



Aurora – Property License

# Navigation and Information

Information and Step by Step instructions on the Property License renewal process can be found here <https://www.aurora-il.org/2204/On-Line-License-Renewals>

The web portal for License Renewal and Entry can be found here

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



# Aurora - Property License

## Create a New Public User Account

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

The screenshot shows the top navigation bar of the eTRAKiT website. It includes links for Home, Setup an Account, Log In, a dropdown menu currently set to 'Public', input fields for Username and Password, a LOGIN button, a REMEMBER ME checkbox, and a Forgot Password link. A blue sidebar menu is visible on the left, listing categories like Permits, Projects, Inspections, License, and Violations, each with sub-links. The main content area is titled 'Create New Public User Account' and contains instructions for creating a new account, including a note that items marked with an asterisk are required. A disclaimer is also present, stating that the City of Aurora makes every effort to produce accurate information. At the bottom, there is a note asking users to fill out their personal profile information.

If you have not done so previously;  
Select **Set up an Account** from the upper Orange Ribbon

1a.

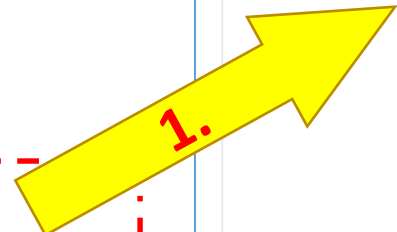
If you previously have set up an account but can not recall your username and password;  
Please **select FORGOT PASSWORD**. A reset email will be sent to the email for the account.  
Should you not receive the reset email please call the office (630) 256-3770

1b.



## 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

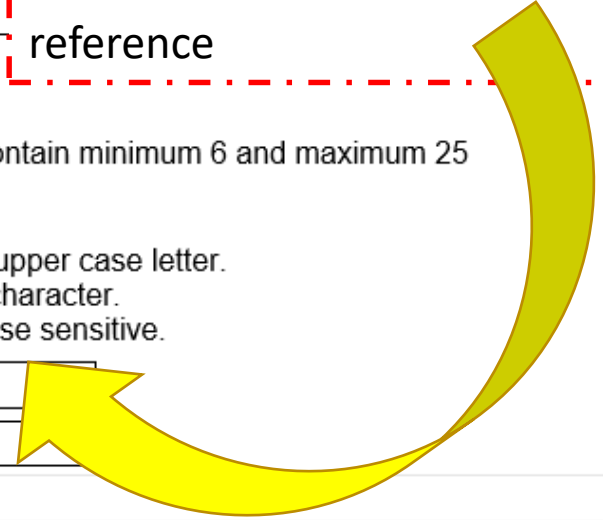
**Username and Password**

\* 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 - Property License

## Navigate to your account DASHBOARD

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.

**1.** CONTINUE

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

**2.**

**3.**

**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

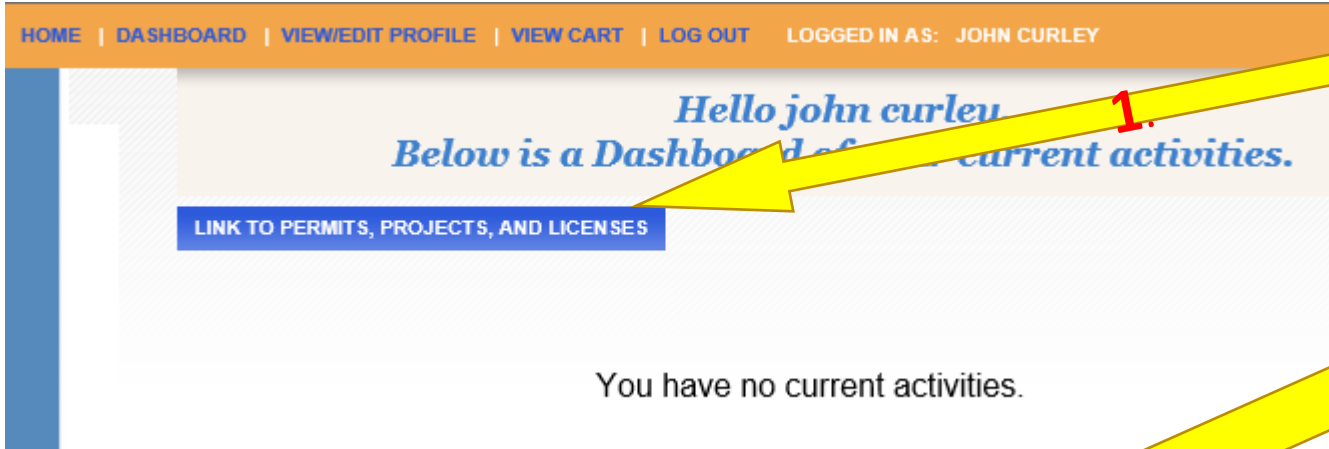
**BUT you are logged in as yourself**

\*\*\*\*\*

Click **DASHBOARD** to open your Dashboard



# Navigate to your account DASHBOARD



Click **LINK to PERMITS, PROJECTS, and LICENSES** on the Dashboard Screen  
\*\*\*\*\*

NOW

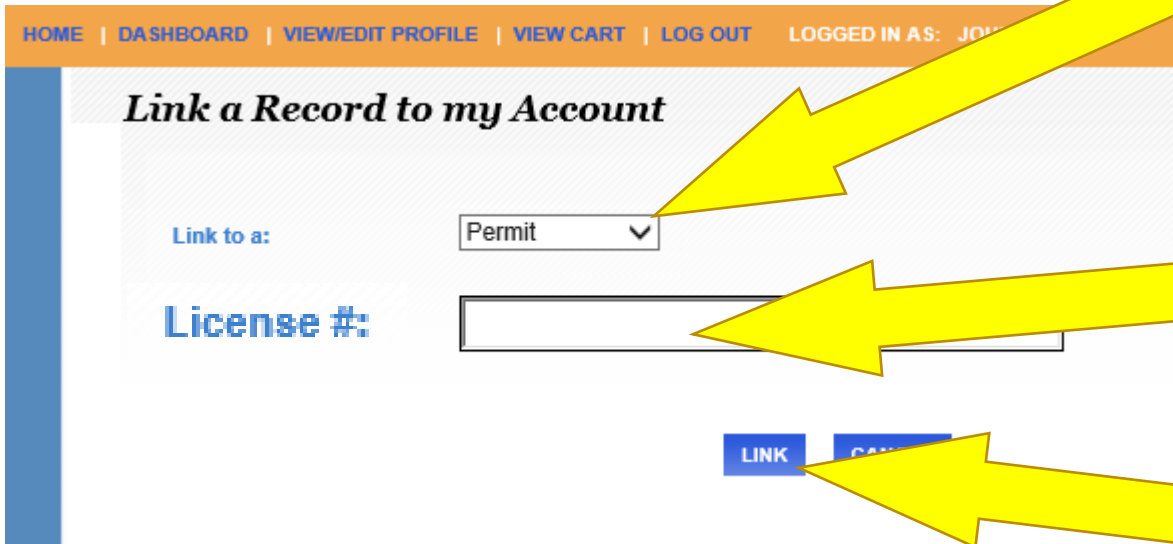
Select the Down Arrow to the right of Permit to change this to **License**

\*\*\*\*\*  
**PASTE** the license number portion of the the Subject line of your Renewal Email.

- (e.g. RR1U2020-1\*234
- RR2U2020-1\*234
- VRSL2020-1\*234
- VCML2020-1\*234 )

Make sure you **delete any leading or trailing spaces** after you PASTE.

\*\*\*\*\*



Make sure you **delete any leading or trailing spaces** after you PASTE.

\*\*\*\*\*

Select **LINK**.



# Navigate to your account DASHBOARD

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

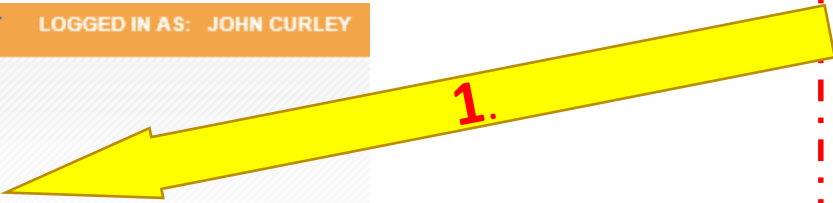
## Link a Record to my Account

\*This license is already linked to another account.

Link to a: License

License #: VCML2020-43873

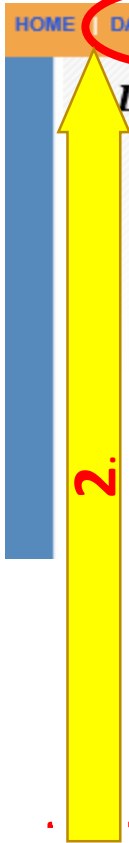
LINK CANCEL



Should your get this Message you will need to contact our offices

(630) 256 -3770 or [PSCS@aurora-il.org](mailto:PSCS@aurora-il.org)

\*\*\*\*\*



Should the System time-out on you please go back to your DASHBOARD to pickup from where you left off.



## Learning Your Account DASHBOARD

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW 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
<a href="#">VCML-00001</a>	77 S BROAD...	VACANT COMMERCIAL PROPERTY	PENDING	\$250.00	

Your DASHBOARD will contain all records tied to your account.

- Open License Applications (partially Completed applications)
- Active Licenses
- Active Permits
- Licenses for Renewals
- Active inspections

**Click the License Number Hyperlink** to review this records information. Click file tabs on the next screen.

**License #VCML-00001**

Attachment

License Info | Additional Info | Site Info | Inspections (1) | Conditions | Reviews (2)

Type	Reviewer	Status	Submitted	Completed	Due Date	More Info
CERTIFICATE OF INSURANCE	Development Se...		12/6/2020		12/8/2020	<a href="#">More Info</a>
COMPLETENESS REVIEW VA...	Development Se...		12/6/2020		12/8/2020	<a href="#">More Info</a>



## Learning Your Account DASHBOARD

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW 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
VCML-00001	77 S BROAD...	VACANT COMMERCIAL PROPERTY	PENDING	\$250.00	

Your DASHBOARD will contain all records tied to your account.

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- Active Permits
- Licenses for Renewals
- Active inspections

**Click the Land Record Hyperlink** to review this records Land Related information. Click file tabs on the next screen.

**Parcel #15-22-380-015**

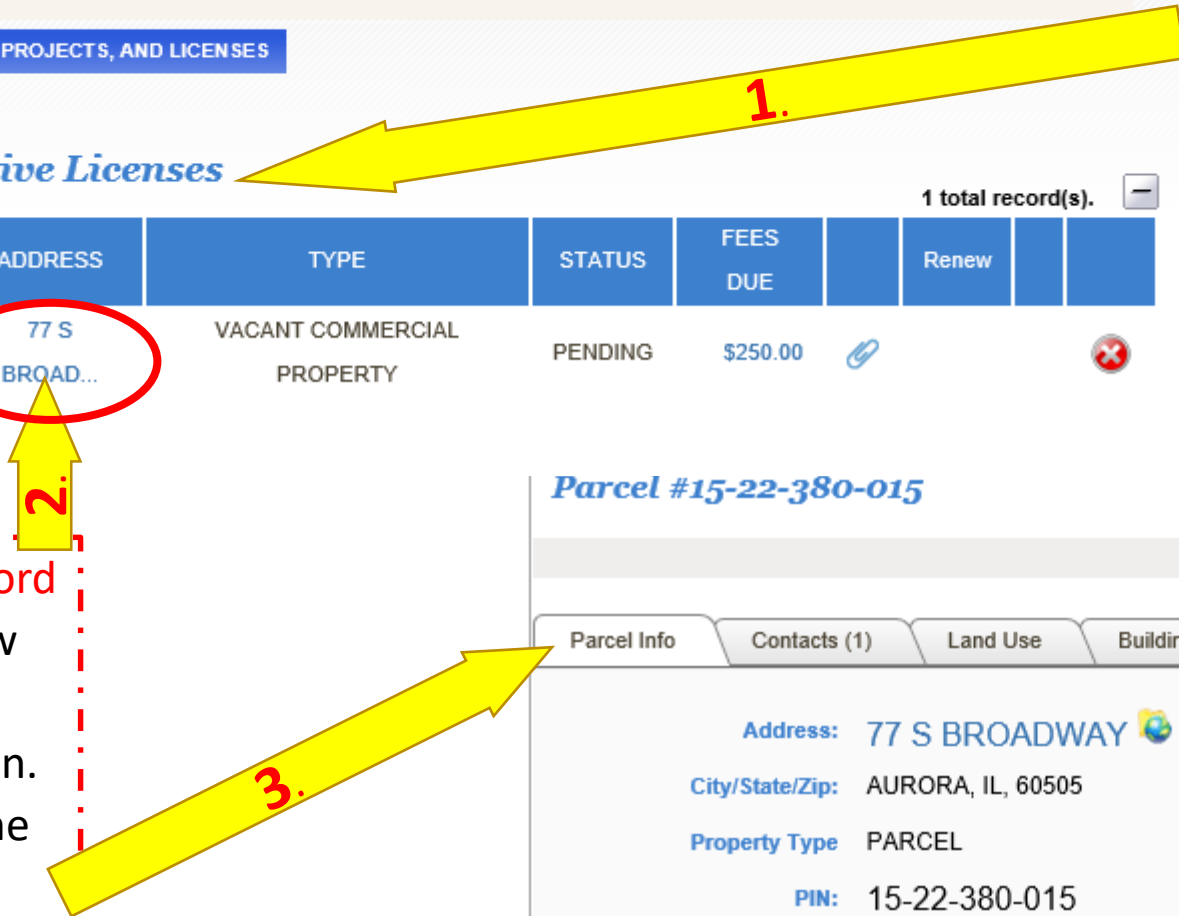
Parcel Info | Contacts (1) | Land Use | Building | Legal Desc

**Address:** 77 S BROADWAY

**City/State/Zip:** AURORA, IL, 60505

**Property Type:** PARCEL

**PIN:** 15-22-380-015







## UPLOADING Documents and Certificates

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW 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
VCML-00001	77 S BROAD...	VACANT COMMERCIAL PROPERTY	PENDING	\$250.00	

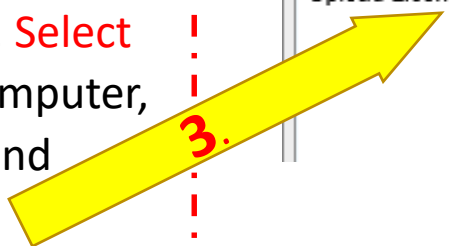
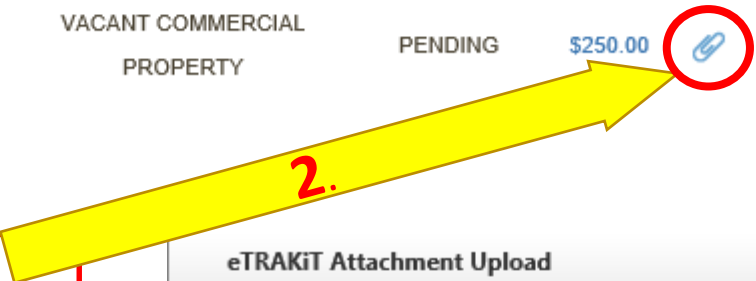
- Your DASHBOARD will contain all records tied to your account.
- Open License Applications (partially Completed applications)
  - Active Licenses
  - Active Permits
  - Licenses for Renewals
  - Active inspections

**Click the paperclip icon** to attach an application, form or cert. of insurance. **Select** the file from your computer, enter a description and **UPLOAD.**

**eTRAKiT Attachment Upload**

Upload License Attachment:

Description:





# Aurora - Property License MAKING a PAYMENT

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW 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
VCML-00001	77 S BROAD...	VACANT COMMERCIAL PROPERTY	PENDING	\$250.00	

Your DASHBOARD will contain all records tied to your account.

- Open License Applications (partially Completed applications)
- Active Licenses
- Active Permits
- Licenses for Renewals
- Active inspections

**Click the dollar figure** to make a credit card payment.

On the next screen **select PROCEED TO CHECKOUT.**

Item	Type	Site Address	Amount
<input checked="" type="checkbox"/> LICENSE2 (VCML-00001)	VACANT COMMERCIAL PROPERTY	77 S BROADWAY	\$250.00
<b>Total:</b>			<b>\$250.00</b>

[REMOVE SELECTED ITEMS](#) [BACK TO DASHBOARD](#) [VIEW PAID ITEMS](#) [PROCEED TO CHECKOUT](#)

If you choose to pay online, the payment of the total amount due is required at the time of payment.

The online payment method is credit card. Only MasterCard, Visa, American Express and Discover are accepted.

Aurora does not charge an online payment convenience fee to the total transaction amount.



# Aurora – Property License

## VERIFICATION If desired

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

Upon payment the record will automatically 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.

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	\$0.00	

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 !