



Logging in as a New Registered User

Steps to Activate Your Account (first time only)

1. Click on the **Forgot Password** link (at top of page).
2. Choose "**Contractor**".
3. Enter the email address associated with your account. For assistance call 479-271-3125, extension 1.
4. Click **Reset Password**. Check your email for a link to reset your password.
5. Enter and confirm a new password following the **Password Rules**. You will also need to choose a **Security Question** and **Answer**. Click **Save and Login**.
6. Once your password has been reset, click **Continue**.
7. You will be redirected to the eTrakit homepage. Your username will be your assigned "AEC#" (Architect, Engineer Contractor number). Call our office to obtain your AEC#. 479-271-3125 for Building Permits, 479-271-3122 for Projects.
8. From here you can apply for a permit or submit a project.