

2 Linking to your Existing Records

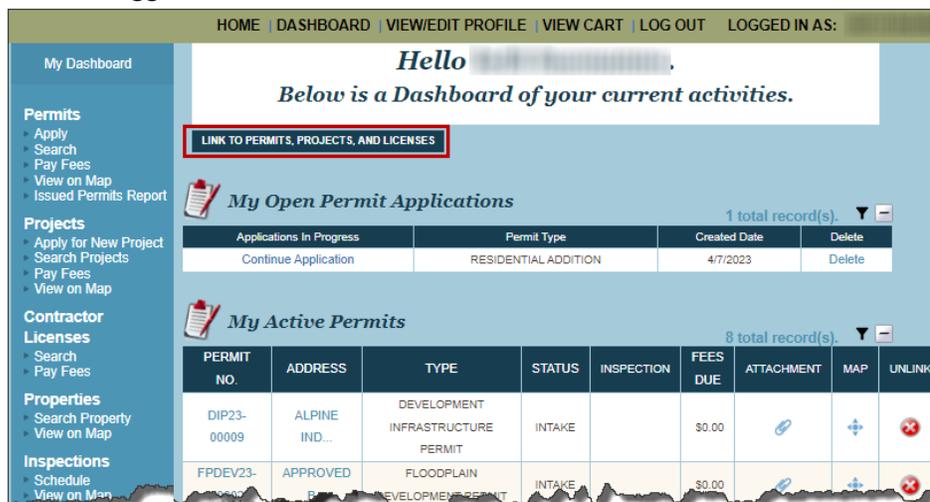
You may want to link to an existing permit/project/license in the system that was originally created in another system—like Hansen, or by another person—like your contractor.

Important: To link to a record, you need the original system-assigned record number.

To link to an existing record:

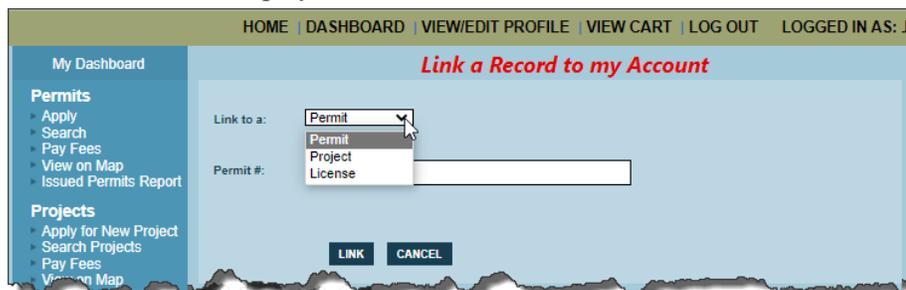
1. Ensure you have created an account in the system:
 - Contractors, refer to the *Building Contractor’s Quick Start Guide*.
 - Public, refer to [Chapter 1.1 Public Applicants](#) in this document.
2. Login to eTRAKiT: Refer to:
 - Contractors, refer to the *Building Contractor’s Quick Start Guide*.
 - Public, refer to [Chapter 1.1.3 Logging in Moving Forward](#) in this document.

You are logged in.



3. Click **Link to Permits, Projects, and Licenses**.

The Search screen displays.



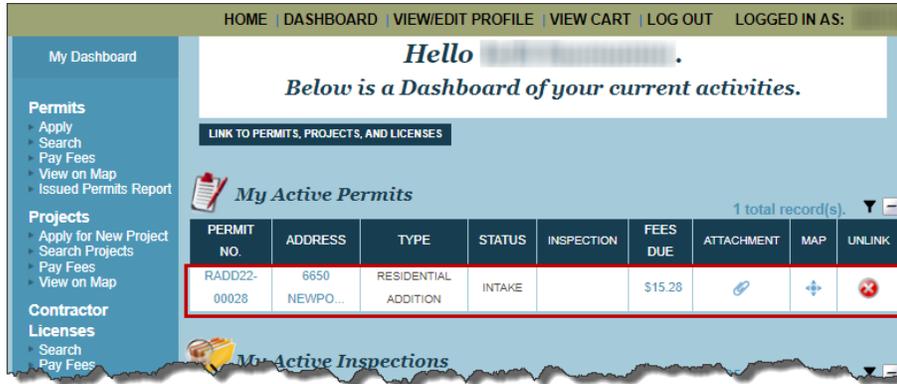
4. Do the following:

Field	Description
Link to a	Select the type of record. <i>Example:</i> In this case I selected Permit.
Permit/Project/License #	Type the full record number—for example RADD22-00028.

5. Click **Link**.

The permit is listed on your Dashboard under My Active Permits.

Depending on your type selection, your record may be listed under My Active Projects or My Active Licenses.



The screenshot shows a user dashboard with a navigation menu on the left and a main content area. The main content area includes a greeting, a link to permits/projects/licenses, and a table titled 'My Active Permits'. The table has columns for Permit No., Address, Type, Status, Inspection, Fees Due, Attachment, Map, and Unlink. One record is highlighted with a red border.

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	MAP	UNLINK
RADD22-00028	6650 NEWPO...	RESIDENTIAL ADDITION	INTAKE		\$15.28			