

Setting Up a Professional/Contractor eTRAKiT Account

Planning & Community Development
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Shoreline, WA 98133
206-801-2500
pcd@shorelinewa.gov



These notes apply to a customer who would like to create a professional/contractor/homeowner eTRAKiT account and do not apply to public accounts.

Important links

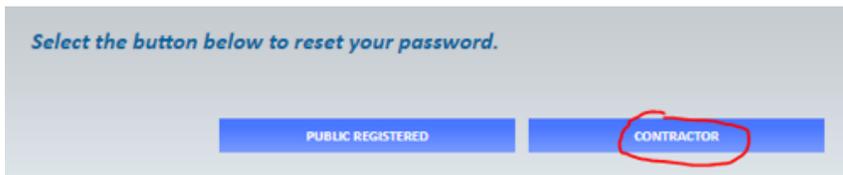
Register for Professional Account	https://www.shorelinewa.gov/government/departments/planning-community-development/permit-center-remote-services/register-for-a-professional-etrait-account
City of Shoreline eTRAKiT portal	https://permits.shorelinewa.gov/etrakit/

Setting up your account:

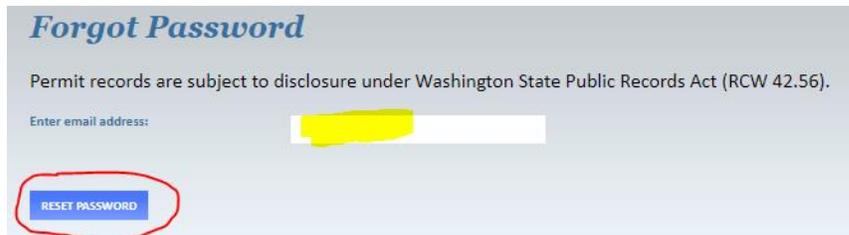
1. To request an online account you will need to fill out the [online registration form](#). Once submitted, login information can take up to 3-5 business days to receive. When your account has been created you will receive a welcome email with your username and an AEC number. Applicants with L&I contractor numbers will receive a login with their username and contractor number instead of an AEC number.
2. Once you have received your login information, you will need to set up your secret question and password for your account.
 - a. Go to the [eTRAKiT portal](#)
 - b. Click on 'Forgot Password' in the top right corner.



- c. It will then ask if you are a 'Public Registered' or 'Contractor', select 'Contractor'.

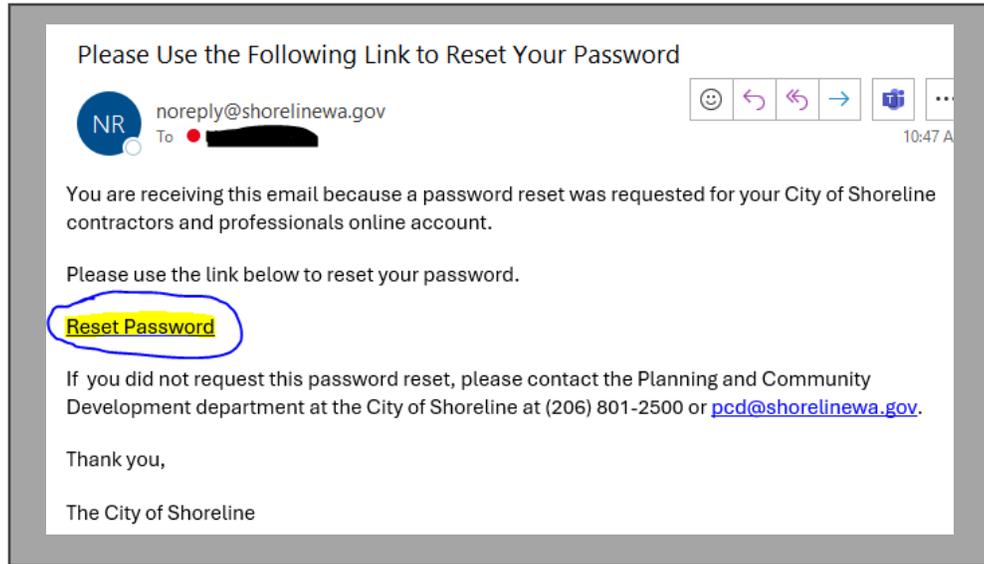


- d. Enter in the email address you used on your eTRAKiT registration form and click 'reset password'.



- e. An email will then be sent to the email address that was entered on the eTRAKiT registration form; this email will come from 'noreply@shorelinewa.gov'. If you do not see the email, please

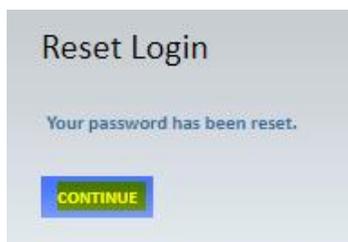
check your junk/spam folders. If you do not receive an email with 24 hours, please reach out to PCD@shorelinewa.gov. Click on 'Reset Password' in your email.



- f. This link will take you to the eTRAKiT portal where you can then type in your password of choice, select your secret question and type in the answer. *Please note that City staff does not have access to your secret question/answer so we recommend writing them down or emailing them to yourself for future reference.* Once you have filled in the required information, hit 'Save and Login' at the bottom.

A screenshot of the eTRAKiT password reset form. It includes fields for "New Password:" and "Confirm Password:", both with masked input. Below these is a "Security Question" section with a dropdown menu showing "What was your childhood nickname?". There are also fields for "Secret Answer:" and "Re-enter Secret Answer:", both with masked input. At the bottom left, there is a blue button labeled "SAVE AND LOGIN".

- g. You will then receive a popup confirmation that your password has been reset and you can select 'Continue'. This will bring you back to the etrakit portal and you are now logged in to your new account.



3. Once you are logged in, you will be able to see your dashboard. From the dashboard you can view any active/old permits and projects, apply for new permits/projects, pay for permit/project fees, schedule inspections, view attachments, and permit details.

My Dashboard

Permits

- ▶ Apply / New Permit
- ▶ Search Permit
- ▶ Pay Fees

Projects

- ▶ Apply for New Project
- ▶ Search Projects

Contractor

Properties

- ▶ Search Property

Inspections

- ▶ Schedule
- ▶ Cancel
- ▶ Scheduled

Shopping Cart

- ▶ Pay All Fees
- ▶ Paid Items

Contact

- ▶ Contact us

Hello TEST PROFESSIONAL.

Below is a Dashboard of your current activities.

My Active Permits 3 total record(s) ▼

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT
PIN24-0351		PRE INTAKE RECORD	VOID		\$0.00	
ROW21-2530	2330 NW 19...	RIGHT-OF-WAY USE	ISSUED		\$0.00	🔗
TRE23-2482	17500 MIDV...	TREE REMOVAL	SUBMITTED		\$239.00	🔗

My Active Inspections 11 total record(s) ▼

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
ROW21-2530	PERMIT	ISSUED	2330 NW 19...	FINAL ROW**	Schedule
ROW21-2530	PERMIT	ISSUED	2330 NW 19...	HMA PAVING	Schedule
ROW21-2530	PERMIT	ISSUED	2330 NW 19...	SUB-BASE	Schedule
ROW21-2530	PERMIT	ISSUED	2330 NW 19...	TRAFFIC CONTROL	Schedule
TRE23-2482	PERMIT	SUBMITTED	17500 MIDV...	CLEARING OR GRADING	
TRE23-2482	PERMIT	SUBMITTED	17500 MIDV...	EROSION CONTROL	
TRE23-2482	PERMIT	SUBMITTED	17500 MIDV...	EROSION CTL FINAL	
TRE23-2482	PERMIT	SUBMITTED	17500 MIDV...	EROSION CTL START	
TRE23-2482	PERMIT	SUBMITTED	17500 MIDV...	FINAL TREE**	
TRE23-2482	PERMIT	SUBMITTED	17500 MIDV...	TREE PROTECTION/REMOVAL	
TRE23-2482	PERMIT	SUBMITTED	17500 MIDV...	TREE REPLANTING	

4. To log back into your eTRAKiT account:
 - a. Visit the eTRAKiT portal
 - b. Select 'Contractor' and find your company name/username in the dropdown menu.
 - i. Please be sure you are selecting the 'Contractor' option and not the 'Public' option.

Log In **Contractor** ▼ User Name: **SAS QUATCH LLC.** ▼