

## Returning Contractors

### Step 1 Sign In

Access eTRAKiT at <https://develop.cityofwestminster.us/etrakit/>. At the top of the screen find the drop down box and choose Professional.

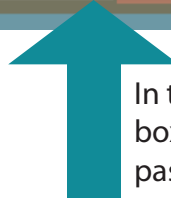


Home | Setup an Account | Log In | Professional  Username Password LOGIN  REMEMBER ME [Forgot Password](#)

In the Username text box field enter your eTRAKiT username.



In the Password text box field enter your password.



### Step 2 Dashboard

Once you are logged into the system you will see your dashboard. All permits and projects that you are linked to will show here. From the dashboard you can schedule inspections, pay fees, and re-print permits. All review notes and inspection results can be viewed by clicking on the blue permit/project number. **Please note, eTRAKiT will refer to the username as the state license number - This is NOT your state license number, the username will remain the same regardless of being labeled state license number.**

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

**My Dashboard**

**Permits**

- ▶ Apply / New Permit
- ▶ Search Permit
- ▶ Pay Fees
- ▶ View on Map

**Projects**

- ▶ Apply for New Project
- ▶ Search Projects
- ▶ Pay Fees
- ▶ View on Map

**Professional**

- ▶ Search Contractors
- ▶ Pay Fees

**Properties**

- ▶ Search Property
- ▶ View on Map

**Inspections**

- ▶ Schedule
- ▶ Cancel
- ▶ View on Map
- ▶ Scheduled

**Map**

- ▶ View Map
- ▶ Locate My Address

**Shopping Cart**

- ▶ Pay All Fees
- ▶ Paid Items

**Contact**

- ▶ Contact us

*Hello Katie Test Electrical.*

*Below is a Dashboard of your current activities.*

 **My Open Permit Applications** 2 total record(s) 

Applications In Progress	Permit Type	Created Date	
Continue		11/14/2017	Delete
Continue	RESIDENTIAL COUNTER	11/9/2017	Delete

 **My Open Project Applications** 1 total record(s) 

Applications In Progress	Project Type	Created Date	
Continue		10/24/2017	Delete

 **My Active Permits** 3 total record(s) 

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE			
BLDG17-0559	1000 Home ...	COMMERCIAL NEW	READY TO ISSUE		\$38.94			
FIRE17-0368	4800 W 92n...	FIRE	ISSUED		\$0.00			
ROW17-0215	8029 Julia...	RIGHT OF WAY	ISSUED	Request	\$0.00			

 **My Active Inspections** 44 total record(s) 

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
BLDG17-0559	PERMIT	READY TO ISSUE	1000 Home ...	ABV CEILING BPM		
BLDG17-0559	PERMIT	READY TO ISSUE	1000 Home ...	ABV CEILING ELEC		
BLDG17-0559	PERMIT	READY TO ISSUE	1000 Home ...	ABV CEILING MECH		