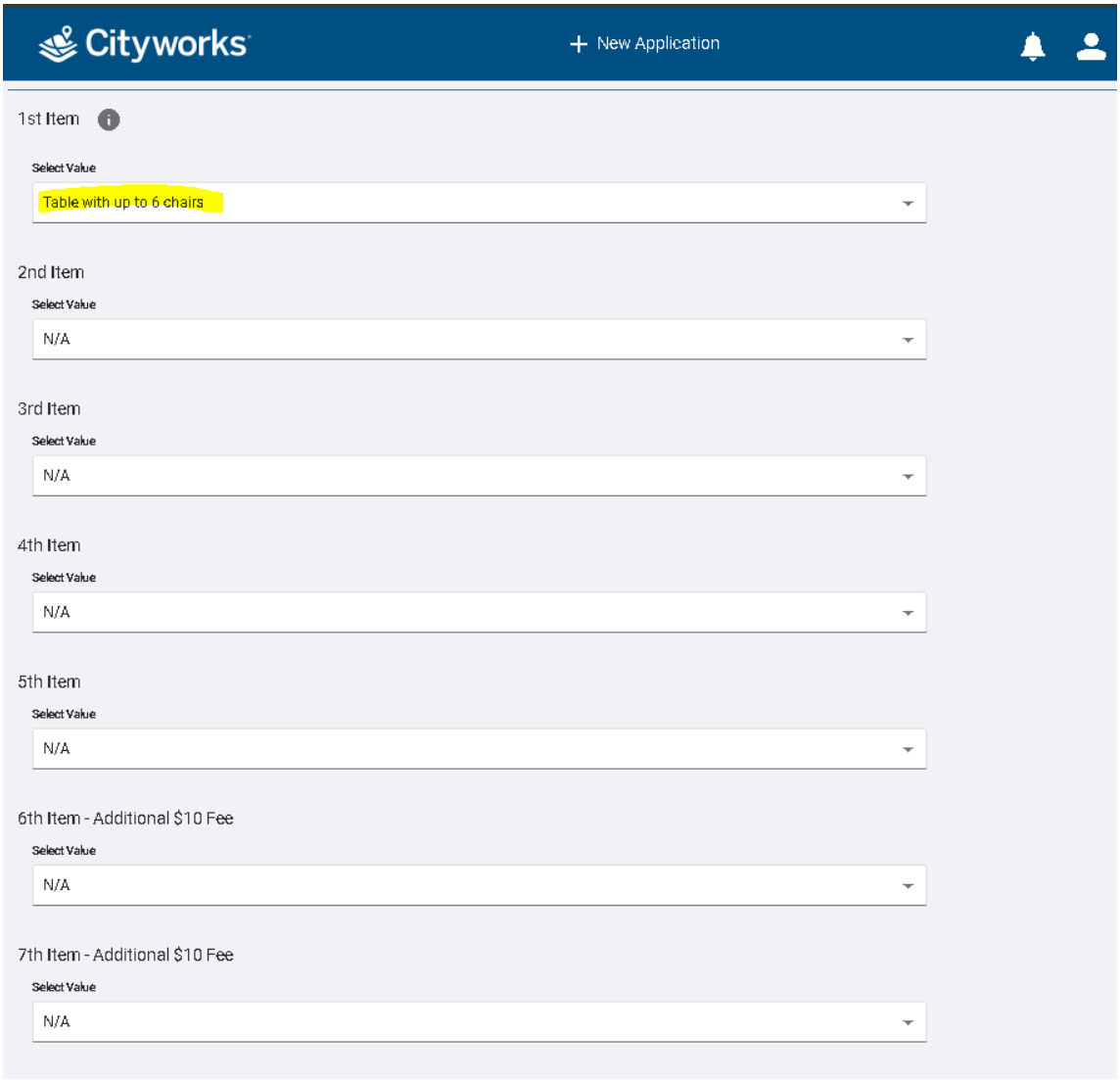
12. Chose your Items for pick up from the pick lists
    a. You have less than 8 items
       EX. 3 items for pick up
       - Enter the items to be picked up in the first 3 boxes
       - Enter N/A in the rest



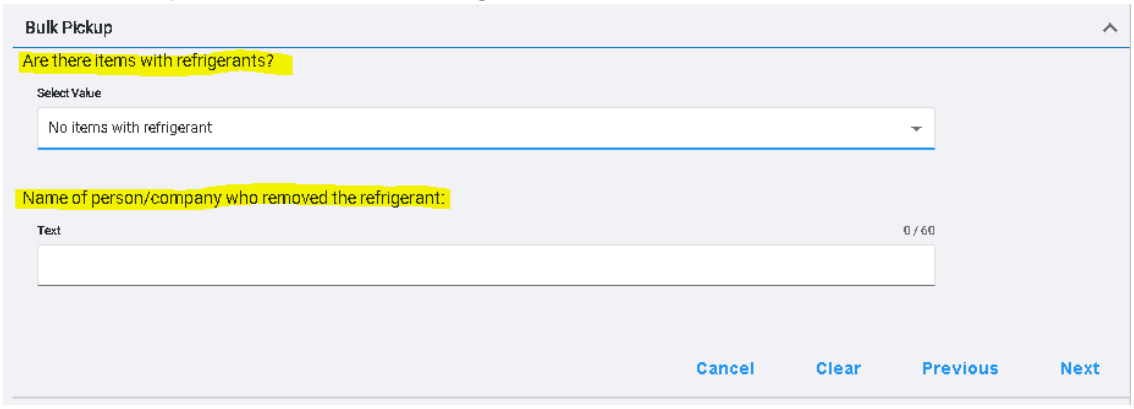
b. You have multiple of the same item
EX. 2 air conditioner units
   - Enter air conditioner in 2 boxes



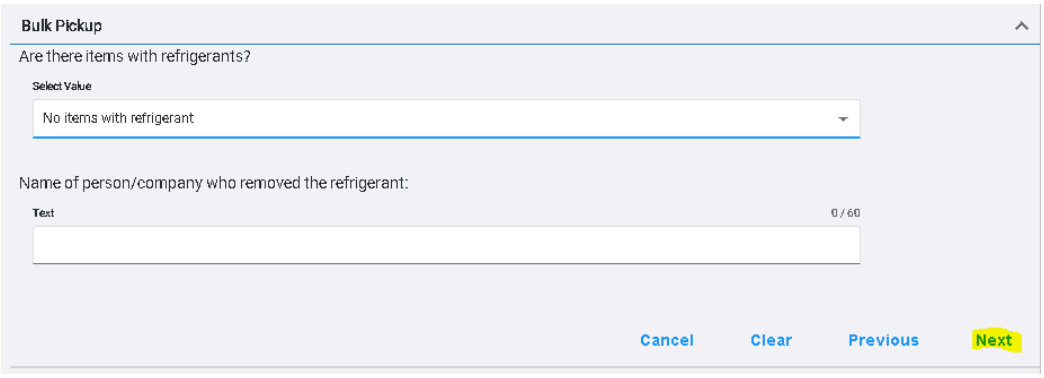
c. You have items that are part of an appoved set
EX. Table and 4 chairs
   - Enter Table with up to 6 chairs



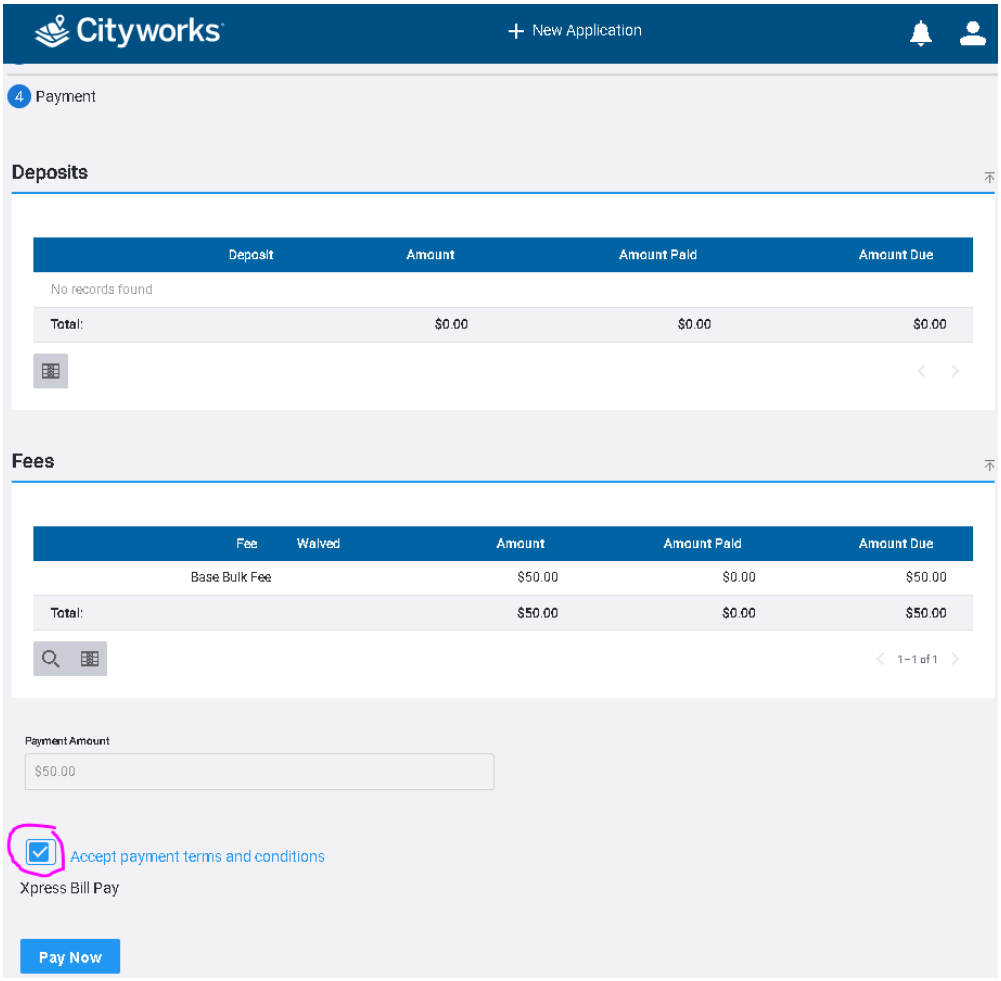
13. Answer the questions related to refrigerants



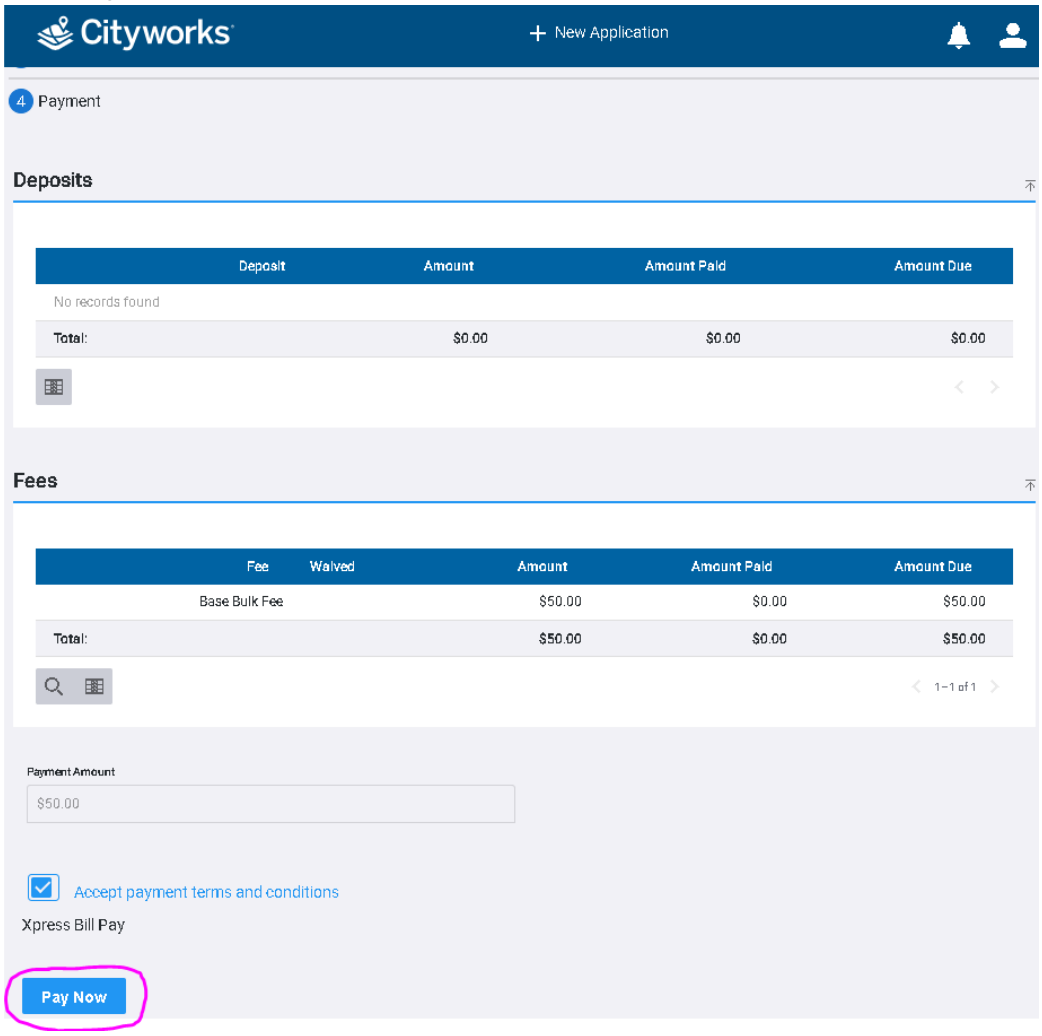
14. Click Next



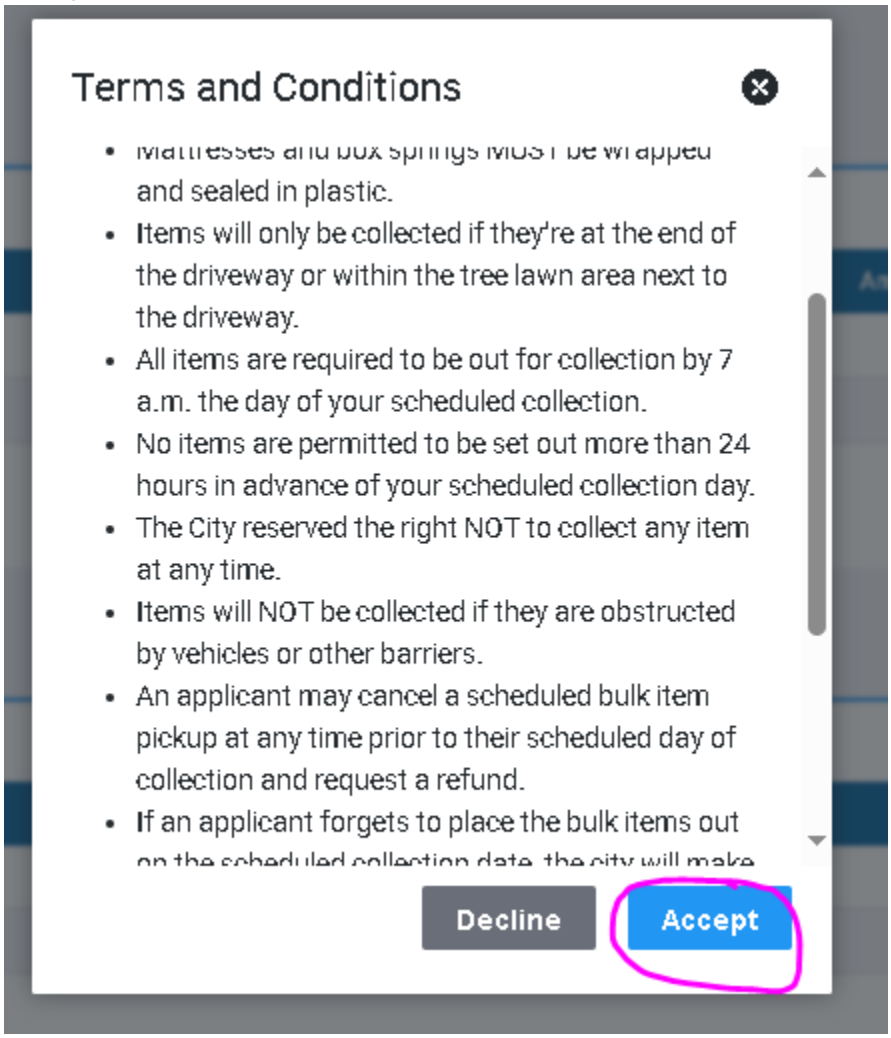
15. Make a payment for your permit
    a. Click Accept payment Terms and Conditions



b. Click Pay Now



c. Accept the terms and conditions



d. You will be taken to xpressbill pay to complete your payment
e. Once your payment has been processed you will be brought back to your submitted permit