



## eTrakit

# How to Apply for a Project

1. After logging in, you will be redirected to your Dashboard. From there, you can click on **“Apply for New Project”** under the Projects heading on the left-hand side.

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

My Dashboard

Permitting

- ▶ Search Permit
- ▶ Pay Fees
- ▶ Issued Permits Report

**Projects**

- ▶ **Apply for New Project**
- ▶ Search Projects

Contractor

- ▶ Search Contractors

Properties

- ▶ Search Property

Inspections

- ▶ Cancel
- ▶ Scheduled

**Hello ALI WORLEY.**  
*Below is a Dashboard of your current activities.*

LINK TO PROJECTS

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

Applications In Progress	Project Type	Created Date	
Continue		5/23/2018	Delete

2. You will need to read over the disclaimer and select **“I Agree,”** then click **“Continue.”**
3. **Step 1: Enter Project Information**
  - **Project Type:** Select the appropriate type from the drop-down menu.
  - **Project Subtype:** Select the appropriate subtype from the drop-down menu. *(Not all project types will have a subtype associated.)*
  - **Project Name:** Type the name of the project.
  - **Additional Information:** Fill out the appropriate information. You can hover over the question marks to get help on what information is needed for that specific question.
  - **Location:** You are able to search by address or parcel number. Type in the information and hit **“Search,”** then select the correct one from the list provided. You must select either an address or a parcel ID.
  - **Your Relation to this Project:** Only select the box if you are the property owner of the property selected under the Location tab.

- **Attachments:** Here you will upload all necessary attachments as if you were turning in paper copies. Each separate requirement will need to be uploaded separately and named correctly (next to **“Description”**). See the Document Naming Convention link at the top of the page.
- Click **“Upload”** when finished. You will then need to read the disclaimer and click **“Accept.”** Your attachments will then show up on the right-hand side.
- Click **“Next Step.”**

#### 4. Step 2: Enter Contact Information

- You will enter all appropriate information.
- Click **“Next Step.”**

#### 5. Step 3: Review and Submit

- Review all information. Ensure everything is provided to avoid any delays.
- Click **“Next Step.”**

#### 6. Step 4: Checkout/Confirmation

- Verify the fees are correct.
- Click **“Pay Now.”**
- You will then be prompted to enter your credit card information.
- Click **“Process Payment.”**

#### 7. You are done!

- You have the option to click **“View Project”** or **“Print Summary.”**
- **View Project:** This will take you to the project information and will give you your project number.
- **Print Summary:** This will print a payment confirmation.