

How To Pay My Fees on eTRAKiT?

- Go to [eTRAKiT](#) and log in to your account.
- Go to your **Dashboard** and look at **“My Active Permits”**
- Click on the amount in the **“Fees Due”** column. Notice that when it is ready to be paid, it becomes a hyperlink.

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

 **My Active Permits** 4 total record(s) 

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE		
HFT20-0584	1234 SW NA...	HYDRANT FLOW TEST	WORK COMPLETE		\$250.00		
MECH17- 1596	1234 SW NA...	MECHANICAL	ISSUED	Request			
MINL20- 0912	1234 SW NA...	BCD MINOR LABEL	FEES DUE				

- You may pay for more than one permit fee at a time. To add additional permit fees go back to the **Dashboard** and select another **“Fees Due”**. You will be brought back to your Checkout Summary screen.

Shopping Cart

The fees below are now available for payment. Once you have items listed here in your cart, the system locks the fees from being paid in our office to prevent duplicate payments. If you do not wish to complete your payment here, please empty your cart to release the fee lock.

You can uncheck any of the fees you do not wish to pay at this time.

Click **“Proceed To Checkout”**

<input checked="" type="checkbox"/>	Item	Fee Description	Amount Due
<input checked="" type="checkbox"/>	PERMIT (HFT20-0584)	HYDRANT FLOW TEST	250.00
<input checked="" type="checkbox"/>	PERMIT (ALTR20-0795)	STATE SURCHARGE	6.72
<input checked="" type="checkbox"/>	PERMIT (ALTR20-0795)	STRUCTURAL PERMIT	56.00
<input checked="" type="checkbox"/>	PERMIT (ALTR20-0795)	PLAN REVIEW FEE	36.40
<input checked="" type="checkbox"/>	PERMIT (ALTR20-0795)	FIRE AND LIFE SAFETY PLAN REVIEW FEE	25.20
Total:			\$374.32

[REMOVE SELECTED ITEMS](#)
[BACK TO DASHBOARD](#)
[VIEW PAID ITEMS](#)
[PROCEED TO CHECKOUT](#)

- At the **“Checkout Summary”** select **“Pay By Credit Card”**
- The credit card payment screen will automatically open for you. Enter your credit card information and click **“Process”** at the bottom.