



Mailbox Support Installation Application Procedures

Mailbox Support Installation Overview

Welcome to the Crow Wing County Permitting Website. This tutorial has been created to guide you through ordering the installation of a mailbox support. If you have any questions, please call us at: (218) 824-1110 or email at: highwayinfo@crowwing.us

Mailbox supports are available for installation on roads maintained by Crow Wing County, including First and Second Assessment Districts. (This does not include a mailbox.) Options include:

- Install complete mailbox support: \$90.00 plus sales tax.
- Replace post only, cost is \$53.00 plus sales tax,
- Replace swing arms only \$75.00 plus sales tax
- Relocate support \$40.00 plus sales tax.

To order a mailbox support for installation – log on at: <https://enviopermits.crowwing.us> (sign up for a user profile in the upper right corner if you don't already have one)

Under **Order Installation of a Mailbox Support** click blue link **Start New**

click on box to go from 1 column to 2

The screenshot displays the 'Crow Wing County Applications' website. The main content area is divided into columns. The '04. Highway Department' section is expanded, listing various permits. The 'Order Installation of a Mailbox Support' option is highlighted with a red box, and its 'Start New' link is also highlighted. A red arrow points from this link to a 'Welcome, Guest!' box in the top right corner. A green arrow points from the 'Start New' link to the URL 'https://enviopermits.crowwing.us' in the text above.



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1. The **Mailbox Install Info** page will appear. Complete all fields, click link to review **Mailbox support Specifications** and **Mailbox Support Policy** at the bottom of the page then click **NEXT** (* indicates a required field) It is important all fields are complete to gather the information needed to submit a utility locate.

2. The **Mailbox Support Policy** page will appear. Agree to the **Mailbox Support Policy** then click **NEXT**.



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- The **Invoice** page will appear. The installation fee and sales tax are listed. This is payable either online with a credit card or by mailing a check. Payment must be received prior to the support being installed. In the **Expected Payment Method** box choose option for payment. Click **NEXT**.

Crow Wing County Log out | Change password | Edit profile

Applications Reports User

Order Installation of a Mailbox Support 3/4

1. Mailbox Install Info Print

2. Mailbox Support Policy

3. Invoice

4. Review

Apply	Charge	Cost	Quantity	Total
	Install complete mailbox support Support \$50.00, Installation \$40.00	\$ 90	x 1	\$90.00
	Sales Tax for complete install	\$ 7.09	x 1	\$7.09
Grand Total				Total \$97.09

Payment
How would you like to pay?

Next > Print

Review the invoice, click **Finish** to submit your order and be redirected to the online payment system.

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Applications Reports User

Order Installation of a Mailbox Support 4/4

1. Mailbox Install Info Print

2. Mailbox Support Policy

3. Invoice

4. Review

Review
[View the application](#)

Invoice #24677 (11/25/2019)

Charge	Cost	Quantity	Total
Install complete mailbox support added 11/25/2019 9:52 AM Support \$50.00, Installation \$40.00	\$90.00	x 1	\$90.00
Sales Tax for complete install added 11/25/2019 9:52 AM	\$7.09	x 1	\$7.09
Grand Total	Total		\$97.09
	Due		\$97.09

Expected Payment Method: Credit Card or Electronic Check
You will be presented with the opportunity to pay online after you press Finish.

Finish Print

Online Payment Process

This page recaps the amount due. Click on Credit Card or Electronic Check to continue. (If you have more applications, ie: entrance permit, you may put this one in your cart and pay for them together.)

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Application	Invoice #	Amount Due
Order Installation of a Mailbox Support UID # 44508	24677	\$97.09
	Total	\$97.09

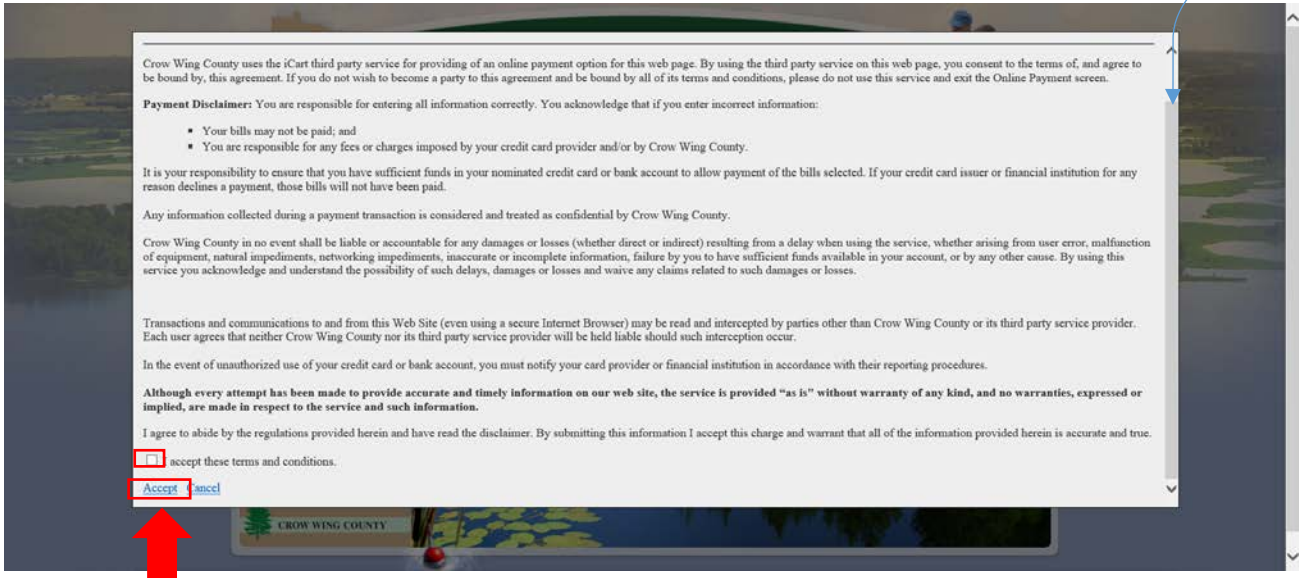
I have more applications to do, so [Add to Cart](#)

Pay with:
Credit Card or Electronic Check



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Read the disclaimer, check the box you accept, then click Accept. (scroll down to see bottom of page if necessary)



Fill in your email address, select credit card/electronic payment, and then click **Make Payment**.





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Review your information then click **Continue**

CROW WING COUNTY MINNESOTA | One Time Payment | Account Information

Enter Account Information

Payment Type

Misc Payment

Please enter your Account Number as shown on your bill.

Account Number KSDCQ

Email

Your email address

Re-Enter email

Your email address

Continue

Verify amount, choose type of payment, enter card/bank information then click **Continue** to confirm your payment.

CROW WING COUNTY MINNESOTA | One Time Payment | Payment Information

Pay this Amount \$ 97.09

Payment Method

Credit Card

Card Number CVV

Expiration Date

MM YYYY

Card Holder Name

eCheck / Bank Account

Continue Cancel



Mailbox Support Installation Application Procedures

An email will be sent to the address provided with payment confirmation and a copy of your receipt.

After your application reviewed, a dig request will be sent to Gopher State OneCall to locate underground utilities. Your mailbox should be installed within the next 5-7 business days.

If you have any questions, please contact our office at: **(218) 824-1110** or email: highwayinfo@crowwing.us