

## eTRAKiT -- How To's

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### Create Login

**Before you begin, please note that most searches are available in eTRAKiT with no login. Simply select the search needed, and enter the search criteria. If you need to make payment, apply for a permit or schedule an inspection, then you will need to login to eTRAKiT.**

If you are a contractor who has transacted business with the Building Inspection division in the last two years, you are already in eTRAKiT. If you did not receive notification from the City containing your eTRAKiT password, simply call the Building Inspection division at 863-834-6012 to obtain your password.

If you are a contractor who would like to begin doing business with the Building Inspection division, call the Building Inspection division at 863-834-6012 to have your contractor name and login created.


If you are a citizen who needs to apply for a permit, pay for a permit, or to schedule inspections on a permit, then you will need to create a login to eTRAKiT. Click the Setup an Account link in the top orange menu bar to begin.

The screenshot shows the 'Create New Public User Account' form on the eTRAKiT website. The form is titled 'Create New Public User Account' and includes a note that asterisks indicate required fields. The form fields are: First Name, Last Name, Address, City, State (a dropdown menu), Zip, Email, Phone (with area code, prefix, and extension boxes), Log-In Name (with a note '(letters/numbers only)'), Password (with a note '(6 to 15 letters/numbers only)'), and Confirm Password. A 'CREATE ACCOUNT' button is located at the bottom of the form. The top navigation bar includes links for Home, Setup an Account, Log In, Public (a dropdown menu), Username, Password, LOGIN, REMEMBER ME, and Forgot Password. A left sidebar menu lists various categories: Permits (Apply for a New Permit, Search, Pay Fees), Projects (Search Projects, Pay Fees), Contractors (Search Contractors, Pay Fees), Properties (Search), Inspections (Schedule, Cancel), License (Apply for New License, Search Licenses, Pay Fees), Violations (Search), and Shopping Cart (Pay All Fees).

Enter your first name, last name, and email. These are required fields. While your address is not required, entering it here can save you time when you submit your permit, because eTRAKiT will auto-populate this data for you on the permit application.

Create a login name that contains letters and numbers only. And a password which must be 6 to 15 letters or numbers only. Retype your password in the Confirm Password box.

A screenshot of a top menu bar with an orange background. A link labeled "Forgot Password" is visible in a blue font.

If you forget your password in the future you may click the  link in the top menu bar and a new password will be emailed to you. Please save your Log-In name in a safe location for use in the future.

After you click Create Account, you will be logged in and see your user name in the top menu

A screenshot of a top menu bar with an orange background. The text "LOGGED IN AS: JACK SPARROW" is displayed in white capital letters.

bar: 

If you need to update your address or email information in the future, simply login and click the View/Edit Profile link in the top menu bar. You will be allowed to update your name, address, email address, or phone number.