eTRAKiT - Linking Records to your Account to Review and Pay

- A user MUST make an account in order to link records and work with them.

1. New Users MUST create an ACCOUNT please follow instructions to Setup An Account

2. Navigate to your account DASHBOARD please find the link at the top ribbon of any account screen. **THIS IS THE STEP MOST USERS Miss!**

3. Then click on Link to Projects, Permits, and Licenses.

4. Next the user will select what they want to link a project (DST/Engineering/Planning case), a building permit, or a license/registration. Then Enter the Record Number

   a. If you do not know the record number, it can be found by clicking on search in the left blue navigation bar. Then they can search by address, which will return the record number.
5. Once the user has put their record number into the search screen (need the whole thing with the letters) click LINK. The record will now be displayed on their dashboard as a linked record they can work with.

   a. In the example below, you will see three licenses, and a yet to be finished application. I have the permit inspections area collapsed, but expanding that area allows for inspection scheduling etc. You can also see my rental licenses below.

   ![Dashboard Screenshot]

   b. Under My Active Licenses you can see the FEES DUE section. If you click on a fee, it will take you to the cart to pay that fee.

   c. Should your license type require verification of data or questions please complete those questions.
d. Once in the cart you can click on BACK TO DASHBOARD to go back and add more items to the cart.

6. Once all items have been added to the cart the user can click PROCEED TO CHECKOUT and pay.

7. Once paid please print your receipt for your records. Also note that your License when viewed from your dashboard will indicate that fees are no longer due and that the record reflects your payment.

   a. Select your Record to verify data, review and payment data by selecting the hyperlink license number from the list at any time.

8. 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 as soon as we possibly can. Please be patient as we also process walk-in and mail-in customers before the license expiration date.

9. Should you have stopped your application process midway, you will find your partially filled information under the My Open License or Permit Application Sections.