

8 Paying Code Enforcement Fines/Fees

If you are assessed a Code Enforcement fine/fee, pay your fee in the eTRAKiT system.

1. Create an account in eTRAKiT system. Refer to Section <u>1.1.1 Setting Up an Account</u>.

Note: If you already have an account, then login to the system. Refer to 1.1.3 Logging in Moving Forward.

You are logged in and your eTRAKiT dashboard displays.

Your Dashboard may look different depending on any permit/license activity.



2. On the left navigation bar, under **Code Enforcement** click **Search**.



On the notification letter you received from the City, a record number is listed—for example CODE23-0069.

3. Type the record number in the Search Value field and click Search.

Your Case displays.



4. Single-click on the Case #.

The Case opens.

	•					
Search Results	Case #CODE23-0069					
<	Add To Cart					
5	Case Info Site Info Contacts (2) Fees \$999.00 Inspections					
Search Results	Chronology Violations					
Case #	Case #: CODE23-0069					
CODE23-0069	Case Name: Graffiti					
3	Type: CODE ENFORCEMENT					
>	Subtype: GRAFFITI					
3	Officer: HOLLY HOSKER					
\langle	Referred By:					
}	Status: NON-COMPLIANCE					
1 man	Opened: 4/28/2023					



5. Click the **Fees** tab.

The Violation description displays



6. Click Pay All Fees.

The Shopping Cart displays.

Shopping Cart Shopping Cart for Online Payments							
	ltem	Fee Description	Amount Due				
	CASE (CODE23-0069)	4TH VIOLATION	999.00				
			Total: \$999.00				
REMOVE SELECTED ITEMS BACK TO DASHBOARD VIEW PAID ITEMS If you choose to pay online, then complete payment of the total amount due is required at the time of payment.							
The online payment method is credit card. Only MasterCard, Visa and Discover are accepted.							
~~~	An online payment co The completions	nvenience fee of 4% is assessed to the total transaction amou Lie	nt.				

7. Click **Proceed to Checkout**.

The Checkout Summary displays.

Checkout Summary Below are the current fees due for your permit/project(s). Please select the permit/project(s) you wish to pay and select 'Proceed to Checkout'. Verify correct item(s) to pay and select 'Proceed to Payment'. Enter the required information and select "Process Payment".							
CASE CODE23-	0069 3050 E 56	STH AVE					
Description			Quantity	Amount			
4TH VIOLATION			1	\$999.00			
		Total Fees:		\$999.00			
		Total:		\$999.00			
BACK	TO SHOPPING CART	PAY BY CREDIT CARD	PAY WITH ECHECK	]			

8. Click **Pay by Credit Card** or **Pay with ECheck**, and follow the prompts to pay your assigned fine/fee.

 Confirmation.
 Confirmation.

 Receipt No: WEB02409
 Date: 5/2/2023 4:36:30 PM

 Date: 5/2/2023 4:36:30 PM
 Name:

 CASE
 CODE/2-3:005// Brody E soft / AVE
 CODE ENFORCEMENT

 4TH VIOLATION
 \$999.00
 \$999.00

 Total amount paid:
 \$999.00

Once paid, the following screen displays.

9. To print the page, click **Print Summary**, and initiate print to your printer. An email is generated and sent to you with a payment receipt.