

*City of Tualatin*

City of Tualatin

# eTRAKiT User Manual

A guide for using the online system for Projects, eTRAKiT

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## 1.0 Getting Started

1.1 Welcome to City of Tualatin Web Portal called eTRAKiT.  
Through eTRAKiT users have the ability to view records and check project status without logging in. Public registered users, who create an account, will have the ability to pay fees and view record in detail. And, Developers, Engineers and Contractors will have the ability to view projects, pay fees, apply for permits, schedule and cancel inspection on their permits and view records.

### 1.2 Contacting Us

1.1.1 For additional assistance with eTRAKiT, please contact:

Lynette Sanford, Office Coordinator  
Community Development - Planning Division  
18880 SW Martinazzi Ave  
Tualatin, OR 97062  
Phone: 503-691-3026  
Email: [lsanford@ci.tualatin.or.us](mailto:lsanford@ci.tualatin.or.us)

Stephanie Marcinkiewicz, Permit Coordinator  
Community Development - Building Division  
18880 SW Martinazzi Ave  
Tualatin, OR 97062  
Phone: 503-691-3044  
Email: [smarcinkiewicz@ci.tualatin.or.us](mailto:smarcinkiewicz@ci.tualatin.or.us)

Denice Ambrosio, Program Coordinator  
Community Development  
18880 SW Martinazzi Ave  
Tualatin, OR 97062  
Phone: 503-691-3032  
Email: [dambrosio@ci.tualatin.or.us](mailto:dambrosio@ci.tualatin.or.us)

For access to the latest version of this manual, the Contractor User Registration Application, and eTRAKiT updates, please visit the City of Tualatin home page at [www.tualatinoregon.gov](http://www.tualatinoregon.gov) and click on the **eTRAKiT Online Permitting System** Quick Link.

2.0 Access eTRAKiT

2.1 The web site address for eTRAKiT is <https://tualatinoregon.gov/etrakit3/>. You may also access eTRAKiT through the City of Tualatin homepage at [www.tualatinoregon.gov](http://www.tualatinoregon.gov) and click on the link eTRAKiT Online Permitting System.



Figure 1- eTRAKiT Home Page

### 3.0 Contractor (Contractors, Engineers, Developers) Login

- 3.1 Contractor Login: First time users will need to contact City of Tualatin to receive their password. You can call Development Services at 503-691-3044 or one of the previously listed contacts.
- 3.2 After City of Tualatin sets up your initial password you will login as a Contractor. You will be prompted to change your password the first time you log in.



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Figure 2 – Contractor Login

## 4.0 Searching and Viewing Records

4.1 Enter Search Parameters- Choose the field you would like to search by, then select the parameter (i.e. contains, begins with, etc.) and enter the value to search for, then click on the SEARCH button.

The screenshot shows the 'Project Search' interface. At the top, there is a navigation bar with links: HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: ABC BUILDING COMPANY. On the left is a 'My Dashboard' sidebar with categories: Permits (Apply, Search, Pay Fees, Fees Estimator), Development Projects (Apply for New Project, Search Projects, Pay Fees, Fees Estimator), Contractor (Search Contractors, Pay Fees), Properties (Search Property), Inspections (Schedule, Cancel), Shopping Cart (Pay All Fees, Paid Items), and Contact (Contact us). The main content area is titled 'Project Search' and contains a search form with 'Search By:' followed by two dropdown menus: 'Project Number' and 'Begins With', and a text input field. A 'SEARCH' button is to the right. A link 'Click here for search examples' is also present. At the bottom, a disclaimer states: 'The City of Tualatin, Oregon makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Utilization of this website indicates understanding and acceptance of this statement.'

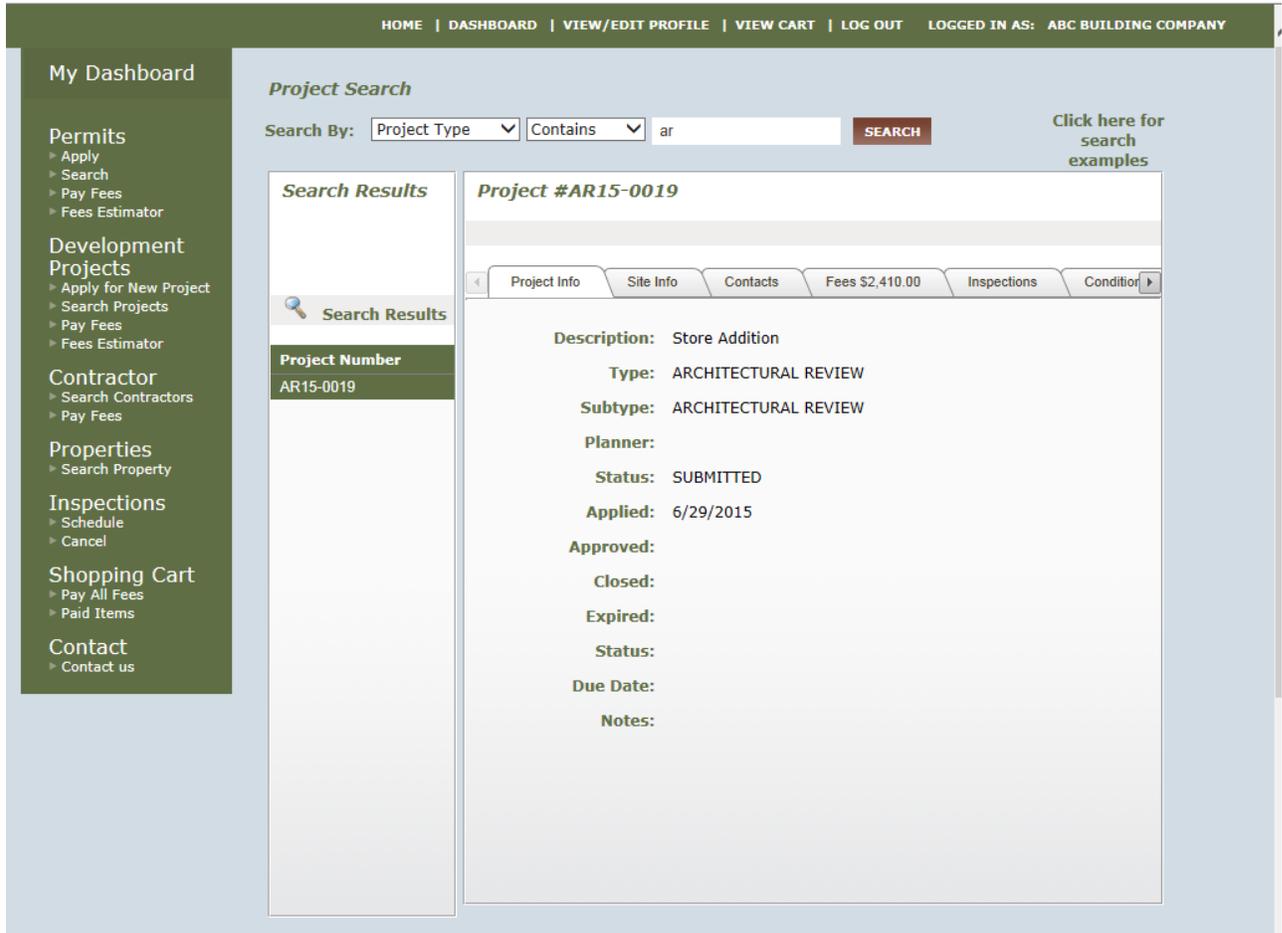
4.2 Search Results: Click on the row you would like to view details on.

The screenshot shows the 'Project Search' interface with search results. The search parameters are: 'Project Type' dropdown, 'Contains' dropdown, and 'ar' in the text input field. The 'SEARCH' button is visible. Below the search form, there are 'PRINT' and 'EXPORT TO EXCEL' buttons. The search results are displayed in a table with the following data:

| Project Number | Address | Project Type         | Project Name   |
|----------------|---------|----------------------|----------------|
| AR15-0019      |         | ARCHITECTURAL REVIEW | Store Addition |

Figure 3- Search Results

- 4.3 Viewing Search Results: The project record has tabs that can be clicked on for details. Also the Search Results appear to the left and can be navigated while viewing project records.



5.0 **Paying Fees**

5.1 At this time, Planning fees will not be paid online.

## 6.0 My Dashboard

- 6.1 My Open Permit Applications: Applications that are not completed will show up in this section. You can choose to complete or delete the application.
- 6.2 My Active Permits: This section allows you to print the permit or go to the permit record.
- 6.3 My Active Inspections: This section allows you to schedule an inspection.
- 6.4 My Active Projects: This section allows you to view the status and details of a project.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: ABC BUILDING COMPANY

### My Dashboard

- Permits
  - ▶ Apply
  - ▶ Search
  - ▶ Pay Fees
  - ▶ Fees Estimator
- Development Projects
  - ▶ Apply for New Project
  - ▶ Search Projects
  - ▶ Pay Fees
  - ▶ Fees Estimator
- Contractor
  - ▶ Search Contractors
  - ▶ Pay Fees
- Properties
  - ▶ Search Property
- Inspections
  - ▶ Schedule
  - ▶ Cancel
- Shopping Cart
  - ▶ Pay All Fees
  - ▶ Paid Items
- Contact
  - ▶ Contact us

**Hello ABC Building Company.**  
*Below is a Dashboard of your current activities.*

### My Active Inspections

1 total record(s)

| REC NO    | REC TYPE | REC STATUS | ADDRESS | INSPECTION      | DATE |
|-----------|----------|------------|---------|-----------------|------|
| AR15-0019 | PROJECT  | SUBMITTED  |         | SITE INSPECTION |      |

### My Active Projects

1 total record(s)

| PROJECT NO. | ADDRESS | TYPE                 | STATUS    | FEES DUE   |  |
|-------------|---------|----------------------|-----------|------------|--|
| AR15-0019   |         | ARCHITECTURAL REVIEW | SUBMITTED | \$2,410.00 |  |

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