



Logging in as a New Registered User

Steps to Activate Your Account (first time only)

1. Go to website: <http://trakitweb.bentonvillear.com/etrakit/> or search "Bentonville eTrakit" in your web browser.
2. Click on the **Forgot Password** link (at top of page).
3. Choose "**Contractor**".
4. Enter the email address associated with your account. For assistance call 479-271-3108, extension 1.
5. Click **Reset Password**. Check your email for a link to reset your password.
6. 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**.
7. Once your password has been reset, click **Continue**.
8. You will be redirected to the eTrakit homepage. Your username is your assigned "AEC#" (Architect, Engineer Contractor number). Call our office to obtain your AEC#. 479-271-3108 for Building Permits, 479-271-3122 for Projects.
9. From here you can apply for a permit or submit a project.

Username: _____