

Ada County Highway District

eTRAKiT User Manual

A guide for using the online permitting system, eTRAKiT

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1.0 Getting Started

1.1 Welcome to Ada County Highway District 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, Contractors will have the ability to 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:

Gary Inselman, Manager Ada County Highway District Development Services 3775 Adams Street Garden City, ID 83714 Phone: 208-387-6180 Email: <u>ginselman@achdidaho.org</u>

Kaci Bader, Development Review Coordinator Ada County Highway District Development Services 3775 Adams Street Garden City, ID 83714 Phone: 208-387-6184 Email: <u>kbader@achdidaho.org</u>

Breann Shearer, Administrative Assistant, Engineering Ada County Highway District Development Services 3775 Adams Street Garden City, ID 83714 Phone: 208-387-6173 Email: <u>bshearer@achdidaho.org</u>

For access to the latest version of this manual, the Contractor User Registration Application, and eTRAKiT updates, please visit Ada County Highway District home page at <u>www.achdidaho.org</u> and click on the *eTRAKiT Online Permitting System* Quick Link.

2.0 Access eTRAKiT

2.1 The web site address for eTRAKiT is <u>https://trakit.achdidaho.org/etrakit3/</u>. You may also access eTRAKiT through Ada County Highway District homepage at <u>www.achdidaho.org</u> and click on the link eTRAKiT Online Permitting System.

Committed to Service		
Permits Pay Fees Search	Pay Fees Search	Search Contractors
Properties Search	Schedule Cancel Scheduled	Violations Search Pay Fees
CRM Report Issue Search Issues		
site, which information is provided on a strictly "as i and/or any information, materials, graphics, product fitness for any general or particular purpose. Neither ACHD nor its commissioners, directors, mar	is" basis. ACHD disclaims any and all warranties, e is or processes contained herein. ACHD specificall nagers, employees, contractors, agents or represen the information on this site, even if advised of the j	liness or currency of any information available from this xpress or implied, in connection with the use of this site y disclaims any and all warranties of merchantability or tatives shall be held liable for any damage or loss caused possibility of such damage or loss. Any person or entity

Figure 1- eTRAKiT Home Page

3.0 Public Registered User Login

- 3.1 Public Login: Enter your User Name and Password or Register to Create a Login.
- 3.2 Register for a Public Login: Enter the required information and click the CREATE ACCOUNT

Permits Search Pay Fees	Create New Pub	lic User Accoun *Required fields	t	
Projects Search Projects Pay Fees	Profile			
Contractor Search Contractors	 First Name: Last Name: 			
Properties Search	* Address:			
Inspections Schedule Cancel Scheduled	 City: State: Zip: 			
Violations Search Pay Fees	Email:			
CRM Report Issue Search Issues	Ext			
Shopping Cart Pay All Fees	Username and Password			
	 Log-In Name: (letters/numbers only) 			
	• Password:			
	Confirm Password:	(6 to 15 letters/numbers only)		

Figure 2- Create New User Account

4.0 Contractor Login (Contractors, Engineers, Developers) Login

- 4.1 Contractor Login: First time users will need to contact ACHD to receive their password. You can call Development Services at 387-6170 or one of the previously listed contacts.
- 4.2 After ACHD 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.

Home Setup a	an Account Log In	Contractor 🗸	John Doe Construction	✓ Password	LOGIN	REMEMBER	ME Forgot Password
AC	HD Committed te	Service			i pa	- Alexan	- And
Per Pay Fees	rmits Search		Pay Fees	Search	s	Contractor	or
Search	operties		Schedule Scheduled	ions Cancel	U s	Violations	5 Pay Fees
CR Report Iss		ies					
site, which inform and/or any inform fitness for any g Neither ACHD no by viewing, distr	mation is provided on a mation, materials, graph eneral or particular pur pr its commissioners, d ibuting, copying or oth	strictly "as is" ba nics, products or p pose. irectors, managers erwise using the ir	sis. ACHD disclaims processes contained h s, employees, contrac nformation on this site	ility, completeness, timel any and all warranties, e: erein. ACHD specifically tors, agents or represent c, even if advised of the p Use of this site constit	xpress or imp / disclaims al atives shall b ossibility of		vith the use of this site of merchantability or damage or loss caused . Any person or entity



5.0 Searching and Viewing Records

5.1 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.

Home Setup a	n Account	Log In Public	Username	Password	LOGIN	REMEMBER ME	Forgot Password
Permits Search Pay Fees Projects Search Projects Pay Fees	Perr Search By:	nit Sea Address	rch ▼ Begins With ▼			SEARCH	Click here for search examples
Contractor Search Contractors							
Properties • Search							
Inspections Schedule Cancel Scheduled							
Violations Search Pay Fees							
CRM Report Issue Search Issues							
Shopping Cart • Pay All Fees							

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

Permits Search Pay Fees Projects Search Projects Pay Fees	Search By: Perr	t Search mit Number V Contains turned 100 of 670 total records. your search criteria to reduce the r	ZONE SEARCH	Click here for searc examples
Contractor Search Contractors				
Properties Search	Permits			PRINT EXPORT TO EXC
Inspections				
Schedule Cancel	Permit Number	Address	Description	Contractor
	Permit Number ZONE14-0001	Address 105 E IDAHO AVE	Description 730 N MAIN ST & E IDAHO AVE	Contractor BRICON INC
Cancel Scheduled Violations				
Cancel Scheduled Violations Search	ZONE14-0001	105 E IDAHO AVE	730 N MAIN ST & E IDAHO AVE	
Cancel Scheduled Violations Search Pay Fees	ZONE14-0001 ZONE14-0002	105 E IDAHO AVE 906 N MAIN ST	730 N MAIN ST & E IDAHO AVE 906 N MAIN ST & E PINE AVE	BRICON INC
Cancel Scheduled	ZONE14-0001 ZONE14-0002 ZONE14-0003	105 E IDAHO AVE 906 N MAIN ST 3035 N SELKIRK DR	730 N MAIN ST & E IDAHO AVE 906 N MAIN ST & E PINE AVE 3035 N SELKIRKDR NE/O E HIGHLA	BRICON INC

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

Home Setup ar	n Account Log In Public	✓ Username Password	LOGIN REMEMBER ME	Forgot Password
Permits - Search - Pay Fees Projects - Search Projects - Pay Fees Contractor - Search Contractors	Permit Search search By: Permit Number ✔	Contains V ZONE	SEARCH	Click here for search examples
Properties • Search Inspections • Schedule • Cancel • Scheduled Violations	Search Results Permit Number ZONE14-0001 ZONE14-0002 ZONE14-0003	Permit #ZONE14-0 Permit Info Site Info Type:	RIGHT OF WAY	
Search Pay Fees CRM Report Issue Search Issues Shopping Cart Pay All Fees	ZONE14-0003 ZONE14-0004 ZONE14-0005	Subtype: Description: Status: Applied Date: Issued Date:	N/C PERMIT PER AGREEMENT 906 N MAIN ST & E PINE AVE WARRANTY PERIOD 6/3/2014	
		Approved Date: Finaled Date: Expiration Date:	6/3/2014 6/26/2014	

6.0 Paying Fees

- 6.1 Login: In order to pay fees, users must be logged in.
- 6.2 Find: Search for the Permit or Project that has outstanding fees to pay.
- 6.3 Pay: Click on the Pay All Fees button.

HOME DASHBOARD V	VIEW/EDIT PROFILE VIEV	V CART LOG OUT LOGGED IN AS: JOHN DOE CO	ONSTRUCTION
My Dashboard Permits • Search • Pay Fees	Permit Searco search By: Permit Number 🗸	Begins With V ZONE14 SEARCH	Click here for search examples
Projects Search Projects Pay Fees			
Contractor • Search Contractors	Search Results	Permit #ZONE14-0673 Add To Cart An Inspections	
Properties - Search Inspections	Permit Number ZONE14-0673	Add To Cart Inspections Permit Info Site Info Contacts (2) Fees \$125.0	00 Inspections (1) Chrc
Schedule Cancel Scheduled		Description LOCAL	Amount Paid Date \$125.00 Pay All
Violations Search Pay Fees			
CRM Report Issue Search Issues			
Shopping Cart Pay All Fees			
		Total Fees: \$125.00	Balance Due: \$125.00 Pay All Fees

6.4 Shopping Cart: Confirm the Permit or Project you are about to pay, and then click on the PROCEED TO CHECKOUT BUTTON.

My Dashboard	Shor	ping Cart			
	Shop	iping our c			
Permits					
Search Pay Fees		Item	Туре	Site Address	Amount
		PERMIT (ZONE14-0673)	RIGHT OF WAY	N MAIN ST	\$125.0
Projects Search Projects					Total: \$125.00
Pay Fees	REMOVE S	ELECTED ITEMS		PROCEED T	O CHECKOUT
Contractor					
Contractor					

6.5 Click on the PROCEED TO PAYMENT button.

HOME DASHBOARD	VIEW/EDIT PROFILE VIE	W CART LOG OUT	LOGGED IN AS: JOHN DOE CONSTRU
My Dashboard	Checkout Summ	ary	
Permits Search Pay Fees	permit (ZONE14- 0673)	N MAIN ST LOCAL	\$125.00
Projects Search Projects Pay Fees		Total Fees:	\$125.00
Contractor • Search Contractors	BACK TO SHOPPING CA	RT PROCEED TO PAYM	ENT

6.6 Enter your Credit Card Information

HOME DASHBOARD '	VIEW/EDIT PROFILE VIEW		LOGGED I	N AS: JOHN DOE C
My Dashboard				
	Total Payment: \$125.00			
Permits				
Search Pay Fees	First Name			
	Last Name			
Projects Search Projects 	Credit Card Type	VISA 🗸		
▶ Pay Fees	Credit Card Number			
Contractor	Expiration Date		7	
Search Contractors	Expitation Date	January V 2014 V		
Properties	Billing Address	W/Z Main		
⊳ Search	Ŭ	XYZ Main		
Inspections	City	Boise		
Schedule Cancel	State	~		
▶ Scheduled	Zip	83709 -		
Violations				
Search Pay Fees	PROCESS PAYMENT			

6.7 Click on the PROCESS PAYMENT button.

7.0 **Permit Application**

- 7.1 To apply for a Permit, users must register by filling out the eTRAKiT Registration Application.
- 7.2 Select the Apply for a New Permit menu option under the Permits menu.
- 7.3 Enter the Company Name and Password (Provided to you by Ada County Highway District).



7.4 Permit Declaration: Please read the Permit Declaration and click CONTINUE

E DASHBOARD VIEW	/EDIT PROFILE VIEW CART LOG OUT LOGGED IN AS: JOHN DOE CONSTRUCTION				
My Dashboard	The Ada County Highway District (ACHD) does not warrant the accuracy, reliability, completeness, timeliness or currency of any information available from this site, which information is provided on a strictly "as is" basis. ACHD disclaims any and all warranties, express or implied, in connection with the use of this site and/or any information.				
Permits	materials, graphics, products or processes contained herein. ACHD specifically disclaims				
Apply	any and all warranties of merchantability or fitness for any general or particular purpose.				
Search	Neither ACHD nor its commissioners, directors, managers, employees, contractors, agents				
Pay Fees	or representatives shall be held liable for any damage or loss caused by viewing,				
Projects	distributing, copying or otherwise using the information on this site, even if advised of the possibility of such damage or loss. Any person or entity using this site or information				
Search Projects	obtained therefrom does so at his/her/its own risk. Use of this site constitutes acceptance				
Pay Fees	of the foregoing disclaimer.				
Contractor					
Search Contractors					
Properties					
Search	©I Agree				
T	OI Disagree				
Inspections Schedule					
Cancel					
Scheduled	CONTINUE				

7.5 Step 1: Enter Permit Information

7.5.1 **Permit Type Information**: Select the Permit Type and enter the Description and Job Value

7.5.2 **Additional Information:** Some of these fields have default values, since permits obtained online must be for a Driveway Approach, Dumpster, or a POD. Click on the arrow to view drop down lists.

7.5.3 **Locations**: Enter part or all of the address and click SEARCH

6.5.3.1 Select the correct address by clicking on the highlighted row.

7.5.4 Click NEXT STEP

HOME DASHBOARD VII	EW/EDIT PROFILE VIEW CART LOG OUT LOGGED IN AS: JOHN DOE CONSTRUCTION
My Dashboard	Permit Application
Permits Apply Search Pay Fees	STEP 1 ENTER PERMIT INFORMATION STEP 2 STEP 3 STEP 4
Projects Search Projects Pay Fees	Permit Type Information
Contractor Search Contractors	PERMIT Type
Properties Search	*Short Description STORAGE CONTAINER DRIVEWAY APPROACH Job Value
Inspections Schedule Cancel Scheduled	Location
Violations Search Pay Fees	*Enter part or all of your address and press search
CRM Report Issue Search Issues	Search By Address
Shopping Cart • Pay All Fees	Attachments
	Filename Select
	Description
	UPLOAD
	CANCEL NEXT STEP

7.6 Step 2: Enter Contact Information

7.6.1 Please enter the Contractor, Responsible Person, Owner, and Applicant Contact Information

HOME DASHBOARD VI	EW/EDIT PROF	ILE VIEW CART LOG OUT	LOGGED IN AS: JOH	IN DOE CONSTRUCTION
My Dashboard	Permit	Application		
Permits > Apply > Search > Pay Fees	STEP 1	STEP 2 ENTER CONTACT INFORMA	TION	STEP 3 STEP 4
Projects Search Projects Pay Fees	Applicat	tion for a DRIVEWAY AP	PROACH Permi	t
Contractor ▹ Search Contractors	Applicant	Information		
Properties > Search	*Name	John Doe Construction	*Phone	(208) 555-5555
Inspections	*Address	XYZ Main	*Email Address	jkhg@ddd.com
Schedule	*City	Boise		
 Cancel Scheduled 	*State	Id	*Zip	83709 -
Violations				
 Search Pay Fees 	Contracto	or Information		
CRM	Contracte	n' Injormation		
 Report Issue Search Issues 	Name	John Doe Construction	Phone	(_) <u>-</u>
Shopping Cart	Address	XYZ Main	Email Address	
Pay All Fees	City	Boise	License or ID	AEC20113
	State	ld	Zip	83709 -
				CLEAR
	Contracto	or Contact Information	RUVEWAY APPROACH Permit struction *Phone (208) 555-5555 #Email Address *Zip 83709 struction *Zip struction Phone ::::::::::::::::::::::::::::::::::::	
	Name		Phone	(_) <u>-</u>
	Address		Email Address	
	City			
	State		Zip	
			CLEA	R COPY CONTRACTOR INFORMATION
	Responsil	ble Person Information		

- 7.7 Step 3: Review and Submit
 - 6.7.1 This tab allows you to review your application and make changes.

7.8 Step 4: Payment

6.8.1 Checkout Summary displays the fee amount(s) that you are about to proceed with. Click the PROCEED TO PAYMENT button to pay and complete the permit application.

7.9 Enter Payment Information and click on PROCESS PAYMENT.

ly Dashboard	Permit Application			
ermits Apply Search Pay Fees	STEP 1 STEP 2 STEP 3 STEP 4 PAYMENT			
rojects Search Projects Pay Fees	Total Payment: \$15.00			
ontractor	Total Payment, 515,00			
Search Contractors	First Name			
roperties Search	Last Name			
spections	Credit Card Type VISA 🔹			
Schedule	Credit Card Number			
Cancel Scheduled	Expiration Date January 💌 2014 💌			
iolations				
Search	Billing Address XYZ Main			
Pay Fees	City Boise			
RM Report Issue	State			
Search Issues	Zip 83709 -			
hopping Cart	cih 931/0a -			

7.9.1 The Payment Summary will display whether or not your transaction was approved.

8.0 My Dashboard

- 8.1 My Open Permit Applications: Applications that are not completed will show up in this section. You can choose to complete or delete the application.
- 8.2 My Active Permits: This section allows you to print the permit or go to the permit record.
- 8.3 My Active Inspections: This section allows you to schedule an inspection.

DME DASHBOARD V	IEW/EDIT PROFILE VIE	W CART L	OG OUT LO	GGED IN AS: JOHN	DOE CONST	RUCTIC	DN	
My Dashboard	Hello John Doe Construction. Below is a Dashboard of your current activities.							
Permits Search Pay Fees	My Active	Pomnite						
Projects	I my Action	c i ci muto				1 total re	ecord(s).	
Search Projects	PERMIT NO.	ADDRESS	5 TYP	E STATUS	INSPECTION	FEES DU	E	
Pay Fees	ZONE14-0673	N MAIN ST	RIGHT OF	WAY UNDER REVIEW		\$125.0	00 🖉	
Contractor Search Contractors Properties Search	Wy Active	e Inspecti	ons			1 total re		
Inspections	REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	CANCEL	
Schedule Cancel Scheduled	ZONE14-0673	PERMIT	UNDER REVIEW	N MAIN ST,	GENERAL			