

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 <u>Chapter 1.1 Public Applicants</u> in this document.
- 2. Login to eTRAKiT: Refer to:
 - Contractors, refer to the Building Contractor's Quick Start Guide.

• Public, refer to <u>Chapter 1.1.3 Logging in Moving Forward</u> in this document.

You are logged in.

HOME DASHBOARD VIEW/EDIT PROFILE VIEW CART LOG OUT LOGGED IN AS:										
My Dashboard	Hello									
Permits Apply	Below is a Dashboard of your current activities.									
Search Pay Fees View on Map Issued Permits Report										
Projects Apply for New Project	Applica	ations In Progress		Permit Type			Created Date		Delete	
Search Projects Pay Fees View on Map	Continue Application			RESIDENTIAL ADDITION			4/7/2023 Delete			
Contractor Licenses	My Active Permits 8 total record(s).									-
 Search Pay Fees 	PERMIT NO.	ADDRESS		TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	MAP	UNLINK
Properties Search Property View on Map	DIP23- 00009	ALPINE IND	DE	VELOPMENT ASTRUCTURE PERMIT	INTAKE		\$0.00	Ø	¢	3
Inspections Schedule View on Man	FPDEV23-	APPROVED	FI				\$0.00	<u>_</u>		

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.
	Example: 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.

	HOME	DASHBOA	RD VIEW/EDIT	PROFILE	I VIEW CART	LOG O	UT LOGGE	D IN AS	: I		
My Dashboard	Hello .										
Permits	Below is a Dashboard of your current activities.										
Apply Search Pay Fees	LINK TO PERMITS, PROJECTS, AND LICENSES										
 View on Map Issued Permits Report 	My Active Permits										
Apply for New Project Search Projects	PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	MAP	UNLINK		
View on Map	RADD22- 00028	6650 NEWPO	RESIDENTIAL ADDITION	INTAKE		\$15.28	Ø	\$	3		
Licenses Search Pay Fees	. М .	Active In	spections			<u></u>					