



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.

The screenshot shows the eTrakit dashboard for user ALI WORLEY. The top navigation bar includes links for HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART, LOG OUT, and the user is logged in as ALI WORLEY. The main content area is titled "Hello ALI WORLEY. Below is a Dashboard of your current activities." A sidebar on the left lists categories: Permitting, Projects (with "Apply for New Project" highlighted in yellow), Contractor, Properties, and Inspections. The main content area displays "My Open Project Applications" with a table showing one record. The table has columns for Applications In Progress, Project Type, and Created Date. The single record shows "Continue" under Applications In Progress, "5/23/2018" under Created Date, and a delete link under Project Type. A message at the top right says "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.