

Village of Lincolnwood



E-Gov Services User Guide

Introduction

- The Village has an E-Government Services Website to provide better and more efficient services to its residents.
- The E-Gov Home Page can be accessed directly at:
<http://www.egovlink.com/lincolnwood/> or
from the Village's main webpage at:
<http://www.lincolnwoodil.org>

http://www.lincolnwoodil.org/

File Edit View Favorites Tools Help

Village of Lincolnwood, Illinois



The Village of Lincolnwood, Illinois

6900 N. Lincoln Ave.
Lincolnwood, IL 60712
847-673-1540
If you have an emergency Dial 911.



[Home](#)
[Site Map](#)

- About Lincolnwood
- E-Gov Services
- Resident Services
- Business Services
- Government
- Departments

I want to:

Go to a specific Department:

Search For:

- Action Line Request
- Online Bill Pay
- Community Calendars
- Frequently Asked Questions
- Subscription Lists
- Documents On-Line

- News & Events:
- [FEMA Assistance Application Extension](#)
 - [Revised Zoning Code](#)
 - [FEMA Applicant's Guide](#)
 - [Mold and Mildew Guide](#)
 - [Thinking of Removing a Tree? Click Here for Information on Permit Requirements](#)
 - [Recycle CFL Bulbs](#)
 - [Cross Connection Control Program](#)
 - [Digital TV Transition](#)
 - [Free Radon Test Kit](#)
 - [Madeleine Grant Volunteer of the Year Award](#)
 - [Village Receives Citizen Survey Award](#)
 - [Traffic Commission Seeking Input from Residents and Businesses](#)
- Quicklinks:
- [Cable Channel Broadcast Schedule](#)



Welcome to the Village of Lincolnwood's website. Here you will find the latest information on news & events around the Village as well as government services. Use the pull down menus at the top of the page and the links on the left of this page to take a shortcut to a specific service, information or department. As you use the drop down menus at the top, the links on the left will change to assist you in getting to the specific information you need. If you would like to comment on this site or if something is not working please drop us an email at web@lwd.org.

E-Gov Home



The Village of Lincolnwood, Illinois

6900 N. Lincoln Ave.
Lincolnwood, IL 60712
847-673-1540




Home

- Village Home
- E-Gov Home
- Action Line
- Community Calendar
- Online Documents
- Subscriptions
- FAQ
- Login

Welcome to the Village of Lincolnwood, IL, e-Government Services Website.
Today is Thursday, October 16, 2008.


Action Line

Make suggestions, request information or request service at your convenience.



Community Calendar

See what's going on, including schedules for all government meetings and village events. Use the handy search feature to find the specific events you are looking for.




Online Documents

Quickly find the documents you are looking for. All village documents are located in a single place with a handy search feature.




Subscriptions

Register for email subscriptions.



FAQ

Frequently asked questions



E-Gov Home

- From the E-Gov home page you can:
 - Access:
 - Action Line Requests to request information, submit requests for service, or submit comments for review.
 - Community Calendar to search for events
 - Online Documents to search for electronic documents
 - Subscription Lists subscribe to subscriptions
 - Frequently Asked Questions to review the most commonly asked questions
 - Create your own personal E-Gov User Account

Creating Your Own Account

The Village of Lincolnwood, Illinois

6900 N. Lincoln Ave.
Lincolnwood, IL 60712
847-673-1540

Home

Welcome to the Village of Lincolnwood, IL, e-Government Services Website.
Today is Wednesday, November 26, 2008.

Action Line
Make suggestions, request information or request service at your convenience.

Community Calendar
See what's going on, including schedules for all government meetings and village events. Use the handy search feature to find the specific events you are looking for.

Online Documents
Quickly find the documents you are looking for. All village documents are located in a single place with a handy search feature.

Subscriptions
Register for email subscriptions.

FAQ
Frequently asked questions

Village Home
E-Gov Home
Action Line
Community Calendar
Online Documents
Subscriptions
FAQ
Login

- To register, click on “Login” on the left side bar of the main page.

Creating Your Own Account

- Next, click on “Not Registered Yet?”
- This will take you to the registration page



The screenshot displays the website header with a photo of a building, contact information for The Village of Lincolnwood, Illinois (6900 N. Lincoln Ave., Lincolnwood, IL 60712, 847-673-1540), and the village seal. A 'Main Menu' button is visible. The main content area features a welcome message and the date: 'Welcome to the Village of Lincolnwood e-Government Services Website! Today is Wednesday, November 26, 2008.' A 'Sign In' form is highlighted with a black border and a black arrow pointing to the 'Not registered yet?' link. The form includes fields for 'Email:' and 'Password:', a 'Sign in' button, and two links: 'Can't remember your password?' and 'Not registered yet?'. The footer contains navigation links: 'Village Home | E-Gov Home | Action Line | Community Calendar | Online Documents | Subscriptions | FAQ | Login | Register' and a copyright notice: 'Copyright ©2004-2008. electronic commerce link, inc. dba egovlink.'

Creating Your Own Account

Welcome to the Village of Lincolnwood New Member Registration

Registering to use Village of Lincolnwood E-Gov Services is FREE, quick and easy to establish!

You can access your transaction history.

For example, requests submitted via the Citizen ActionLine.

You can choose to have contact information (such as an address & telephone number) saved with your membership thereby eliminating the requirement to "re-type" this information into online forms.

- All you need to register is a phone number and e-mail address

Village of Lincolnwood New Member Registration:

* Denotes required fields that must be filled in order to complete your registration.

* Email:

* Password:

* Verify Password:

* First Name:

* Last Name:

* Phone Number: () -

Cell Phone: () -

Fax: () -

Resident Street: Please select an address...

Address (if not listed):

Resident Unit:

City: Lincolnwood

State: IL

ZIP: 60712

Business Name:

Business Street:

Work Phone: () - ext.

Emergency Contact:

Emergency Phone: () -

Subscriptions

Check the mailing list to which you would like to subscribe.

DISTRIBUTION LISTS

- Art Displays
- Building Department
- Cable Channel Six
- Chamber Orchestra
- Community Development Department
- Finance Department



Creating Your Own Account

- Once you are done filling out your information, simply click “Submit Registration Form”
- Now anytime you access E-Gov you can login to your account and track subscriptions and action line requests

Action Line Requests

- Can be accessed from the E-Gov Home page or from the left side bar
- From here you can make requests by Department, track your request, create a new user account, or login to your Account

Welcome to the Village of Lincolnwood, IL, Action Line

Today is Wednesday, October 29, 2008.

Check the Status of an Action Line Request

Tracking Number:

Personalized E-Gov Services

- [Click here to Login](#)
- [Click here to Register](#)

Create a New Action Line Request

Citizen Comments and Concerns

- Administration Department Complaint
- Building Department Complaint
- Finance Department Complaint
- Fire Department Complaint
- General Suggestion
- Non-Resident Pool Registration Problem/Complaint
- Parks & Recreation Department Complaint
- Police Department Complaint
- Public Works Department Complaint
- US Postal Service Problems and Complaints
- Village Employee Commendation
- Village Newsletter Complaint or Suggestion

Public Works

- Alley Maintenance
- Animal Control
- Arborist Service Request
- Dead Animal Removal
- Groot (Garbage, Recycling, Yard Waste)
- Hydrant Maintenance
- Landscaping
- Line of Sight Obstruction
- Parkway Tree Maintenance/Inspection
- Pot-hole
- Recycling
- Snow - Plowing/Removal
- Storm Drainage/Erosion
- Street Light Out
- Street Sweeping
- Traffic Signals / Signs
- Water & Sewer Locates (Request to Dig)
- Water Leak
- Yard Waste

Nuisance/Code Violations

- Building and Property Complaints

Police

- Crime Stoppers
- Garbage Out Early

The OnLine Service Request system allows visitors to request information, submit requests for service, or submit comments for review.

A ticket number is assigned to each new Service Request. Using this ticket number, the submitter can check back on the website at any time to view the current status of the request.

NOTE: Requests entered after hours will be received by City staff by 8:30 a.m. the next business day.

It is **not necessary to register** to submit a Service Request. However if you do register then you will be able to track all the Service Requests submitted under your registration ID.

Submitting an email address with your Service Request will result in confirmation that the Request has been received and will allow you to receive status updates for your Request



Action Line Requests

- With Action Line Requests you can make suggestions, request information or request service at your convenience
- If you have an E-Gov account, make sure you login before you make your request so you can track your request easier

Action Line Requests

Water Billing

[Click here to Login](#) | [Click here to Register](#)

Use this form to ask any water billing question.

* *Information is required.*

Contact Information

First Name:

* Last Name:

Business Name:

Email:

* Daytime Phone: () -

* Address:

* City:

State:

ZIP:

Issue/Problem Location:

Please select the closest street number/streetname of problem location from list or select "Choose street from dropdown". Provide any additional information on problem location in the box below.

* Address:

- Or Other Not Listed -

Unit:

Provide any additional information on problem location in the box below.

0 of 512 characters

Nature of the complaint/suggestion...

- To create a new action line request click on the appropriate request under the right department
- The picture to the left shows an action line request for water billing questions.
- Next, simply fill out the form. At the bottom, you can check the box to receive a confirmation e-mail that your request was receive

Action Line Requests

- Tracking your request:
 - After you have filled out your request you will be given a tracking number
 - At the “Action Line Request” page simply enter your tracking number into the search box to find your request
 - If you have an account you can track your requests after logging in by clicking on “View Requests”

Community Calendar

- To access the calendar click on “Community Calendar”

View Calendar by Event List | SEARCH for Calendar Items | Print the Calendar

◀ Previous Month		October	2008	Next Month ▶		View: All Categories	
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
			1	2 • VILLAGE BOARD MEETING	3	4	
5	6	7	8 • PLAN COMMISSION/ZONING BOARD OF APPEALS	9	10	11	
12	13 • HUMAN RELATIONS COMMITTEE	14 • PARK BOARD MEETING	15	16 • VILLAGE BOARD MEETING	17	18	
19	20 • SIGN APPEARANCE REVIEW BOARD	21	22 • PLAN COMMISSION/ZONING BOARD OF APPEALS	23 • ECONOMIC DEVELOPMENT COMMISSION • TRAFFIC COMMISSION	24	25	
26	27	28	29 - Today	30	31 • COMMUNITY HALLOWEEN PARTY		

Calendar Event List	
Date/Time	Event
10/2/2008 7:30 PM - 9:30 PM	Village Board Meeting boardmeetings
10/8/2008 7:30 PM	Plan Commission/Zoning Board of Appeals Plan Commission/Zoning Board of Appeals Webpage
10/13/2008 7:00 PM	(Meeting) Human Relations Committee Meeting location; Village Hall Council Chambers 6900 N. Lincoln, Lincolnwood, IL 60712
10/14/2008 7:00 PM - 9:30 PM	(Meeting) Park Board Meeting



Community Calendar

- Here you can view past, present, and future Village events and meetings
- At the bottom of the page you will see a more detailed list of events for that month
- Clicking on any event will give you information such as time and location of the event
- Additionally, you can search events, print a calendar, or view only select categories on the calendar; in other words, its customizable to your liking

Online Documents

- Here, you can view Documents by Department or Category

Village of Lincolnwood Online Documents

Today is Wednesday, October 29, 2008.

Some of the pages within this section link to Portable Document Format (PDF) files which require a PDF reader to view. You may download a free copy of Adobe® Reader® if you do not already have it on your computer.



Get Adobe Reader.

Search Documents:



- Administration
- Applications
- Boards and Commissions
- Building Department
- clerks office
- Community Development
- Finance Department
- Fire Department
- Forms
- Human Resources
- Parks and Recreation
- Police Department
- Press Releases
- Public Works
- Village Board Meeting
- Village News
- Village Newsletter
- Website Information

Village Home | E-Gov Home | Action Line | Community Calendar | Online Documents | Subscriptions

FAQ

Login | Register

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- Can not find what you are looking for?
 - Type in what you are looking for into the “Search Documents” box

Subscriptions

- To subscribe to any of the distribution lists you need an E-Gov account
- Type in your Email and Password
- Select any of the distribution list boxes to be added
- Here you can also unsubscribe from any lists you no longer wish to receive

Subscribe to our email lists to receive newsletters delivered directly to your inbox. To sign-up, type in your email address, password and in the Subscriptions list below check the box(es) of the emails you would like to receive and then click Subscribe. **You will receive an email asking you to confirm your subscription, please follow the instructions provided.**

Village of Lincolnwood Subscriptions

* Email:

* Password:

[Find your subscriptions](#) [Forgot your password](#)

Subscriptions

Check the email list to which you would like to subscribe.

Uncheck to unsubscribe from an email list.

DISTRIBUTION LISTS

- Art Displays
- Building Department
- Cable Channel Six
- Chamber Orchestra
- Community Development Department
- Finance Department
- Fire Department
- Job Postings
- Mayor's Office
- Parks & Recreation Department
- Police Crime Alert
- Public Works Department
- Village Newsletter

[Subscribe](#)

Internal Use Only, Leave Blank:

Please leave this field blank and remove any values that have been populated for it.

Frequently Asked Questions

Welcome to the Village of Lincolnwood Frequently Asked Questions

Today is Wednesday, October 29, 2008.

Search FAQ:

 Search

Frequently Asked Questions

[Administration](#) | [Finance](#) | [Building Department](#) | [Parks & Recreation](#) | [Public Works](#) | [Police Department](#) | [Fire Department](#) | [Human Resources](#)

Administration

Where are the Village of Lincolnwood buildings located?

The Village Hall, Community Center, Police Department, Building Department, and Fire Department are all located at 6900 North Lincoln Avenue ([Map](#)). The Public Works Department is located at 7001 North Lawndale Avenue ([Map](#)).

Where is the Illinois EPA Vehicle Emissions Testing Station?

3555 West Jarvis Skokie, Illinois 60076 (847)717-0479 [Map](#)

Where is the Circuit Court of Cook County?

5600 Old Orchard Road Skokie, Illinois 60077 (847)470-7200 [Map](#)

Do I need a Garage Sale Permit?

Yes. Contact the Village Administrator's office to obtain one at 847-745-4717.

When do the Village Board Meetings occur?

Village Board meetings take place every first and third Thursday of the month in the Village Hall Council Chambers. The Regular Meeting begins at 7:30 pm. Normally there is a Committee of the Whole meeting that takes place prior to the Regular Meetings. All of these meetings are open to the public and residents are always encouraged to attend. Click the following link to view past and upcoming Village Board agendas: [Link](#)

Are there any employment opportunities?

The Village's Human Resources webpage is an excellent way to keep up to date of current employment opportunities. You may find it by following this link: [Employment](#)

What is the Village Newsletter and when is it published?

The Village Newsletter, known as the Village Connections, is a newsletter that is published by the Village and contains all of the current news and events that takes place in the Village. It is produced every two months and is mailed to all addresses with 60712 Zip Code. The mailing schedule is always on the first of the month and is as follows: January, March, May, July, September, November. You may also download the Connections under the Quicklinks section on the Village Homepage at [Village Homepage](#)

Who should I contact if I did not receive my Village Newsletter?

You should go to the Village Website and fill out the appropriate Action Item Request form. It is located here: [Action Item Request](#)



Frequently Asked Questions

- Here you will be able to quickly find many helpful answers to common questions
- You can also search this section to quickly find what you are looking for

Staff Directory

Main Menu

Welcome to the Village of Lincolnwood, IL, Staff Directory

Search Options

First Name:

Last Name:

Show Staff Members in results:

Organizational Groups	Phone	E-mail
Administration	847-745-4717	
Community Development	847-673-7402	
Elected Officials		
Finance Department	847-673-1540	
Fire Department	847-673-1545	
Parks and Recreation	847-677-9740	
Police Department	847-745-4822	
Community Service Officers	847-745-4743	cso@lwd.org
Watch Commander	847-673-2167	pdal@lwd.org
Public Works	847-675-0888	

- The staff directory lists all Village employees and departments and their specific units
- You can also search for a specific employee

Staff Directory

[Main Menu](#)

[Return to Staff Directory](#)

Administration

6900 N. Lincoln Avenue
Lincolnwood, IL 60712
Phone: 847-745-4717
Fax: 847-671-9382

Staff Members	Job Title	E-mail	Phone
Dick, Carrie	Executive Secretary	cdick@lwd.org	847-745-4717
Marzal, Michael	Assistant to the Village Administrator	mmarzal@lwd.org	847-745-4715
Petroshius, Doug	Assistant Village Administrator	dpetroshius@lwd.org	847-745-4711
Prejzner, John	Administrative Intern	jprejzner@lwd.org	847-745-4840
Rosa, Elsie	Administrative Secretary	erosa@lwd.org	847-745-4716
Wiberg, Timothy	Village Administrator	twiberg@lwd.org	847-745-4717

- By clicking on a department, all employees within the department will be listed
- Names, job titles, emails, and phone numbers are provided

Job Postings

Welcome to the Village of Lincolnwood, IL, Job Postings

[\[Want to be notified about New Job Postings...\]](#)

Today is Tuesday, May 12, 2009.

Search Option(s)

Categories:

Status:

Show Expired Postings:

Seasonal Employment	Jobs: 3
Seasonal Camp Counselor Areas of Responsibilities: 1. Supervises program participants to ensure a safe and fun camp experience 2. Organizes, implements and participates in daily activities 3. Ensures rules and regulations with participants 4. Responsible for assisting with daily attendance records 5. Assists with main... [more]	Status: Open
Seasonal Camp Supervisor Areas of Responsibilities: 1. Organize, plan and supervise daily camp activities 2. Ensure camp is operated and organized to meet all policies, procedures and deadlines 3. Train, supervise and evaluate staff 4. Communicates with parents of campers regarding feedback, updates, discipline 5. Resp... [more]	Status: Open
Lifeguard Essential Duties and Responsibilities: 1. Maintain participant safety through knowledge and preventative lifeguarding techniques and the courteous and consistent enforcement of policies, rules, and procedures. 2. Assist in the orientation of participants to the use of the aquatics facility, equipm... [more]	Status: Open

- This section lists all employment opportunities within the Village
- To be notified about new job postings, click on link at the top of the section to subscribe

Job Postings

[Main Menu](#)

Today is Tuesday, May 12, 2009.

[Return to Job Postings](#)

[\[Want to be notified about New Job Postings...\]](#)
[\[Email your resume...\]](#)

Seasonal Camp Counselor

Job Number: Seasonal Camp Counselor 04-08-2009
Category: Seasonal Employment
Status: Open
Salary: Hours & Pay Range: Starting pay is minimum wage, depending on experience. No benefits. Hours vary depending on position.

Description:

Areas of Responsibilities: 1. Supervises program participants to ensure a safe and fun camp experience 2. Organizes, implements and participates in daily activities 3. Ensures rules and regulations with participants 4. Responsible for assisting with daily attendance records 5. Assists with maintaining inventory of all supplies 6. Provides leadership and problem solving for campers 7. Ensures that camp headquarters and related areas are safe and clean for campers and staff

Publication Date/Time:

4/8/2009 1:00:00 AM

Download Available:

To apply, complete a Village of Lincolnwood employment application, available at the Administration or Parks and Recreation Department located at the address below. For more information contact: Jan Springer, CPRP Superintendent of Recreation Lincolnwood Parks and Recreation Department 6900 N. Lincoln Avenue Lincolnwood, IL 60712 jspringer@lwd.org or 847-677-9740

Qualifications:

Required Skills/Education/Experience • Two years of relevant experience preferred • Must be a positive role model and work well with children • Ability to be prompt and create an enjoyable and positive atmosphere every day • Ability to maintain working relationships with co-workers • Ability to understand and follow verbal and written instructions • Must be certified in First Aid and CPR (We will train)

- Clicking on a job posting will show a more detailed description

Bid Postings

Main Menu

Welcome to the Village of Lincolnwood, IL, Bid Postings

[Want to be notified about **New Bid Postings...**]

Today is Wednesday, May 13, 2009.

Search Option(s)

Category/Sub-Category:

All

Status:

Open

Show Expired Postings:

No

Search

Open RFP's and RFQ's

Bids: 2

[Brochure Printing](#)

The Village of Lincolnwood Parks & Recreation Department (the Village) is seeking to retain the services of a qualified and experienced vendor to provide the Village with printing services for the Seasonal Brochure. [\[more\]](#)

Status: Open

Closes: 5/14/2009 10:00:00 AM

[RFP for Zoning Review, Plan Review, Inspection Services, and Code Enforcement](#)

The Village of Lincolnwood, Illinois is soliciting proposals for the delivery of zoning review, plan review, inspections, and code enforcement services for all residential, mixed-use and commercial properties. The Village may hire one or more firms for some or all of these services. The selected fir... [\[more\]](#)

Status: Open

Closes: 6/12/2009 4:00:00 PM

- When the Village seeks to obtain goods and services from other companies, it posts Bids or Request for Proposals
- In this section, these documents can be viewed

Bid Postings

[Main Menu](#)

Today is Wednesday, May 13, 2009.

[Return to Bid Postings](#)

[\[Want to be notified about New Bid Postings...\]](#)

Brochure Printing

Category: Open RFP's and RFQ's
Status: Open

Description:

The Village of Lincolnwood Parks & Recreation Department (the Village) is seeking to retain the services of a qualified and experienced vendor to provide the Village with printing services for the Seasonal Brochure.

Publication Date/Time:

5/1/2009 1:00:00 AM

Closing Date/Time:

5/14/2009 10:00:00 AM

Download Available:

Must be signed in or register for an account before viewing Bid Posting Specifications.

[Click here to Login](#)
or
[Click here to Register.](#)

Qualifications:

No award will be made to any Printing Company that cannot confirm to the Village's satisfaction that they have sufficient ability and experience in this class of work, as well as sufficient capital and equipment to do the job and complete the work successfully within the time named (i.e. responsible). The Village's decision or judgment on these matters shall be final, conclusive and binding. The Village may make such investigations as it deems necessary. The Printing Company shall furnish to the Village, under oath if so required, all information and data the Village may request for the purpose of investigation.

- Clicking on an individual bid posting will show more information
- To view the full bid, you must register for the bid posting subscription list



Need Additional Help?

- Call Village Hall at 847-673-1540
- Or, submit an Action Line Request