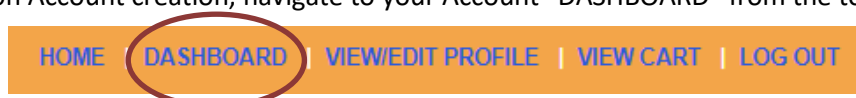


## Creating a New Peddlers-Solicitors License

**A user MUST make an account first to apply for a license.**

- I. New Users MUST first create an ACCOUNT by selecting the following link:  
<https://auro-trk.aspgov.com/eTRAKiT/>
- II. Select “Setup an account” in the upper orange ribbon located on the left-hand corner.
- III. Follow the instructions to complete your Online Account. Previous users may log in using their previous account information.

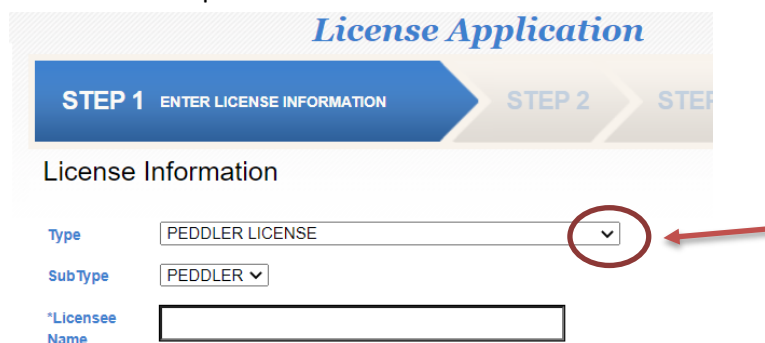
- IV. Upon Account creation, navigate to your Account “DASHBOARD” from the top ribbon



- V. From your DASHBOARD Under the Navigation ribbon on the left, select “APPLY FOR NEW LICENSES”



- VI. From the **STEP 1** License application screen (if at any point you need to gather more information you can hit DASHBOARD and you can get back to your application at a later date)
  - a. License Information area
    - i. Select the “PEDDLER LICENSE” type from the list displayed by selecting the dropdown arrow

The 'License Application' form is shown. At the top, it says 'License Application' in blue. Below that is a progress bar with 'STEP 1 ENTER LICENSE INFORMATION' highlighted in blue, followed by 'STEP 2' and 'STEP 3'. Underneath, the 'License Information' section has three fields: 'Type' with a dropdown menu showing 'PEDDLER LICENSE' (circled in red with an arrow), 'SubType' with a dropdown menu showing 'PEDDLER', and '\*Licensee Name' with an empty text box.

- ii. Enter the Licensee Name. This should be the Full legal name of the Solicitor/Peddler.
  - b. ADDITIONAL INFO REQUIRED Area
    - i. Complete **ALL** of these Required Fields

## ADDITIONAL INFO REQUIRED



### PEDDLER GENERAL

\*Peddler Driver License or State ID#:  ←

Provide the Peddler /Solicitor's Driver License or State ID#

\*Peddler Email:  ←

Provide the Peddler /Solicitor's Email Address

\*Peddler Height:  ←

Provide the Peddler /Solicitor's Height (e.g. 6'-2" )

\*Peddler Eye Color:  ←

Provide the Peddler /Solicitor's Eye Color (e.g. Blue, Brown, Green, Hazel)

\*Peddler Hair Color:  ←

Provide the Peddler /Solicitor's Hair Color (e.g. Black, Blonde, Brown, Gray, Red, White)

←  
Provide the Peddler /Solicitor's Make of Vehicle used during solicitation (e.g. Chevy, Dodge, Ford)

\*Peddler Vehicle Model:  ←

Provide the Peddler /Solicitor's model of vehicle used during solicitation (e.g. Nova, Colt, Pinto, Caravan, Aerostar)

\*Peddler Vehicle Year:  ←

Provide the Peddler /Solicitor's Vehicle year (e.g. 2019)

\*Peddler Vehicle Lic Plate Number:  ←

Provide the Peddler /Solicitor's vehicle used during solicitation State and License Plate number (e.g. IL - SOLIC8R, or IL - PC 123)

\*Peddler Supervisors Name:  ←

Provide the Peddler /Solicitor's Supervisors Name

\*Peddler Supervisor Phone:  ←

Provide the Peddler /Solicitor's Supervisors Phone Number

\*Peddler Supervisor Email:  ←

Provide the Peddler /Solicitor's Supervisor's Email address

VII. PEDDLER HISTORY area

- a. Please complete all these required fields.
  - i. Use the pull-down arrows to select Yes or No.

**PEDDLER HISTORY**

\*Have you ever been issued an Aurora Peddlers License Before?:

\*Have you ever been issued a City of Aurora Violation?:

If yes, Please explain.:

\*Has Aurora ever revoked or denied a permit?:

If yes, Please explain.:

\*Have you been convicted of a felony in any State or under Federal Law?:

\*Are you a registered sex offender?:

You acknowledge you will upload the following:

Please acknowledge that you have or will upload a clear passport photo taken within the last 90 days, AND a Clear copy of your Drivers License or State ID. See ATTACHMENTS section and the UPLOAD button below.

- ii. The UPLOAD Attachments area is at the **bottom** of this screen
  - Upload the following: Copy of valid Driver's License or State ID, clear passport-like photo taken within the last 90 days, and a copy of any flyers or handouts you will be distributing.
- iii. Indicate the number of months requested for this license. (Maximum up to 6 months per solicitor allowed within each calendar year.)

Number of Month Requested for License? (\$100 dollars per month):

ENTER 01 or 02 or 03 or 04 or 05 or 06  
To represent the number of Months requested for the License 6 months maximum.  
(e.g. 02 means that you desire a license for the next 60 days and will pay \$200)

? \*Items or Services being Solicited:

? \*Materials Being Disbursed Upload Acknowledgement:

\*Affidavit Acknowledgement:

I the applicant named do solemnly swear that the foregoing information is true and complete to the best of my knowledge. I have read and agree to abide by the Peddler/Solicitor Ordinance of the City of Aurora. I understand that I can not knock on doors with "No Peddling or Soliciting" signs posted. I will leave a residence as soon as I am asked without question. I will only peddle or solicit between the hours of 9:00AM and 7:00PM. I understand that if this application contains any false or misleading information of any material fact, it is grounds for denial of this and future licenses. I understand that I may not begin peddling or soliciting until a license has been issued by the City of Aurora.

VIII. Peddler Solicit

**PEDDLER SOLICIT**

Are you soliciting as a third party on behalf of another company?

o If so, please submit a copy of the contract between you and the third-party company:

IX. Attachments

- a. Hit “select” and find the document on your computer of your Driver’s License OR State ID.
  - i. Enter the Description of Driver’s License OR State ID.
- b. Hit “select” again and find the file of your passport-like photo (taken within the past 90 days)
  - i. Enter the Description of Photo
- c. Hit “UPLOAD” to upload documents
- d. To complete **STEP 1** screen, Select “NEXT STEP”

**Attachments**

Filename

Description

X. From the **STEP 2** ADDRESS / CONTACT INFORMATION

- a. License Information area
  - i. As this type is not Aurora Address Specific, please select “Address Point” from the dropdown

**License Application**

STEP 1 **STEP 2 ADDRESS/CONTACT INFORMATION** STEP 3

Application for a PEDDLER LICENSE License

**License Address**

Enter part or all of your ADDRESS POINT address and press search

Search By

Search Value

- ii. Type the word ANYWHERE for the “Search Value” and then press “Search”
- b. Address Lookup area
  - i. Enter the individual Peddler/Solicitor’s Name, Email address, phone and Emergency cell number

Print Name As

Email Address

Phone ( ) - -

Fax ( ) - -

Emergency ( ) - -

- c. Mailing Address area
  - i. Do not select Same as License Address
  - ii. Fill out the Mailing address for the Peddler/Solicitor

No  Same as License Address

*Mailing Address*

*License Address*

Street Number  City

Street Name  State

Suite  Zip

- d. Owner Information
  - i. Fill out the Contact information for the Owner

*Owner Information*

Name  Phone ( ) - -

Address  Email Address

City

State  Zip

- e. Business Information
  - i. Fill out the Contact information for the Business

*Business Information*

Name  Phone ( ) - -

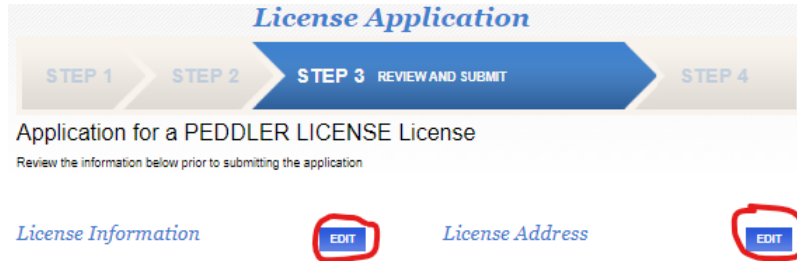
Address  Email Address

City

State  Zip

- f. Upon completion of STEP 2
  - i. Select NEXT STEP

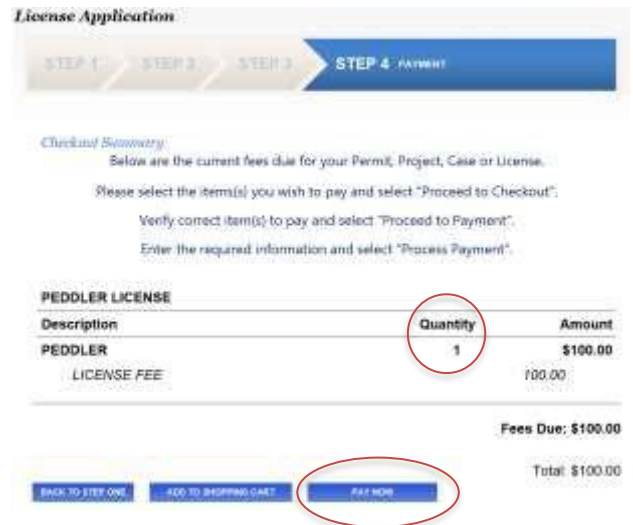
- XI. From the **STEP 3** REVIEW and SUBMIT
  - a. Review the information on this page and confirm prior to submitting
    - i. If in any area you need to revise anything select the EDIT Button
    - ii. If you do not see any of your Uploaded Documents, (Driver License, Photo, flyer, etc.) then you have an opportunity to add them here.



- b. Upon Confirmation of the data select NEXT STEP



- XII. From the **STEP 4** REVIEW and SUBMIT
  - a. Confirm the Fee amount equals the number of months you desire for this license. (\$100 fee for 30-day permit)
    - i. Select "Pay Now" and follow payment directions
    - ii. Print your Receipt for your records



- XIII. Upon payment, the record will change in our system reflecting the payment. We will acknowledge completion of the process with a record-by-record acknowledgement.

- XIV. Upon completion, please navigate back to your DASHBOARD
  - a. Please note that you can select your Peddlers/Solicitors license to verify data, review and payment data by selecting the hyperlink license number from the list at any time.



- XV. Should you have stopped your application process midway, you will find your partially filled information under the "My Open License Application" Section

The screenshot shows a user dashboard for a public user. The top navigation bar includes links for HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART, LOG OUT, and LOGGED IN AS: PUBLIC USER. The main content area is titled "Hello Public User. Below is a Dashboard of your current activities." and contains a link to "LINK TO PERMITS, PROJECTS, AND LICENSES". Below this is a section for "My Open License Applications" with a sub-header "Applications In Progress" and a table. An orange arrow points to the first row of the table.

Application In Progress	License Type	Created Date	Queue
Continue	PEDDLER LICENSE	8/9/2020	Queue