About This Document

The Building Contractor *eTRAKiT Quick Start Guide* provides step-by-step instructions for:

❖ **New Contractors:** Requesting a building Contractor's license or,

❖ **Existing Contractors:** Creating a new password using eTRAKiT.

Audience

This document is intended for use by:

- New city contractors applying contractor's license.
- Existing city contractors needing to create a password for this new system.

Contents

1 New Contractor Login Instructions

1.1 Applying for a Contractor License

To work in the City of Commerce City, as a contractor you must obtain a license for your trade.

To obtain a contractor's license, do the following:

1. Open the eTRAKiT Home Page.

   The Home Page displays.

2. Under **Contractor Licenses** heading, click **Apply**.

    The AEC Application Confirmation screen displays.

3. Check the check box for **I Agree** and click **Continue**.

    The AEC Application displays.
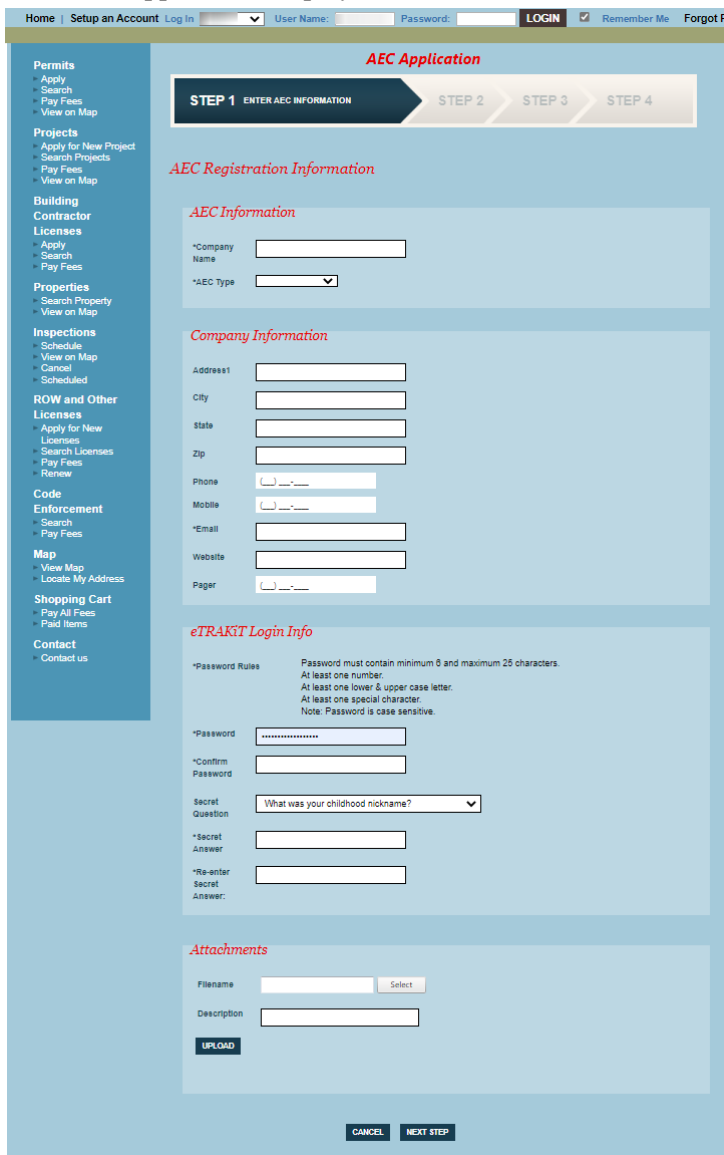
4. Enter the following information on the application:

<u>AEC Registration Information</u>

AEC Information

* Required

| R	Field	Description
AEC Information		
*	Company Name	Type you company's name.
*	AEC Type	From the drop-down list, select the AEC Type. Only one selection is allowed.
Company Information		
	Address1	Type your address.
	City	Type your city.
	State	Type your state abbreviation.
	Zip	Type your zip code xxxxx or xxxxx-xxxx
	Phone	Type your phone number—numbers only.
	Mobile	Type your phone number—numbers only.
*	Email	Type your email address.
	Website	Type the URL for your Web site.
	Pager	Type your pager number—numbers only.
eTRAKiT Login Info		
Password must contain minimum 6 and maximum 25 characters, and At least one number. and At least one lower- & upper-case letter, and At least one special character. *Note:* Password is case sensitive.		
*	Password	Using the above guidelines, type your password.
*	Confirm Password	Confirm the password you typed above.
	Secret Question	From the drop-down list, select a question.
*	Secret Answer	Type your secret answer. Case is recognized.
*	Re-enter Secret Answer	Retype your secret answer. Case is recognized.
For Class A, B, C, Mechanical, & Roofing Licenses		
*	Insurance Expiration Date	Using the calendar 🖩 icon, select the expiration of your insurance.
*	Have you attached your proof of insurance?	If applicable, from the drop-down list, select **Yes**. **Important:** You will need to attach a picture of insurance below.
*	Have you attached your proof of testing?	From the drop-down list, make a selection.

R	Field	Description
	Is this a renewal only?	From the drop-down list, make a selection.
For Plumbing & Electrical Licenses		
*	State License Expiration	Using the calendar ▦ icon, select the expiration of your state license.
*	Insurance Expiration Date	Using the calendar ▦ icon, select the expiration of your insurance.
*	Have you attached your proof of insurance?	If applicable, from the drop-down list, select **Yes**. You will need to attach a picture of insurance below.
*	Have you attached your state contractor and master licenses?	From the drop-down list, make a selection. You will need to attach a picture of your licenses below.
	Is this a renewal only?	From the drop-down list, make a selection.
For Specialty Licenses		
*	Insurance Expiration Date	Using the calendar ▦ icon, select the expiration of your insurance.
*	Have you attached your proof of insurance?	If applicable, from the drop-down list, select **Yes**. You will need to attach a picture of insurance below.
	Is this a renewal only?	From the drop-down list, make a selection.

Attachments

Ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.

a. Click **Select** and locate the appropriate file.

b. Enter a **Description** of the file.

c. Click **Upload**.

The following message displays:

Please ensure that *all required* attachments are included with the application. Failure to include all required materials will delay the application process. Attachments will not be returned once submitted. Attachments become the property of Commerce City.

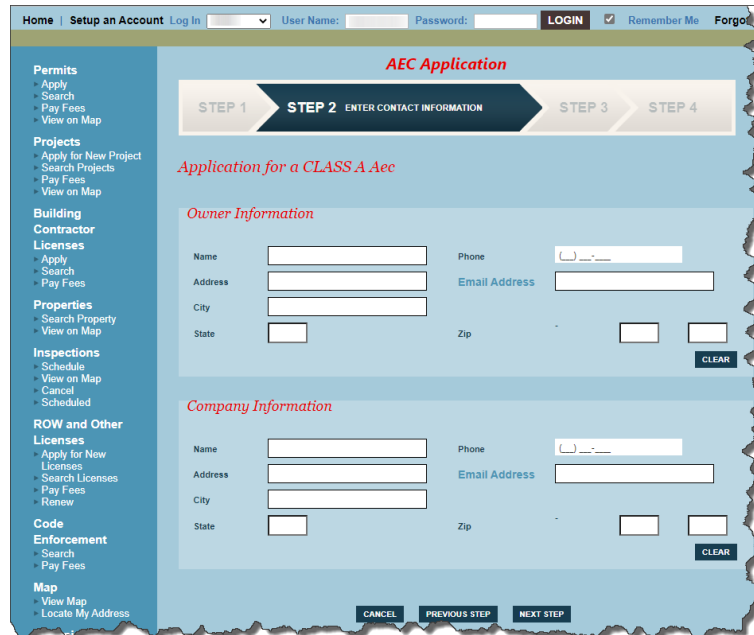d. Click **Accept**.

The system displays the file as uploaded.
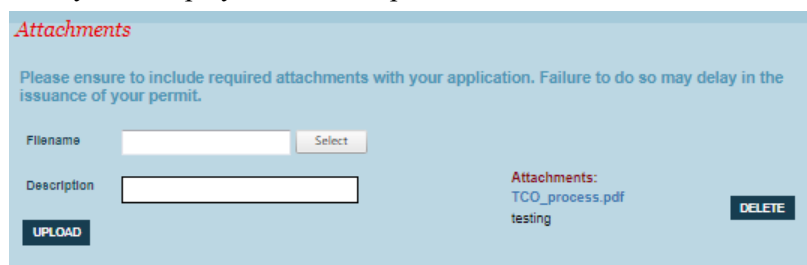
e.   As needed, upload additional files.

Note: You may upload more than one file at a time. In this instance, provide a separate description of each uploaded file.

5.   Click **Next Step**.

The AEC Application screen displays.

Note: The sample screen below is based on a `Class A AEC`.

6. As needed, enter contact information, and click **Next Step**.

    Note: Depending on AEC Type selected on the first screen, other contact sections may be displayed.

    The Review and Submit screen displays.

This screen provides a summary of your entries. If there is a fee, it is also listed.

Note: In this example, a fee is due.

o   If fees are due, go to step 7.

o   If fees are not due, the final screen displays—go to step 8.

7. To pay the permit fees, click **Next Step,** and then pay using desired method.
    a. Enter **Payment Information**, and click **Next Step: Review Payment**.

    The Review Payment screen displays.

    b. Review payment and **Billing Information**, click the **I Agree** statement, and click **Make Payment**.

    You are returned to the Step 4: Payment screen.
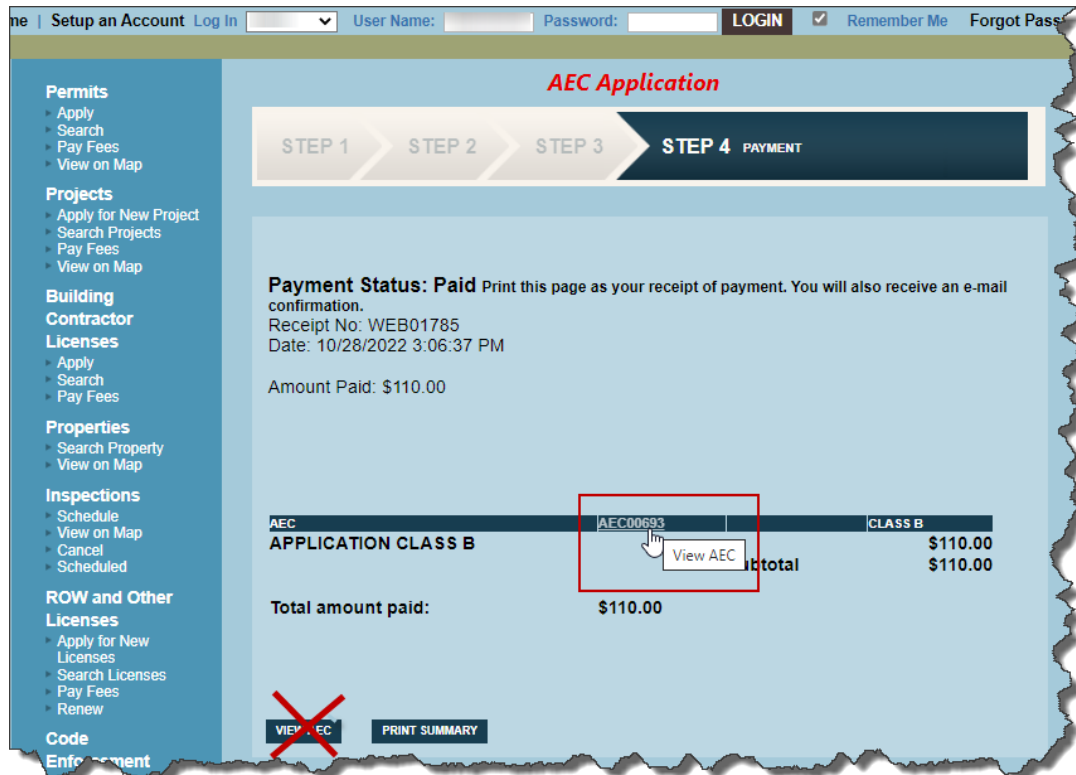
In your email, you will receive the following:

- A notification thanking you for your online order.
- A payment receipt.

8. Hover over AEC Record # and click the **View AEC** hyperlink.
   The following screen displays.
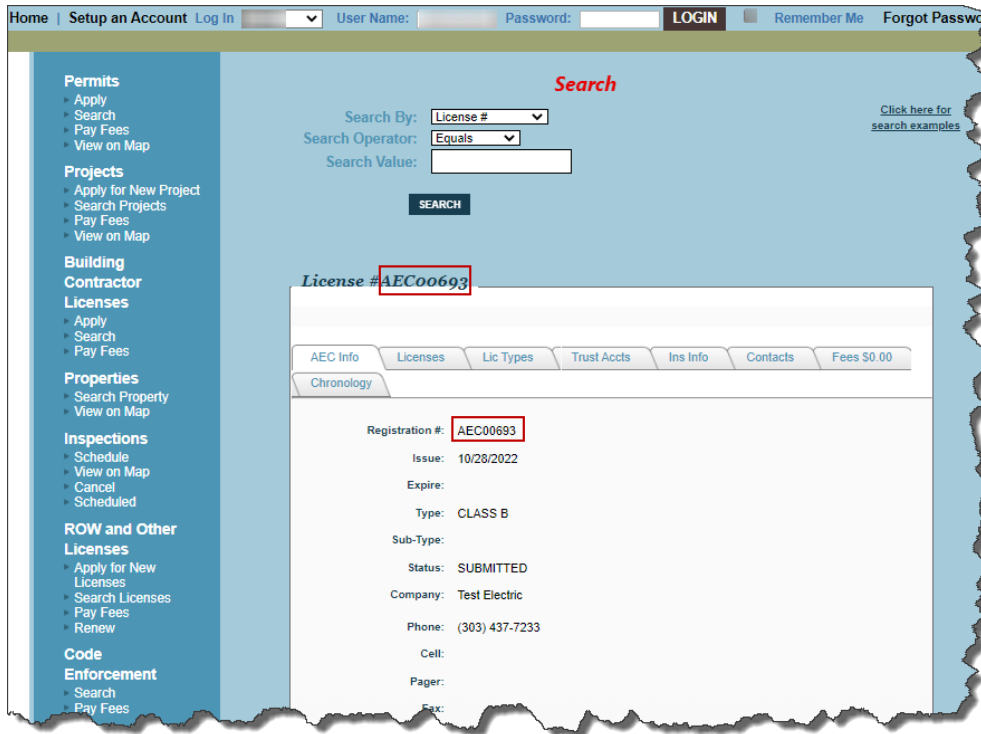
9. **Important:** On the View AEC screen, ensure you copy the AEC license number. This number is used as your UserID when you login to eTRAKiT to work with your license.

Important: Until your license application is approved by the City of Commerce City, you will not be able to apply for permits, projects, Right of Way or other licenses, under your AEC license.

1.2   Logging on to your License

There are *two* ways to access your contractor login: 1) using the login on the top green bar or 2) Clicking **Permits > Apply**.

Important: Until your license application is approved by the City of Commerce City, you will not be able to apply for permits, projects, Right of Way or other licenses, under your AEC license.

Once your contractor license is approved, you can login to your AEC account to process transactions.

1.2.1   Using the Top Green Bar to Login

To login to your AEC account.

1.   Go the eTRAKiT home page, top green bar.

2.   Do the following:
   a.   From the **Log In** dropdown list, select **Contractor**.
   b.   For **User Name**, type the **AEC Record Number** (for example AEC00699).
   c.   For **Password**, type your password you chose when you requested your license.
   d.   Click **Login**.

Your license's home screen displays any activities you have. This example has no current activity.
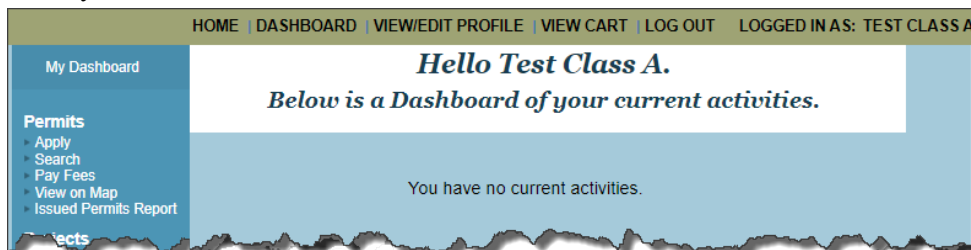
3.   Perform any of the activities displayed on the left blue navigation bar as needed.

1.2.2 Logging in via Permit > Apply

To login to your AEC account.

1. Go the eTRAKiT home page.

2. As shown above in the red square, under Permits/Projects/ROW and Other Licenses, click **Apply**. The Contractor Login displayed.

3. Under **Contractor Login**, do the following:
   a. For **User Name**, type the **AEC Record Number** (for example `AEC00699`).
   b. For **Password**, type your password you chose when you requested your license.
   c. Click **Login**.

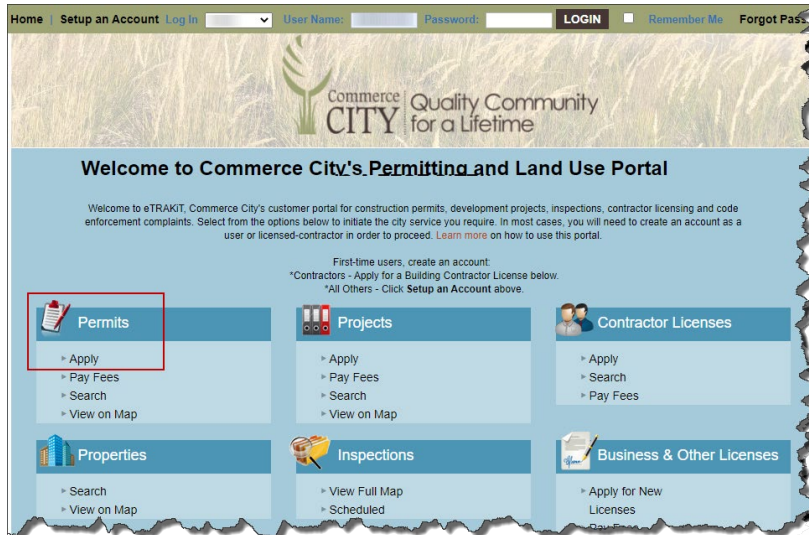   Your license's home screen displays any activities you have. This example has no current activity.
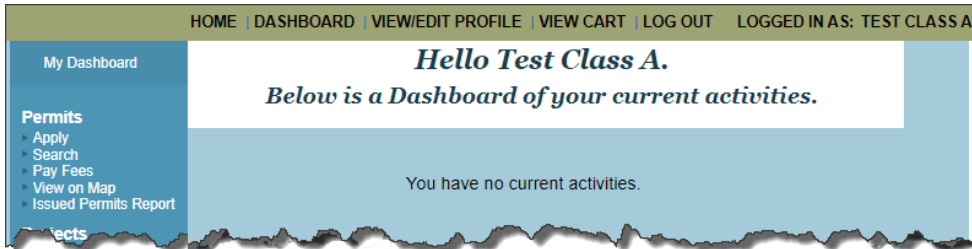
4. Perform any of the activities displayed on the left blue navigation bar as needed.
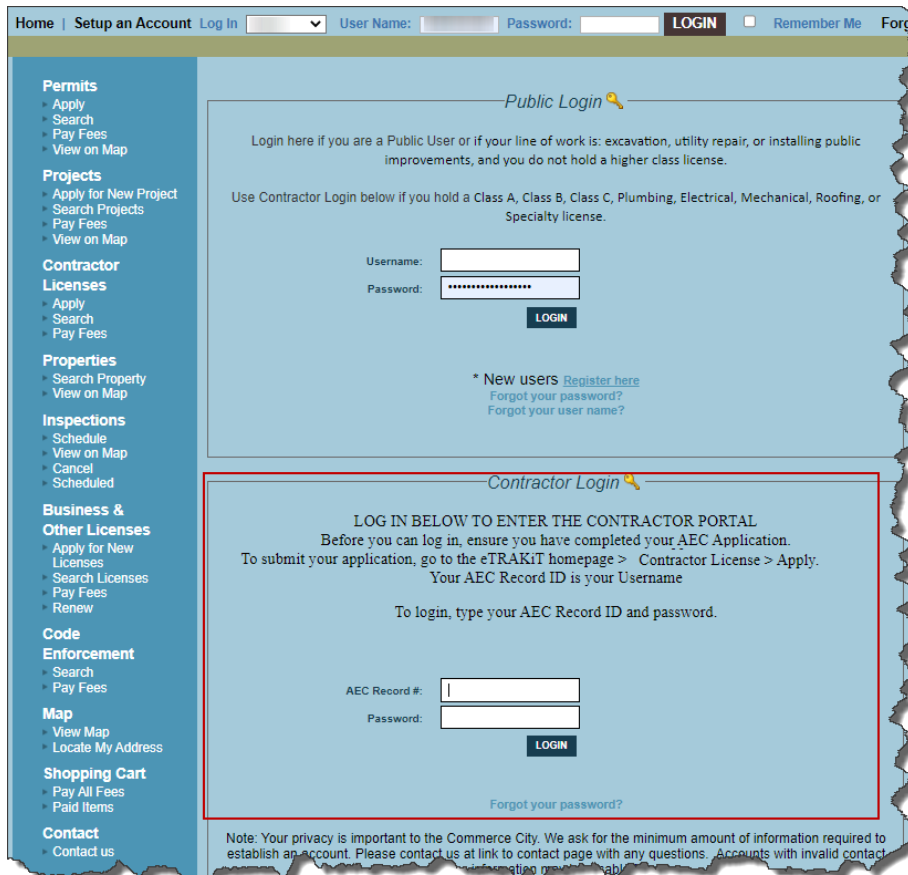
2 Existing Contractors: Creating Password

As an existing contractor, you already have an AEC number. To use the new eTRAKiT system, you need to create a password.

2.1 Creating your Password

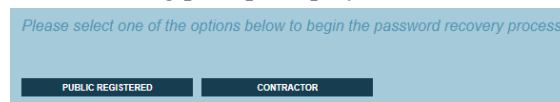Follow the instructions below to create a password in eTRAKiT:

1. Go to the eTRAKiT Homepage eTRAKiT (csqrcloud.com).

   The Home page displays.
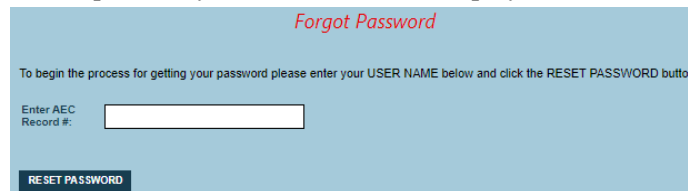
2. On the top navigation bar, click **Forgot Password**.

   The following prompt displayed.

   Please select one of the options below to begin the password recovery process.

   PUBLIC REGISTERED   CONTRACTOR

3. At the prompt "Please select one of the options below to begin the password recovery process" click **Contractor**.

   The request for your AEC Record # displays.

   Forgot Password

   To begin the process for getting your password please enter your USER NAME below and click the RESET PASSWORD button.
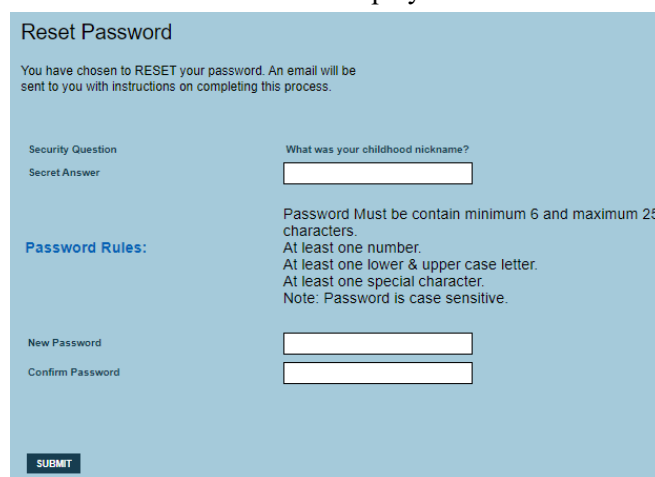
   Enter AEC Record #:

   RESET PASSWORD

4. In the Enter AEC Record # field, enter your existing City of Commerce City license number.

   You will receive another email instructing you to click Reset Password. You must have a current email address on file for your contractor license with Commerce City. If you need to update this, please call the permit desk for assistance.

5. FROM THAT email, click **Reset Password**.

   The Reset Password screen displays.

   Reset Password

   You have chosen to RESET your password. An email will be sent to you with instructions on completing this process.

   Security Question   What was your childhood nickname?
   Secret Answer

   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

   SUBMIT

6. For the **Security Question**, type your answer.

7. Type your new password using the guidelines listed on the screen.

8. Confirm your password and then click **Submit**.

   The message "Your USER PASSWORD has been reset. Thank You."

   You will also receive an email confirmation titled "Password reset confirmation for your City of Commerce City C3Permits Account."

9. Click **Continue**.

   The Home Page displays.

10. From the top navigation bar, click **Dashboard** to view your existing work.

2.2 Logging in Moving Forward

1. Go to the eTRAKiT Homepage eTRAKiT (csqrcloud.com).

   The Home page displays.

2. On the top navigation bar, from the Login drop-down, list, select **Contractor**.

3. In the **User Name** field, type your **AEC Record #.**

4. In the **Password** field, type your **Contractor password**.

5. Click **Login**.

   Your Dashboard displays your current work.