



Aurora - Business Registration

Navigation and Information

Information and **Step by Step** instructions

on the Business Registration Program can be found here

<https://www.aurora-il.org/2217/Business-Registration>

From City WebPage select City Services and Scroll to the bottom

The web portal for **Registration Entry** can be found here

<https://auro-trk.aspgov.com/etrakit/>

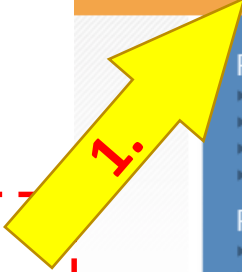


Create a New Public User Account

<https://auro-trk.aspgov.com/etrakit/>

Home | **Setup an Account** | Log In REMEMBER ME [Forgot Password](#)

Select **Set up an Account** from the upper Orange Ribbon



- Permits
 - ▶ Apply / New Permit
 - ▶ Search Permits
 - ▶ Pay Fees
 - ▶ Fees Estimator
- Projects
 - ▶ Apply for New Project
 - ▶ Search Projects
 - ▶ Pay Fees
- Inspections
 - ▶ Schedule
 - ▶ Cancel
- License
 - ▶ Apply for New Licenses
 - ▶ Search Licenses
 - ▶ Pay Fees
- Violations
 - ▶ Search
 - ▶ Pay Fees
- Shopping Cart
 - ▶ Pay All Fees
 - ▶ Paid Items
- Contact
 - ▶ Contact us

Create New Public User Account

** Required fields*

Please use the form below to register for a Public User Account. **Items marked with * are required.** This account type will allow you to Apply for Projects, Permits, Licenses, Business Registrations and request inspections and pay fees online and more.

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PLEASE **Fill out your personal profile information for your eTRAKiT account below.** You will be asked for detailed information about your **Company** within the subsequent Project, Permit, License, or Registration processes.

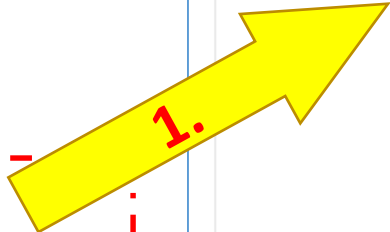
Profile

* Company Name:	<input type="text" value="TestRegistration2"/>
* First Name:	<input type="text" value="john"/>
* Last Name:	<input type="text" value="curley"/>
* Address:	<input type="text" value="77s broadwav"/>



Create a New Public User Account

Enter the Required fields indicated by the leading Asterisk *



Profile

* Company Name:

* First Name:

* Last Name:

* Address:

* City:

* State:

* Zip: -

* Email:

* Phone:

Ext:

License #:



Write your User Name and Password down for future reference

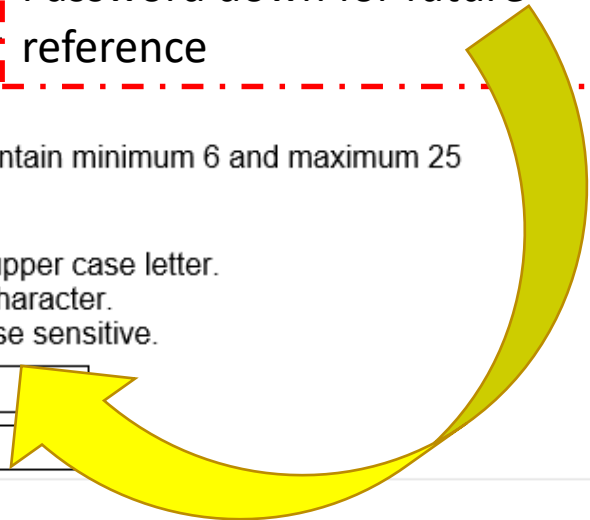
Username and Password

* Log-In Name:
(letters/numbers only)

Password Rules:
 Password Must be contain minimum 6 and maximum 25 characters.
 At least one number.
 At least one lower & upper case letter.
 At least one special character.
 Note: Password is case sensitive.

* Password:

* Confirm Password:



Security Question

Security Question:

* Secret Answer:

* Re-enter Secret Answer:

CREATE ACCOUNT



Aurora - Business Registration

Start a Registration (no-fee License)

City Dashboard

- Permits
 - Apply / New Permit
 - Search Permits
 - Pay Fees
 - Fees Estimator
- Projects
 - Apply for New Project
 - Search Projects
 - Pay Fees
- Inspections
 - Schedule
 - Cancel
- License
 - Apply for New License
 - Search Licenses
 - Pay Fees
- Violations
 - Search
 - Pay Fees
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

Thank you for registering on The City of Aurora eTRAKIT website, your account has been created. If you did not create the account, please call the City of Aurora immediately at (630)-256-3122.

CONTINUE

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: JOHN CURLEY

AURORA ILLINOIS
CITY OF LIGHTS

Welcome to the City of Aurora's eTRAKIT Online Web Portal.

Projects - Permits - Inspections - Licenses & Business Registrations

This portal enables Citizens, Licensees, Registrants, Developers and Contractors to complete the most common Licensing, Business Registration, Permitting and Code Enforcement steps online. Available services include application entry and fee payment, application review monitoring and responses, comprehensive inspection scheduling and inspection result monitoring and responses.

Click **CONTINUE** on the THANK YOU Screen

NOW

Note that you are back at the Main Page

BUT you are logged in as yourself

Scroll Down and From the License Menu

below please **Apply for New License**

License

- Apply for New Licenses
- Pay Fees
- Search



STEP 1a Entering Registration Information

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: JOHN CURLEY

License Application

STEP 1 ENTER LICENSE INFORMATION

License Information

Type: BUSINESS REGISTRATION PROGRAM

*Licensee Name: My Business Name Here

ADDITIONAL INFO REQUIRED

BUSINESS REG 1

Type of Business Ownership: Sole Proprietor

NAICS Industry Type: Public Administration

IL Sales Tax ID number: Skip if no Sales Tax

Total Number of Employees: 50-99

Number of Identified Exits: 3

Building Square Footage: 123

Number of Building Stories: 1

Days of Week Occupied: M T W Th F

Hours of Operation: 8-5 except Friday 8-4

Common Area Maintenance: No

Disadvantaged or Veteran Business: My business does NOT qualify as a Disadvantaged or Veteran Business

Click The Pull Down Arrow

and
Scroll Down to

“BUSINESS REGISTRATION PROGRAM”

Enter your Legal Business Name as the Licensee Name

NOTE: if it exceeds 40 characters please abbreviate.
Otherwise you will get errors when trying to save later.

Click the ? (Question Mark) for pointers on how to complete this field

Enter the data in 'BUSINESS REG 1' screen using pull down arrows or entering text or numeric characters. Hover or Click the "?" for pointers on each question.

1.

2.

3.



STEP 1b Entering Registration Information

BUSINESS DATA 2

Number Aurorans Employed:	<input type="text" value="40"/>
Number Parking Spaces:	<input type="text" value="100"/>
Want Listing on COA webpage:	<input type="text" value="Yes_ Interested in City of Aurora web page and kiosk directory listings when available"/>
Want COA Mailer List:	<input type="text" value="Yes_ Interested in receiving mail from the City of Aurora on events and opportunities"/>
Want Invest Aurora List:	<input type="text" value="Yes_ Interested in receiving mail from Invest Aurora on events and opportunities"/>
Want GreaterChamber List:	<input type="text" value="Yes_ Interested in receiving mail from the Aurora Regional Chamber of Commerce on events and opportunities"/>
Want ARHCC Chamber List:	<input type="text" value="Yes_ Interested in receiving mail from the Aurora Area Hispanic Chamber of Commerce on events and opportunities"/>
Want QCAA Chamber List:	<input type="text" value="Yes_ Interested in receiving mail from the Quad County African American Chamber of Commerce on events and opportunities"/>
Need to Expand Business:	<input type="text" value="Yes_ I have plans to expand my business in the next few years"/>
Need to Hire Additional Employees:	<input type="text" value="Yes_ I have plans to hire additional employees in the following year"/>
Can Aurora Assist you:	<input type="text" value="Yes - collaboration on marketing"/>




Enter the data in 'BUSINESS DATA 2' screen using **pull down arrows** or entering text or numeric characters.

Hover or Click the **"?"** for pointers on each question.



STEP 1c Entering Registration Information

EMERGENCY DATA 1

 Emergency KeyHolder Name:	<input type="text" value="John Curley"/>
 Em KeyHolder Party Type:	<input type="text" value="Operator Manager"/>
Em KeyHolder Phone:	<input type="text" value="630-123-4567"/>
Em KeyHolder Mobile No:	<input type="text" value="630-987-6543"/>
Em KeyHolder Email:	<input type="text" value="jcurley@aurora-il.org"/>
 Registrant Owns Building:	<input type="text" value="No_ the business or it's common interests do NOT own the building"/>
Building Owner Name:	<input type="text" value="John Curley"/>
Building Owner Phone:	<input type="text" value="630-123-4567"/>
Building Owner Mobile No:	<input type="text" value="630-987-6543"/>
Building Owner Email:	<input type="text" value="jcurley@aurora-il.org"/>
Insurance Co Name Agent:	<input type="text" value="Tenant's insurance policy with All Farm Mutual Insurance"/>
Policy Expiration Date:	<input type="text" value="XXX-XXXXXX"/>

Enter the data in 'EMERGENCY DATA 1' screen using **pull down arrows** or entering text or numeric characters.

Hover or Click the **"?"** for pointers on each question.



STEP 1d Entering Registration Information

EMERGENCY DATA 2

- Number of Occupants Typically Present:
- ? Fire Alarm and/or EM Radio Repeaters Present:
- ? Smoke Detectors Present:
- ? Fire Sprinklers Present:
- ? Fire Lane Present:
- ? Fire Police Lock Box:
- ? Burglar Alarm Present:
- ? Hazardous Material Exist:
- ? Conceal Carry of Fire Arms Permitted:
- ? Security Guards Exist:
- ? Security Cameras Exist:

Enter the data in 'EMERGENCY DATA 1' screen using pull down arrows or entering text or numeric characters.

Hover or Click the "?" for pointers on each question.

Your Relation to this License

Property Owner
Check this box if you are the Property Owner

Attachments

Filename

Description

Click Property Owner if you are the property owner. This will save some entry on the next screen.

Upload Egress Plans for your building if you have them.



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STEP 2a Address & Contact Information

Application for a BUSINESS REGISTRATION PROGRAM

License Address

Enter all or part of the address and press search

Address

Select address below

Select Address from the pull down

Enter the address of the business and hit **SEARCH**

(note: directions are single characters n, s, e, w – without “.”))

(note: do not add street suffix av, bl, ct, st, tr, etc.)

Select the correct address from the list

Please do not forget
Step 2 & 3

Print Name As – Please enter the name the renewals in subsequent years will be sent to

Email Address – Please enter the email address the renewals in subsequent years will be sent to

Mailing Address – check box if Mailing address for renewals is the same as the Licensee address you filled out prior.

Print Name As

Email Address

Phone

Fax

Emergency

Mailing Address

Same as License Address

Street Number

Street Name

Suite



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STEP 2b Contact Information

Complete Contact information

Important:

Complete contact information with emails for any individual you wish to receive a completion confirmation email.

Owner Information

Name
Address
City
State

Phone
Email Address
Zip -

CLEAR

Business Information

Name
Address
City
State

Phone
Email Address
Zip -

CLEAR

Building Owner Information

Name
Address
City
State

Phone
Email Address
Zip -

CLEAR



Aurora - Business Registration

STEP 3 Review and Submit

License Application



Application for a BUSINESS REGISTRATION PROGRAM License

Review the information below prior to submitting the application

License Information

EDIT

License Address

EDIT

Type BUSINESS REGISTRATION PROGRAM

77 S BROADWAY
AURORA, IL 60505

Licensee BusinessRegistration4

Mailing Address

EDIT

ADDITIONAL INFO REQUIRED

EDIT

77 S BROADWAY
AURORA, IL 60505

BUSINESS REG 1

Contacts

EDIT

Type of Business Ownership Corporation

Owner Information

John curley (630) 256-3130
77 s broadway jcurley@aurora-il.org
aurora, IL 60505

NAICS Industry Type Agriculture_Forestry_Fishing_Hunting

IL Sales Tax ID number sfa

Review your answers on the next screen and select **EDIT** when appropriate.

When review of the data is complete and correct **Select NEXT STEP** from the bottom of the screen

Conceal Carry of Fire Arms Permitted	Yes_ we permit concealed carry of fire arms on our premises
Security Guards Exist	Yes_ security guards are utilized at our facility
Security Cameras Exist	Yes_ Security cameras exist at our facility

CANCEL PREVIOUS STEP NEXT STEP



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STEP 4 - Completion Confirmation

License Application



Confirmation

There are no fees for this license at this time.

Your application is complete.

The City of Aurora will complete the licensure process and send a confirmation.

[VIEW LICENSE](#)

[PRINT SUMMARY](#)

Print Summary if desired here.

View license will not work for this program.

You will be sent an automatic email confirming completion.

1.

2.



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VERIFICATION If desired

If desired you can look at your Registration from your **DASHBOARD** after logging in.

HOME | **DASHBOARD** | NEW CART | LOG OUT | LOGGED IN AS JOHN CURLEY

Hello John curley.
Below is a Dashboard of your current activities.

[LINK TO PERMITS, PROJECTS, AND LICENSES](#)

My Active Licenses 1 total record(s).

LICENSE NO.	ADDRESS	TYPE	STATUS	FEES DUE	Renew
BUSR-00058	77 S BROAD...	BUSINESS REGISTRATION PROGRAM	PENDING	\$0	

Click on the License NUMBER to find more detail about your registration.

Click on the TABS to drill into specific details for the Registration, Site, and Reviews

License #BUSR-00058

Attachment

License Info | Additional Info | Site Info | Inspections | Conditions | Reviews (1)

License No: BUSR-00058
 Licensee Name: BusinessRegistration4
 Type: BUSINESS REGISTRATION PROGRAM
 SubType:

THANK YOU !