Public User
Online Account Setup

Planning & Community Development

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To request setup an online "Public User" account

- Go to https://services.shorelinewa.gov/etrakit/
- Click on "Setup an Account"
- Fill out the "Profile" fields
- Create a "User Name & Password"
- Create a "Security Question"
- Click the "Create Account" button
- On the confirmation page click the "Continue" button to be taken to the dashboard

Hours of Operation:

Monday	8:00 am–5:00 pm
Tuesday	8:00 am–5:00 pm
Wednesday	1:00 pm–5:00 pm
Thursday	8:00 am–5:00 pm
Friday	8:00 am–5:00 pm

Permit Processing Ends at 4:00 pm Daily

Fill out the "Profile" fields

Permits
▸ Search Permit

Projects
▸ Search Projects
▸ Apply AEC
▸ Renew

Properties
▸ Search Property

Inspections
▸ Schedule
▸ Cancel
▸ Scheduled

Contact
▸ Contact us

Create New Public User Account

Required fields

Please provide your information below to register. Required information is noted with an asterisk.

Your privacy is important to the City of Shoreline. All information will be used for City purposes only.

---Profile---

Company Name:	
٭ First Name:	
٭ Last Name:	
Address:	
City:	
State:	▼
Zip:	-
٭ Email:	
Phone:	( ) __-__
Ext	

Create a "User Name & Password", create a "Security Question", and click the "Create Account" button

---Username and Password---

٭ Log-In Name:
(letters/numbers only)

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.

* Password:

٭ Confirm Password:

---Security Question---

Security Question: What was your childhood nickname?   ▼

٭ Secret Answer:

٭ Re-enter Secret Answer:

CREATE ACCOUNT

On the confirmation page click the "Continue" button to be taken to the dashboard
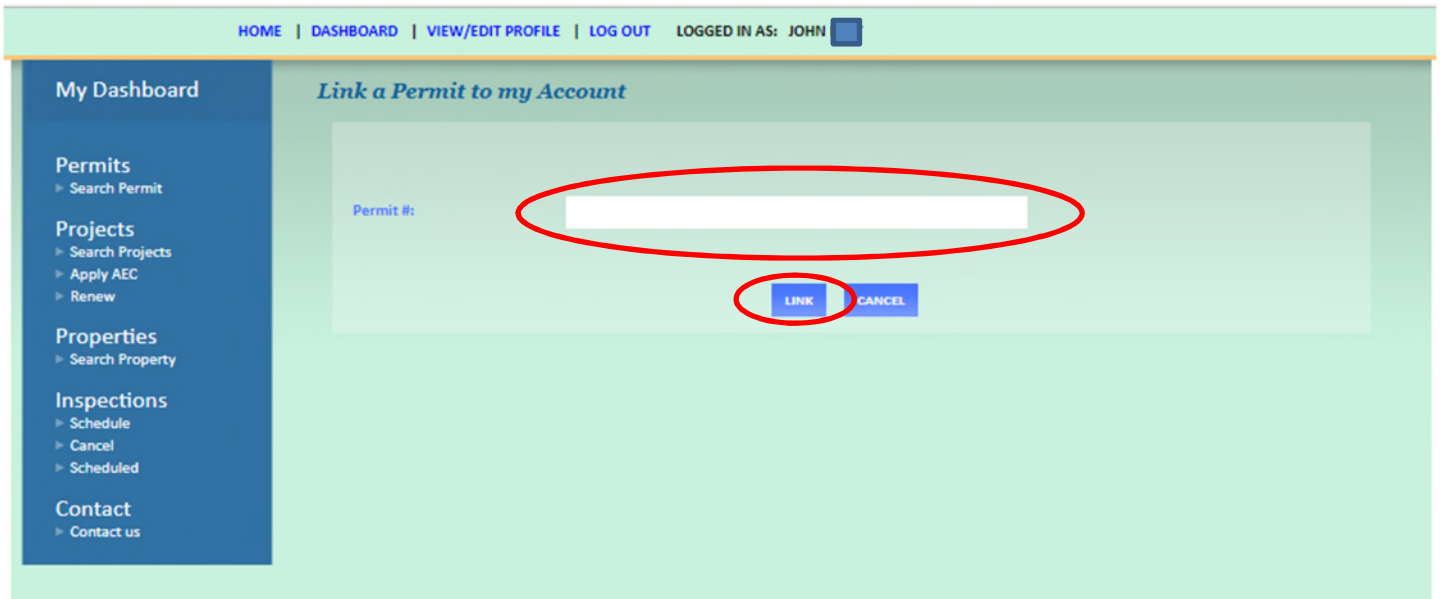

PERMIT LINKING

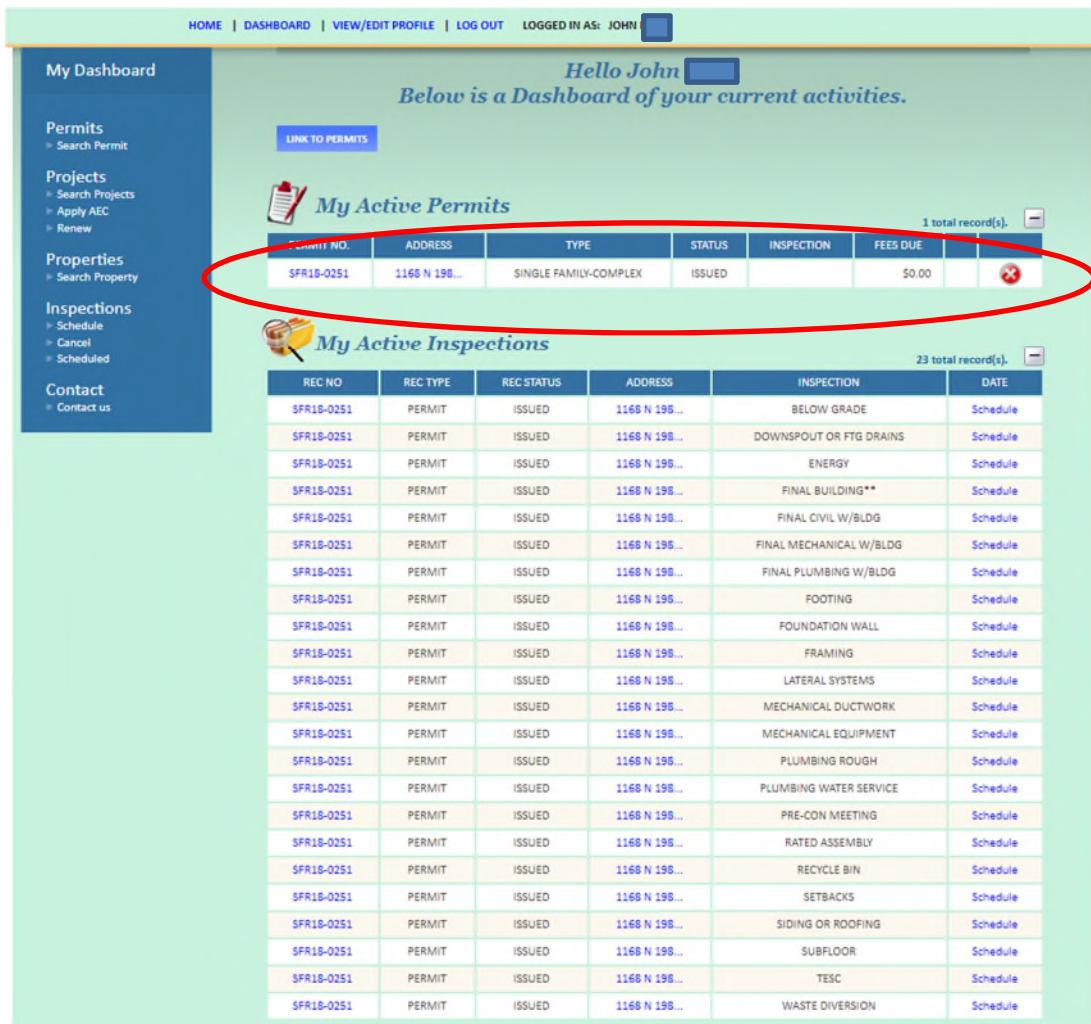To link a permit to an online "Public User" account:
- Log in to your public user account and you will be taken to "My Dashboard"
- Have a permit number handy
- Click on "Link to Permits"
- Enter permit number into the field labeled "Permit #:"
- Click the "Link" button
- You will be redirected to the dashboard where the permit will be listed along with any other permits you have linked

Enter permit number into the field labeled "Permit #:" and click the "Link" button

This is what your dashboard will look like once you start linking permits.