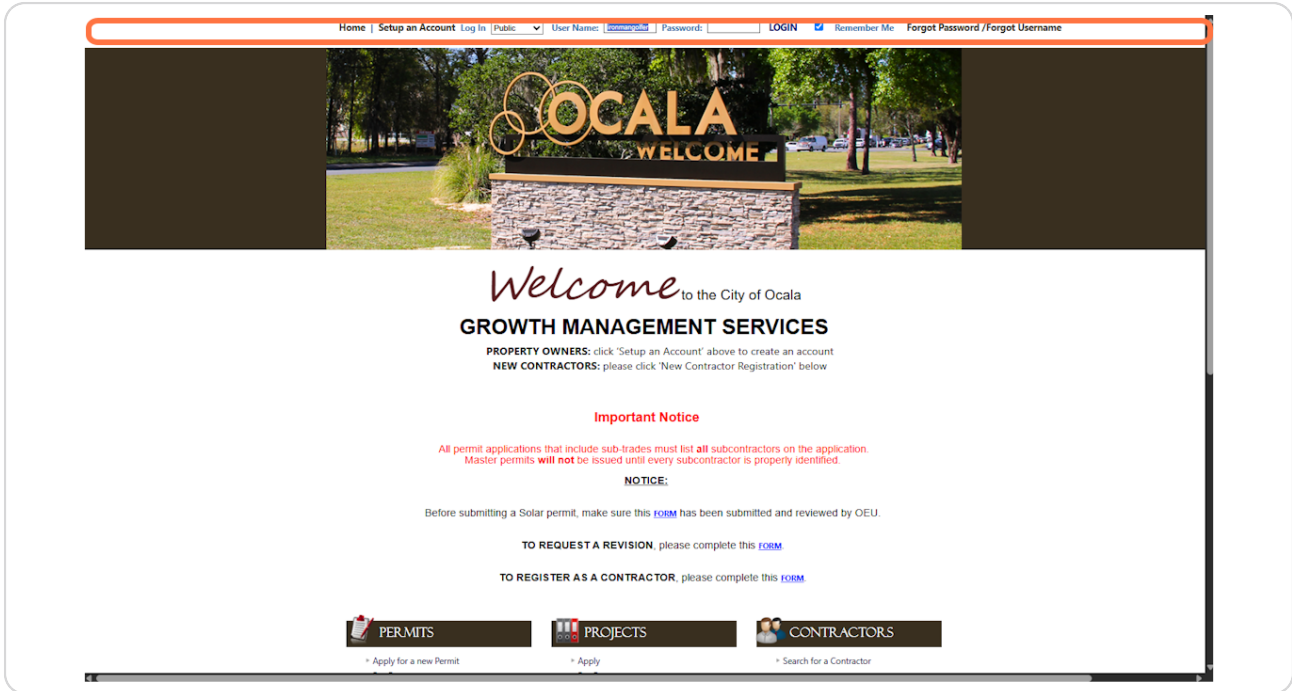


## STEP 1

### Login to your Etrackit account



## STEP 2

### Click on Link to permits, projects, and licenses

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

**Hello Michelle Main.**  
*Below is a Dashboard of your current ac*

**LINK TO PERMITS, PROJECTS, AND LICENSES**

**My Active Licenses**

LICENSE NO.	ADDRESS	TYPE	STATUS	FEES DUE	ATTACHMENT
BTR24-0004	201 SE 39T...	GENERAL BUSINESS	ACTIVE	\$35.00	
BTR24-0005	201 SE 3RD...	GENERAL BUSINESS	APPROVED	\$0.00	
BTR24-0013	201 SE 3RD...	AMUSEMENTS	PENDING	\$0.00	

**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

## STEP 3

### Select License from Link to a

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

**Link a Record to my Account**

Link to a:

Permit #:

**LINK** **CANCEL**

**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

## STEP 4

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 | LOGGED IN AS: MICH

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

**R**  
Apply for New Licenses  
Search Licenses

**Link a Record to my Account**

Link to a: License

License #: btr25-0378

LINK CANCEL

## STEP 5

Click on Link

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

R  
Apply for New Licenses  
Search Licenses

Link to a: License

License #: btr25-0378

LINK CANCEL