

How To Access Your BTR Certificate

4 Steps 

STEP 1

Login to your Etrackit account



The screenshot shows a login form with the following elements:

- Name:**
- Password:**
- LOGIN** button (highlighted with an orange border)
- Remember Me**
- [Forgot Password /Fo](#)

Below the form is a photograph of a stone pillar with a wooden sign that reads "OCALA WELCOME". The background shows a grassy area with trees and a parking lot.

STEP 2

You will be brought to your Dashboard

HOME | **DASHBOARD** | VIEW/EDIT PROFILE | VIEW CART | LOG C

My Dashboard

Permits
Apply for a new Permit
Search for a Permit
Pay Fees
Issued Permits Report

Projects
Apply for New Project
Search Projects
Pay Fees


Contractors
Search for a Contractor

Properties
Search Property

Inspections
Schedule

Hello Michelle Ma
Below is a Dashboard of your cu

LINK TO PERMITS, PROJECTS, AND LICENSES

 **My Active Licenses**

LICENSE NO.	ADDRESS	TYPE	STATUS	FEE DUE
BTR24-0004	201 SE 39T...	RENTALS	RENEWAL	\$120.00
BTR24-0005	201 SE 3RD...	GENERAL BUSINESS	APPROVED	\$35.00
BTR24-0013	201 SE 3RD	AMUSEMENTS	PENDING	\$0.00

STEP 3

Click on your BTR number

*this may start with an "A" or "LIC"

- Projects**
 - Apply for New Project
 - Search Projects
 - Pay Fees
- Contractors**
 - Search for a Contractor
- Properties**
 - Search Property
- Inspections**
 - Schedule
 - Cancel
 - Scheduled
- BTR**
 - Apply for New Licenses
 - Search Licenses
 - Pay Fees
- Code Violations**
 - Search
 - Pay Fees

My Active Licenses

LICENSE NO.	ADDRESS	TYPE	STATUS
BTR24-0004	201 SE 39T...	RENTALS	RENEWAL
BTR24-0005	201 SE 3RD...	GENERAL BUSINESS	APPROVED
BTR24-0013	201 SE 3RD...	AMUSEMENTS	ACTIVE

My Submittals Awaiting Response

Record Group	Record No.	Address
LICENSE2	BTR24-0004	201 SE 39TH TER

STEP 4

Click on Occupational Business Tax Receipt.pdf

Licensee Name: [Test Business Number 6](#)
Type: [AMUSEMENTS](#)
SubType: [BINGO](#)
TYPE OF OWNERSHIP
Status: [ACTIVE](#)
Issued: [7/31/2025](#)
License Expire: [9/30/2026](#)
Applied: [10/25/2024](#)

Attachments:
[Occupational Business Tax Receipt](#) [Occupational Business Tax Receipt.pdf](#)