

SETTING UP A PUBLIC ETRAKIT ACCOUNT

Planning & Community Development
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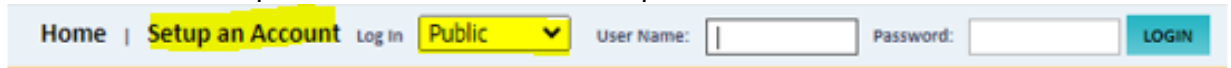
These notes apply to a customer who would like to create a Public eTRAKiT account and does not apply to anonymous accounts or professional/contractor accounts. This document also includes instructions on how to link a PUBLIC eTRAKiT account to a permit and projects. Please note that Public eTRAKiT accounts cannot apply for new permits/projects or schedule inspections.

Setting up your account:

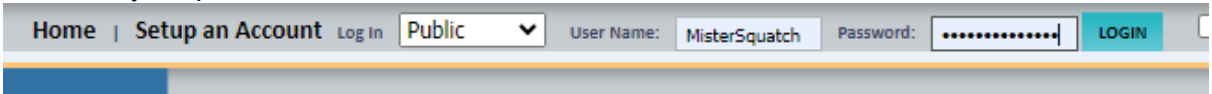
Important links

City of Shoreline eTRAKiT portal	https://permits.shorelinewa.gov/etrakit/
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1. Visit the City of Shoreline eTRAKiT portal using the link above.
2. Select 'Public' from the dropdown menu and select 'Setup an Account'



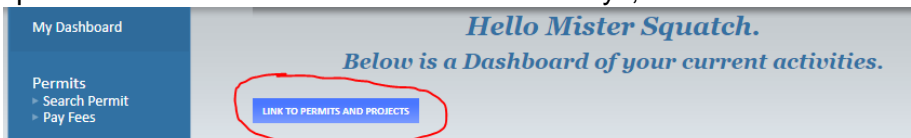
- a.
3. Fill out your personal information including your choice of username, password and security question and hit submit.
 - a. You will then receive an automated email with a link to confirm your email address and account. If you do not receive the email, please check your junk/spam folders.
 4. Once you have confirmed your account, the eTRAKiT portal will pop up with your username already populated. Enter your password and hit 'LOGIN'.



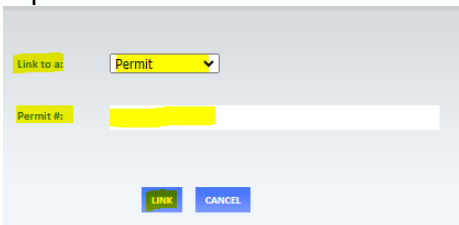
- a.
- b. Be sure that 'Public' is selected from the dropdown.

Linking to a permit:

1. Once you have logged into your Public eTRAKiT ACCOUNT, simply hit the 'DASHBOARD' link at the top of the screen.
2. At the top of the Dashboard screen is a button that says, 'LINK TO PERMITS AND PROJECTS'.



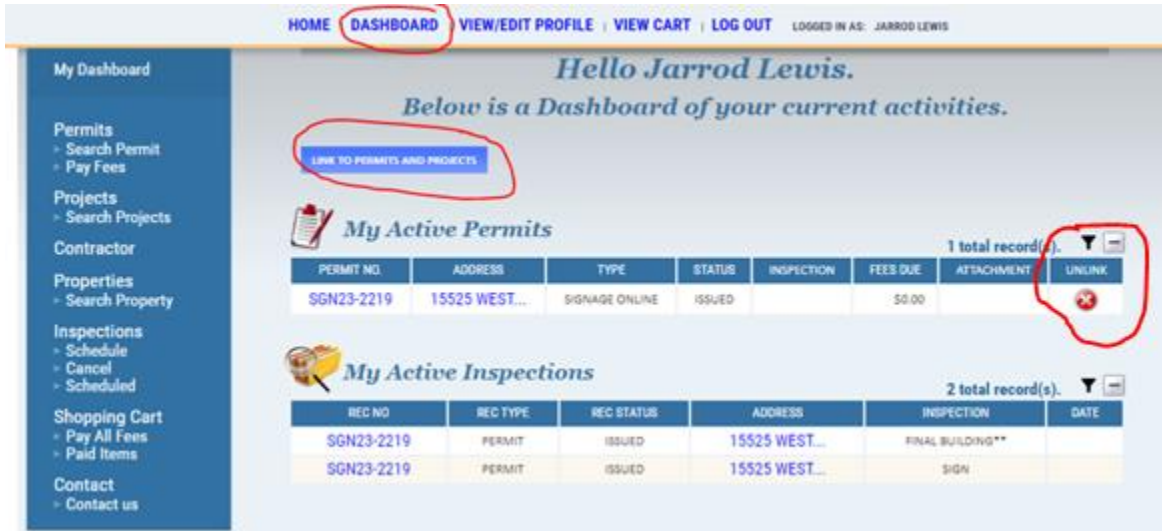
- a.
3. Click the blue button which opens a new screen where you can select either permit or project and enter the appropriate record number.



- a.

Open M, T, F 8 a.m. to 5 p.m.
Open W, Th 1 p.m. to 5 p.m.
Permit processing ends at 4 p.m.

4. Once you click LINK then the selected record number will appear on your Dashboard screen.
 - a. You can also unlink a permit on this screen by clicking on the red X on the right-hand side of the screen.
5. You can now follow along with the status of the permit application, view Attachments (if any available), etc. Please note that Public eTRAKiT accounts cannot apply for new permits/projects or schedule inspections.



- a. To look up information regarding your permit/project, click on the permit number link. From this screen you can view various updates and information such as contact info, scheduled inspections, linked permits, attachments etc.

