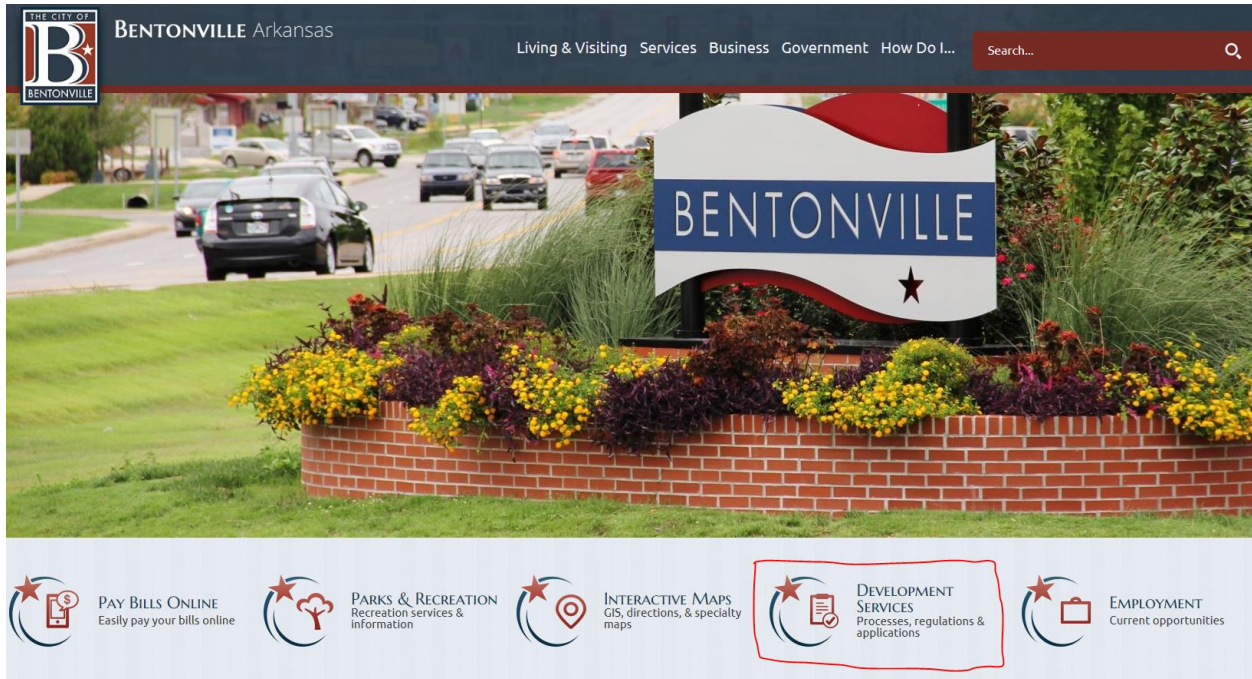




eTrakit

How to Login as a New Registered User (For the first time)

1. Go to www.bentonvillear.com. Click on the **Development Services** button in the middle of the page.



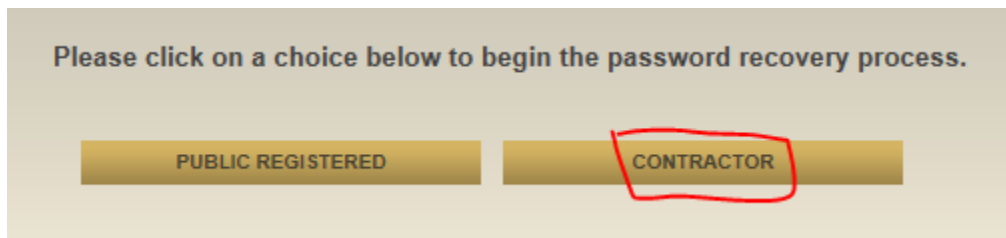
2. Click on the **eTrakit** button.



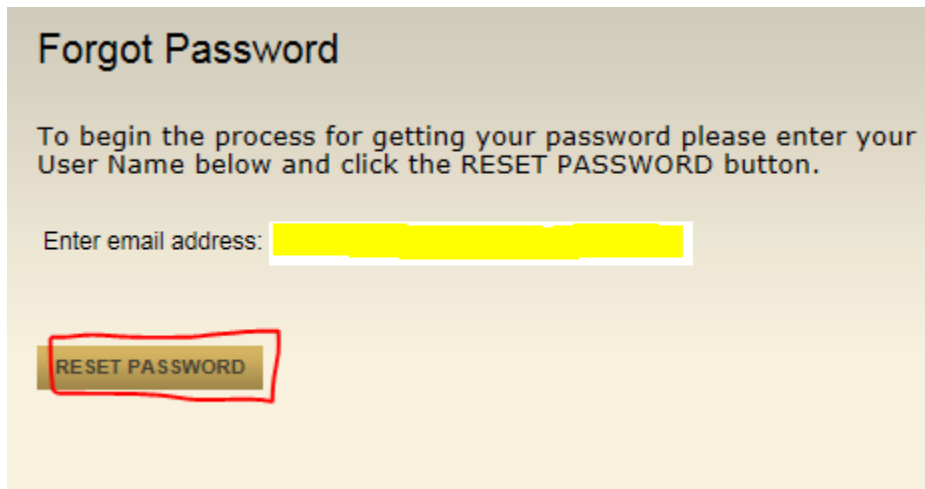
3. Click on the **Forgot Password** link.



4. Click on **Contractor**.



5. Enter your email address, then click **Reset Password**. It must be the email address associated with your account. For assistance, please email planning@bentonvillear.com or call 479-271-3122 ext. 2.



6. Check your email for a link to reset your password.

Forgot Password

You will receive an email with instructions for resetting your password. Click the RESET PASSWORD link in the email to complete the process.



Thu 5/31/2018 12:40 PM

etrakit@bentonvillear.com

Requested Info From The City of Bentonville

To **Planning**

You are receiving this email because you clicked on the Change Password link on the eTRAKiT web site.

[Reset Password](#)

7. Enter and confirm a new password following the **Password Rules** on the screen. You will also need to choose a **Security Question and Answer**. Click **Save and Login** when finished.

Reset Login

You are required to change your login account information at this time.

State License #.: AEC940

Password Rules:

Password Must be contain minimum 6 and maximum 25 characters.

At least one number.

At least one lower & upper case letter.

At least one special character.

Note: Password is case sensitive.

* New Password:

* Confirm Password:

Security Question

Security Question:

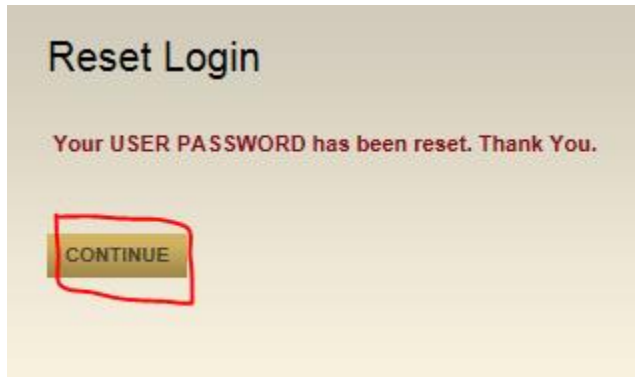
What was your childhood nickname?

* Secret Answer:

* Re-enter Secret Answer:

SAVE AND LOGIN

8. Once your password has been reset, click **Continue**.



9. You will be redirected to the **eTrakit Homepage** showing you are logged in as yourself. From here, you can click on **Dashboard** to see your current projects.

