





eTrakit

How to Login & Obtain Comments

1. Go to www.bentonvillear.com.
2. Click on the **Development Services** button.
3. Click on the **eTrakit link**. Then click on **Home** at the top of the page.
4. At the top of the page, next to **Log In**, click the drop-down menu, and select **Registered User**.



5. Next to that, click the drop-down menu and select **your name**.
6. If you are a new **Registered User**, please see the attached PDF, **Login as New User**.
7. Once logged in, you should be at the main screen. You will see **My Active Projects**.
(Please refer to the *Project Status Glossary* for the meaning of each status category.)

 My Active Projects					2 total record(s) 
PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE	
LS18-0024		LOT SPLIT	IN REVIEW	\$0.00	
LSD18-0033	305 SW A S...	LARGE SCALE DEVELOPMENT	IN REVIEW	\$275.00	

8. Click on the red link of your project under **Project No.** Click on the **Reviews** tab, then click on **More Info** next to each review in order to obtain the comments. (Example: "Planning Dev 1st" means the 1st Submittal Comments from the Planning Department.)

Project #LSD18-0033

Type	Reviewer	Status	Submitted	Completed	Due Date	More Info
APPLICATION REVIEW	ALI WORLEY	ACCEPT...	5/23/2018	5/23/2018	5/24/2018	More Info
PLANNING DEV 1ST	ALI WORLEY	REQUIR...	5/23/2018	5/23/2018	5/23/2018	More Info
PLANNING DEV 2ND	PLANNING		5/23/2018		5/24/2018	More Info