

eTRAKiT Task Instructions PUBLIC REGISTRATION PROCESS*

In order to apply for a permit or to submit planning or engineering project applications, you will need to create a Public User account in eTRAKiT. Your account will allow you to submit an application, check the status of the application, pay fees, download permits or approval letters, and schedule inspections. Follow the steps below to create a Public User account.

PUBLIC USER ACCOUNT REGISTRATION STEPS

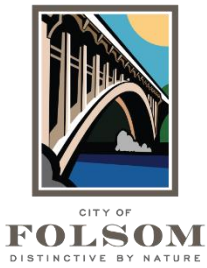
1. **Website:** Go to eTRAKiT (<https://etrakit.folsom.ca.us/etrakit>)
2. **Set up An Account:** Click on “Setup an Account” in the upper left corner of the screen and then click on “Public Registration.”
3. **Public Registration Screen:** On the Public Registration screen, please complete the following:
 - a. **Complete Profile Section:** Provide your contact information. Any field with an * is required.
 - b. **Enter Username and Password:** Provide a username and password. Typically, your username is either your first initial and last name or your email name before the @ symbol (i.e., someone@gmailcom = someone); however, your username can be anything you would like but it can’t include special characters (e.g., #, !, @, &, etc.).
 - c. **Security Question:** Select a security question from the drop-down list and then provide the answer.
4. **Create Account:** Click “Create Account” at the bottom of the screen. Your account will be created and you will be logged in.

***IMPORTANT:** Contractors with a valid California contractor’s license must register as a contractor in eTRAKiT. Failure to do so may delay the processing of any application or inspection submitted in eTRAKiT. Refer to the eTRAKiT Contractor Registration instructions on the [ePermit Center](#) webpage.

QUESTIONS?

For questions or assistance with eTRAKiT account setup, please contact:

City of Folsom
Community Development Department



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