

STEP 1

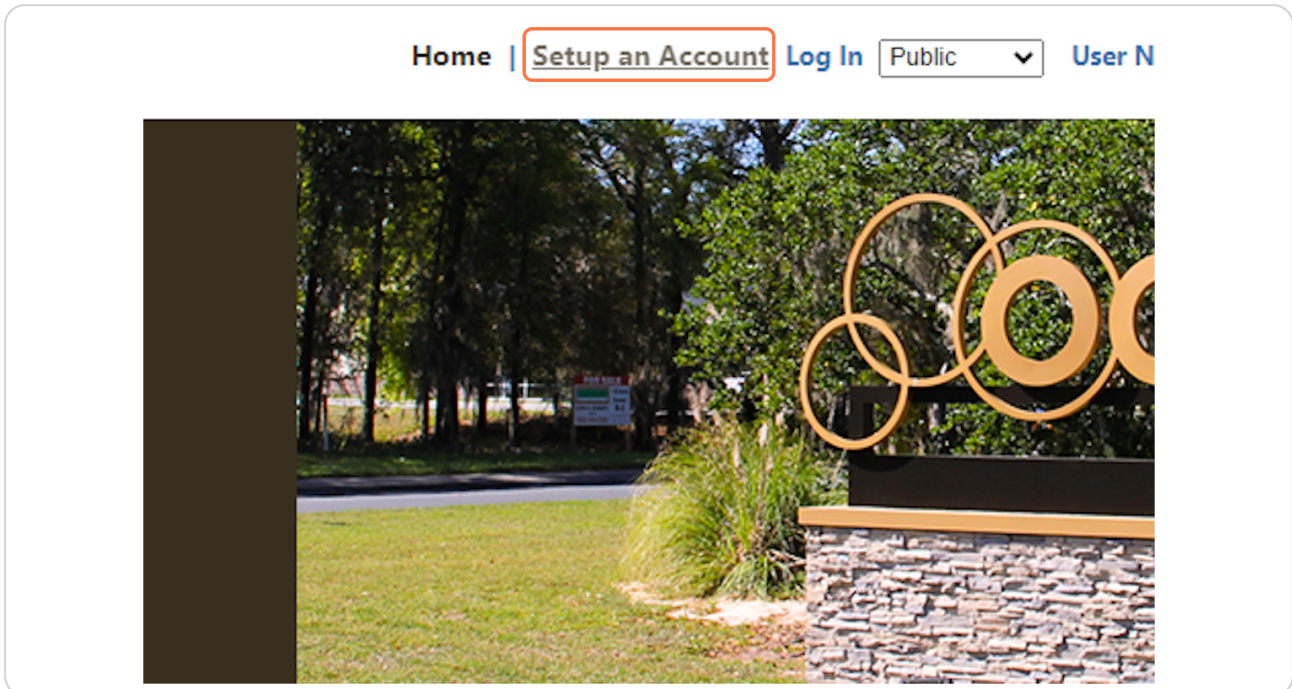
How To Create Your Etrakit Account For An Existing BTR

Go to <https://ocal.csqrcloud.com/community-etrait/>

STEP 2

Click on Setup an Account

Make sure the login type selected is PUBLIC not CONTRACTOR



STEP 3

Complete All Required Fields Then Click on Create Account

[Security](#)

Security Question:	What was your childh
* Secret Answer:	...
* Re-enter Secret Answer:	...

[CREATE ACCOUNT](#)

STEP 4

Click on Continue

[HOME](#) | [DASHBOARD](#) | \

My Dashboard

Permits

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

Projects

- Apply for New Project
- Search Projects

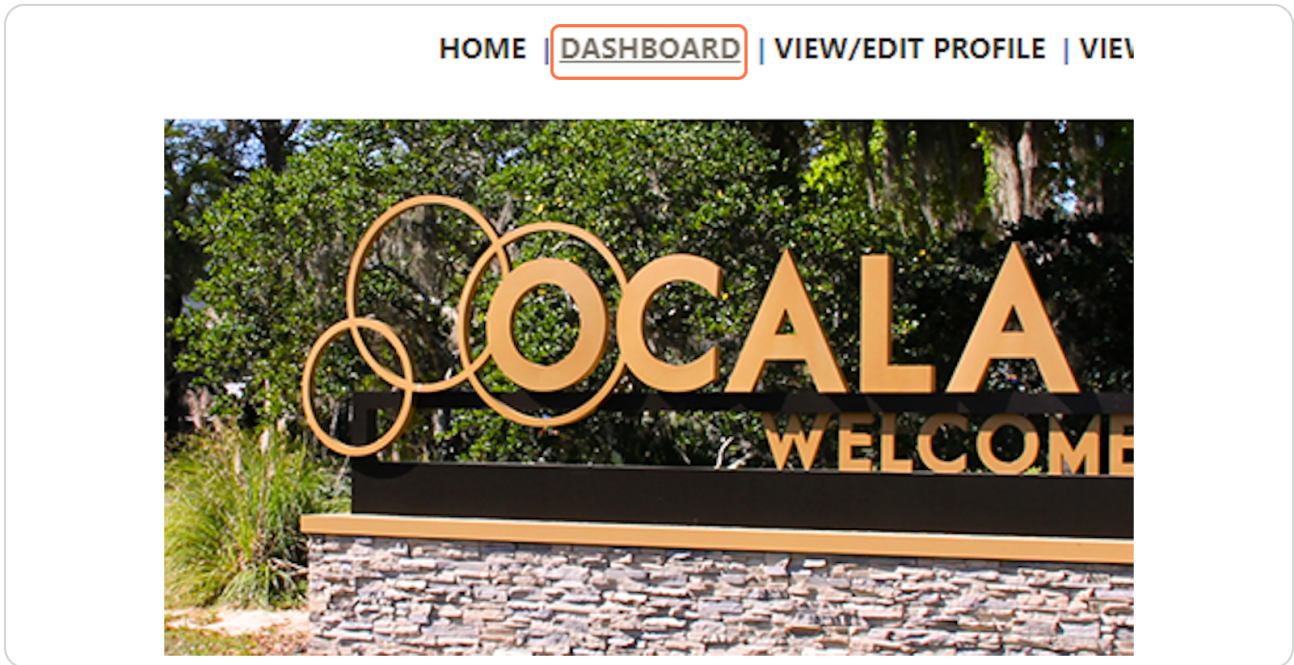
Contractors

- Search for a Contractor

[CONTINUE](#)

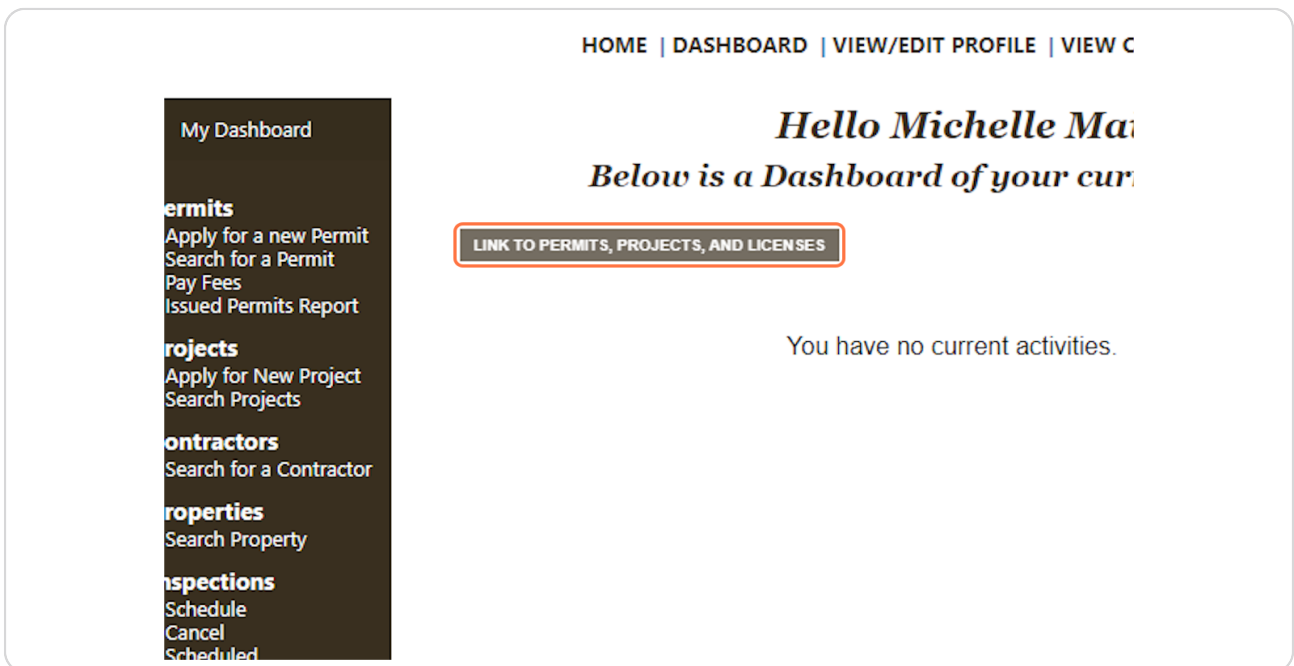
STEP 5

Click on DASHBOARD



STEP 6

Click on Link to permits, projects, and licenses



STEP 7

Select License from Link to a:

HOME | DASHBOARD | VIEW/EDIT PROFILE

Link a Record to my

Link to a:

Permit #:

LINK **CANCEL**

ard
w Permit
ermit
s Report
y Project
S
ontractor

STEP 8

Type in your certificate number. This will start with an "A", "LIC" or "BTR"

***Make sure you type ALL letters, special characters and numbers with no spaces*

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LC

Link a Record to my Account

Link to a:

License #:

STEP 9

Click on Link

The screenshot shows a web form with a dark sidebar on the left containing menu items: Permit, Support, Project, and Contractor. The main content area has a 'Link to a:' dropdown menu set to 'License'. Below it is a 'License #' text input field containing 'LIC-1004565'. At the bottom of the form are two buttons: 'LINK' (highlighted with a red border) and 'CANCEL'.

STEP 10

Click on My Dashboard...

The screenshot shows a user dashboard for Michelle Main. The top navigation bar includes links for HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART, LOG OUT, and LOGGED IN AS: MICHELLE MAIN. The main content area is titled 'Hello Michelle Main. Below is a Dashboard of your current activities.' and features a 'My Active Licenses' section with a table of one record. A red box highlights the sidebar and the 'My Active Licenses' section.

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
 - Cancel
 - Scheduled
- License**
 - Apply for New Licenses
 - Search Licenses
 - Pay Fees
 - Renew
- Code Violations**
 - Search
 - Pay Fees
- Shopping Cart**
 - Pay All Fees
 - Paid Items
- Contact**
 - Contact us

My Active Licenses (1 total record(s))


LICENSE NO.	ADDRESS	TYPE	STATUS	FEES DUE	ATTACHMENT	RENEW	PRINT	UNLINK
LIC-1004565	3012 SW 27...	PERSONAL SERVICES	RENEWAL	\$30.00				

STEP 11

Select Fee Due Amount

enses

1 total re

TYPE	STATUS	FEE DUE	ATTACHMENT	RENEW	PAID
PERSONAL SERVICES	RENEWAL	\$30.00			

STEP 12

Click on Proceed to Checkout

Type	Site Address	Amount
PERSONAL SERVICES		\$30.00
		Total: \$30.00

[VIEW PAID ITEMS](#) [PROCEED TO CHECKOUT](#)

most current and accurate information possible. No warranties, expressed or implied, are made by the Shopping Cart facility indicates understanding and acceptance of the terms and conditions of use by the user.

STEP 13

Click on Pay Now

MASSEUSES	\$30.00
<hr/>	
Total Fees:	\$30.00
Total:	\$30.00
<hr/>	
BACK TO SHOPPING CART	PAY NOW
<hr/>	