

Creating a Public Account

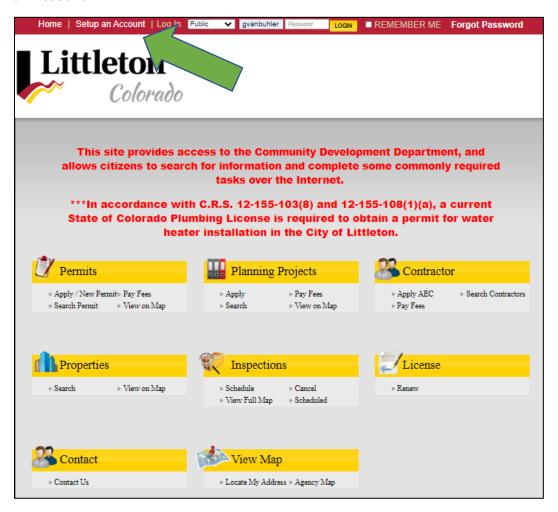
<u>Littleton eTRAKiT Portal</u> provides online access to building and right-of-way permits and development projects. Citizens can create an account to be used to apply for permits and projects, schedule inspections and review historical permit data. Below are the steps to successfully create an online public account.

Public accounts are not intended to be used by contractors. If you are a City of Littleton licensed contractor, please login using your contracting company name, and consult the *Littleton eTRAKiT Contractor Log-In* instructions found on eTRAKiT Help.

Note: Not all online permit applications are available for online submittal with a public account. Please go to Littleton's eTRAKIT Help to view all the available online applications.

Step 1: Signing Up

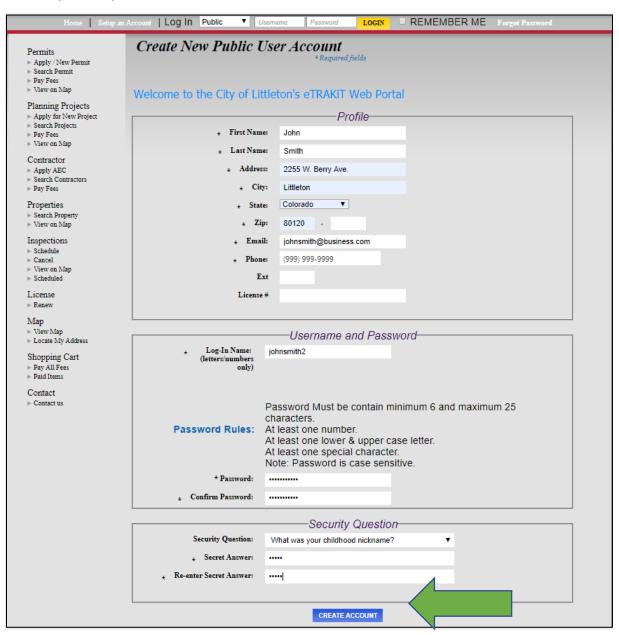
In Internet Explorer, navigate to <u>Littleton eTRAKIT Portal</u>. At the top of the window click "Setup an Account"





Step 2: Complete Online Form

Complete all the information in the form. Fields that have an asterisk (*) next to them indicates that they are required. When finished, click "Create Account".





Step 3: Continue to Dashboard

Once your account has been created you will be directed back to the main page. If you have activity that you want to start or search for, click on the appropriate link or click on "Dashboard" in the top tool bar.

About the dashboard

As you start to create activities in <u>Littleton eTRAKIT Portal</u> or link your account to permits and projects, all the linked permits will show on the dashboard. From the dashboard you can schedule inspection, pay fees or review comments and notes from staff.

