



Ada County Highway District

eTRAKiT User Manual

A guide for using the online permitting system, eTRAKiT

TABLE OF CONTENTS

1.0 Getting Started	4
1.2 Contacting Us	4
2.0 Access eTRAKiT	5
3.0 Public Registered User Login	6
3.1 Public Login: Enter your user name and password or register to create a login	6
3.2 Register For A Public Login: Enter the required information and click the Create Account Button	6
4.0 Contractor Login	7
4.1 Contractor Login: First time users will need to contact ACHD for a password.....	7
4.2 Change password at initial login.....	7
5.0 Searching and Viewing Records	8
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, the click on the Search Button	8
5.2 Search Results: Click on the row you would like to view details on	8
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	9
6.0 Paying Fees	10
6.1 Login: In order to pay fees, users must be logged in	10
6.2 Find: Search for the permit of project that has outstanding fees to pay	10
6.3 Pay: Click on the pay all fees button	10
6.4 Shopping Cart: Confirm the permit or project you are about to pay, and then click on the Proceed to Checkout button	10
6.5 Click on the Proceed to Payment button	11
6.6 Enter your credit card information	11
6.7 Click on the Process Payment button	11
7.0 Permit Application	12
7.1 To apply for a permits, users must register by filling out the eTRAKiT registration application	12
7.2 Select the apply for a new permit menu option under the Permits menu	12
7.3 Enter the company name and password (password provided by ACHD)	12
7.4 Permit Declaration: Please read the Permit Declaration and click continue	12
7.5 Step 1 Enter Permit Information	12-13
7.6 Step 2 Enter Contact Information	14
7.7 Step 3 Review and Submit	14
7.8 Step 4 Payment: 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	14
7.9 Enter payment information and click on Process Payment	15
8.0 My Dashboard	15
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	15
8.2 My Active Permits: this section allows you to print the permit or go to the permit record.	15
8.3 My Active Inspections: This section allows you to schedule an inspection	15

TABLE OF FIGURES

<i>Figure 1- eTRAKiT Home Page</i>	5
<i>Figure 2- Create New User Account</i>	6
<i>Figure 3-Contractor Login.....</i>	7
<i>Figure 4- Search Results</i>	8

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: ginselman@achdidaho.org

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

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

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 www.achdidaho.org and click on the **eTRAKiT Online Permitting System** Quick Link.

2.0 Access eTRAKiT

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

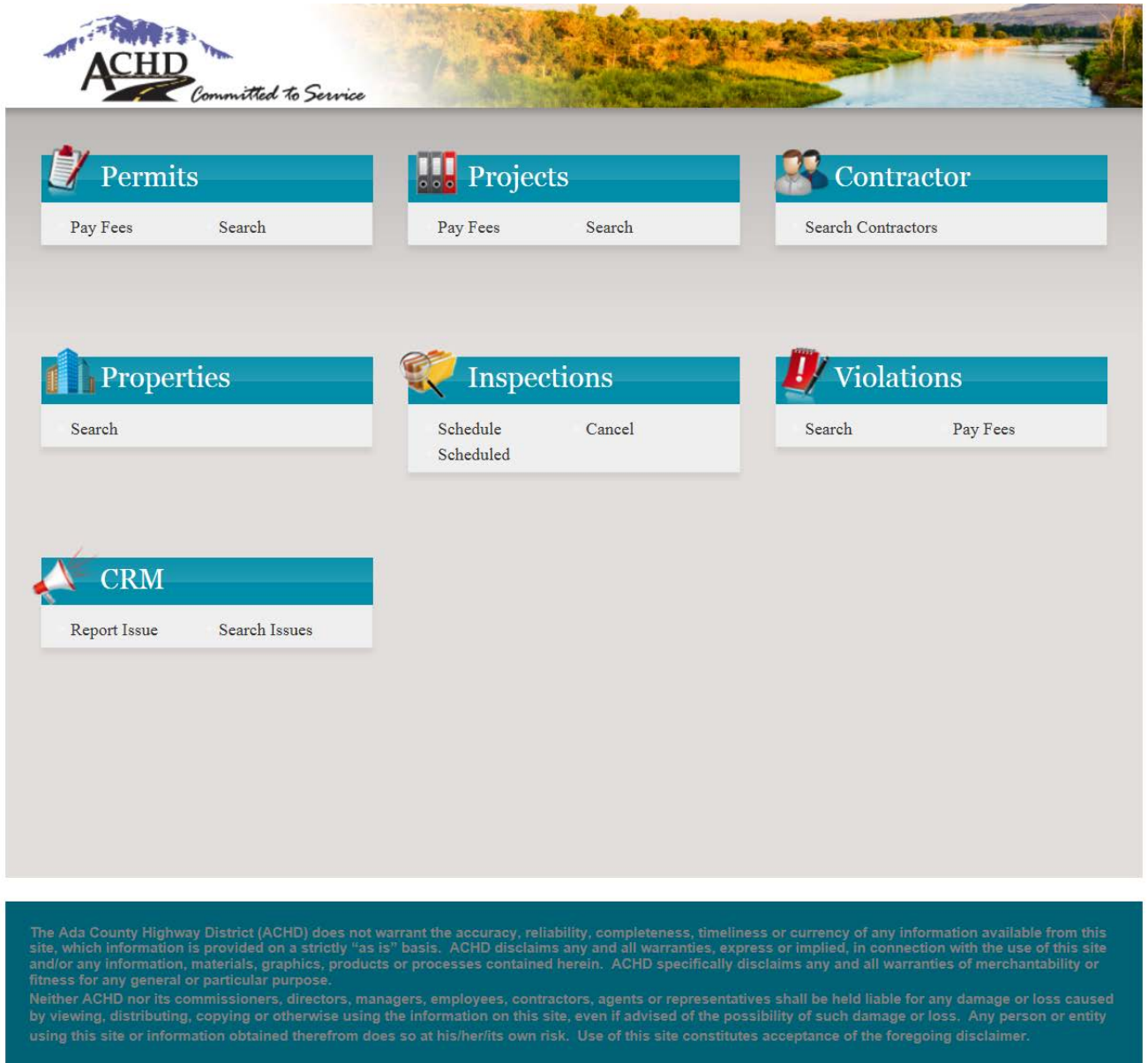


Figure 1- eTRAKiT Home Page

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

Home | Setup an Account | Log In Public Username Password LOGIN REMEMBER ME Forgot Password

Create New Public User Account

** Required fields*

Profile

- * First Name:
- * Last Name:
- * Address:
- * City:
- * State:
- * Zip: -
- * Email:
- * Phone: () - -
Ext

Username and Password

- * Log-In Name:
(letters/numbers only)
- * Password:
(6 to 15 letters/numbers only)
- * Confirm Password:

CREATE ACCOUNT

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.

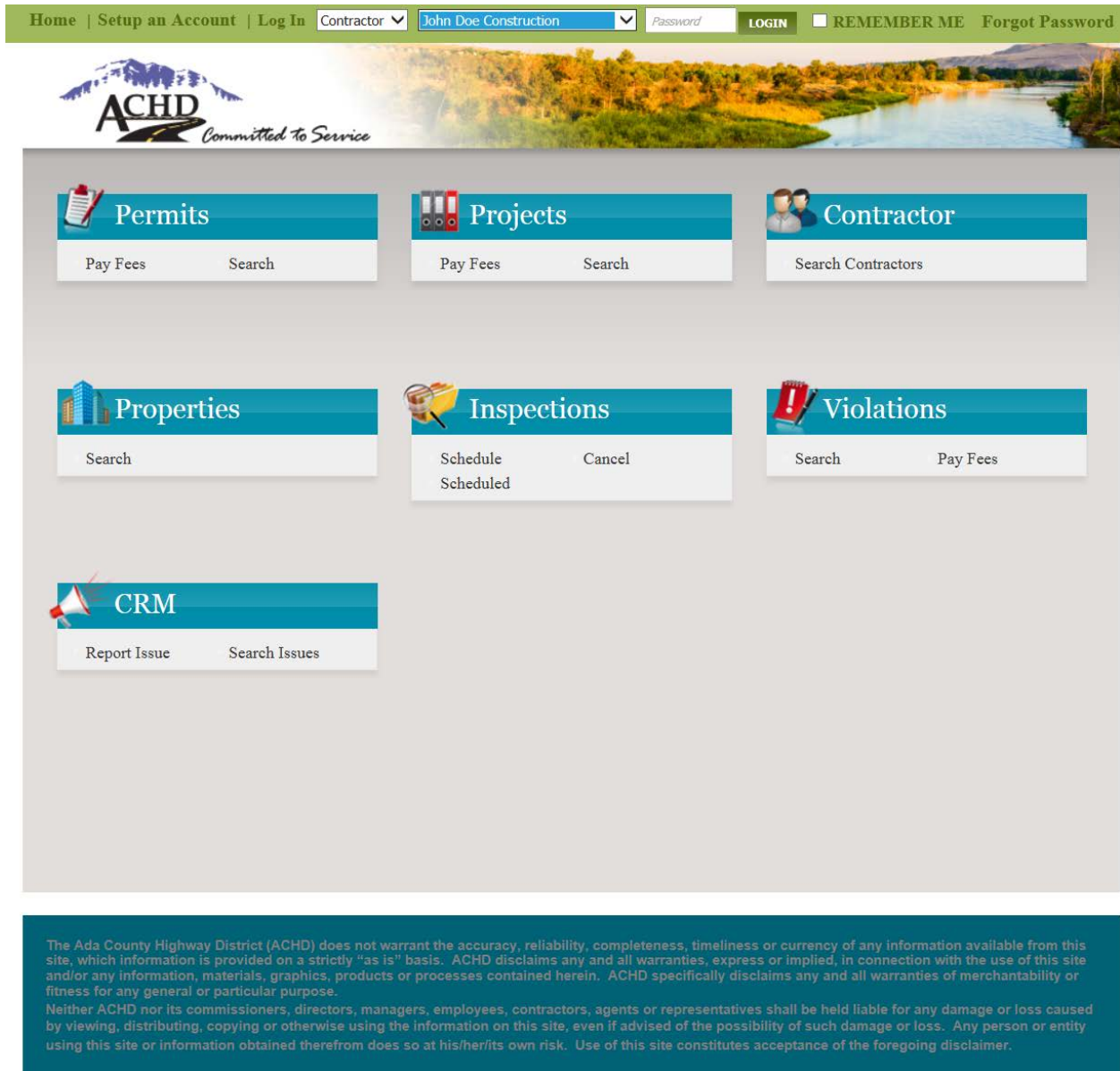


Figure 3 – Contractor Login

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.

The screenshot shows the 'Permit Search' page. The search criteria are set to 'Address' and 'Begins With'. The search button is labeled 'SEARCH'. A link for search examples is visible on the right.

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

The screenshot shows the 'Permit Search' page with search criteria set to 'Permit Number' and 'Contains'. The search results are displayed in a table with columns: Permit Number, Address, Description, and Contractor. The results show 5 records. A message indicates that 100 of 670 total records were returned. Navigation buttons for 'PRINT' and 'EXPORT TO EXCEL' are visible. The page number is 'page 1 of 20'.

Permit Number	Address	Description	Contractor
ZONE14-0001	105 E IDAHO AVE	730 N MAIN ST & E IDAHO AVE	BRICON INC
ZONE14-0002	906 N MAIN ST	906 N MAIN ST & E PINE AVE	
ZONE14-0003	3035 N SELKIRK DR	3035 N SELKIRKDR NE/O E HIGHLA...	RAY JENSEN CONCRETE
ZONE14-0004	66 E STATE AVE	66 E STATE ST & MAIN ST	
ZONE14-0005	702 W CRITERION ST	Mike Rice Exc / Repair broken ...	MIKE RICE

Figure 4- Search Results

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.

The screenshot displays a web application interface for viewing search results. At the top, there is a navigation bar with links for Home, Setup an Account, Log In, and a public user selection. Below this is a search bar with fields for Username and Password, and a LOGIN button. A sidebar on the left contains a menu with categories like Permits, Projects, Contractor, Properties, Inspections, Violations, CRM, and Shopping Cart. The main content area is titled "Permit Search" and features a search filter set to "Permit Number" containing "ZONE". A "SEARCH" button is present. Below the search bar, the "Search Results" section shows a list of permit numbers from ZONE14-0001 to ZONE14-0005, with ZONE14-0002 highlighted. A pagination control shows "page 1 of 20". To the right, the "Permit #ZONE14-0002" details are shown with tabs for "Permit Info" and "Site Info". The "Permit Info" tab is active, displaying the following information:

- Type: RIGHT OF WAY
- Subtype: N/C PERMIT PER AGREEMENT
- Description: 906 N MAIN ST & E PINE AVE
- Status: WARRANTY PERIOD
- Applied Date: 6/3/2014
- Issued Date:
- Approved Date: 6/3/2014
- Final Date: 6/26/2014
- Expiration Date:

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 | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: JOHN DOE CONSTRUCTION

My Dashboard

- Permits
 - Search
 - Pay Fees
- Projects
 - Search Projects
 - Pay Fees
- Contractor
 - Search Contractors
- Properties
 - Search
- Inspections
 - Schedule
 - Cancel
 - Scheduled
- Violations
 - Search
 - Pay Fees
- CRM
 - Report Issue
 - Search Issues
- Shopping Cart
 - Pay All Fees

Permit Search

Search By: Permit Number Begins With ZONE14 SEARCH [Click here for search examples](#)

Search Results

Permit Number
ZONE14-0673

Permit #ZONE14-0673

Add To Cart Inspections

Permit Info Site Info Contacts (2) Fees \$125.00 Inspections (1) Chrd

Description	Amount	Paid Date
LOCAL	\$125.00	Pay All

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.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: JOHN DOE CONSTRUCTION

My Dashboard

- Permits
 - Search
 - Pay Fees
- Projects
 - Search Projects
 - Pay Fees
- Contractor
 - Search Contractors
- Properties

Shopping Cart

	Item	Type	Site Address	Amount
<input checked="" type="checkbox"/>	PERMIT (ZONE14-0673)	RIGHT OF WAY	N MAIN ST	\$125.00

Total: \$125.00

REMOVE SELECTED ITEMS PROCEED TO CHECKOUT

6.5 Click on the PROCEED TO PAYMENT button.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: JOHN DOE CONSTRU

My Dashboard

Permits
▸ Search
▸ Pay Fees

Projects
▸ Search Projects
▸ Pay Fees

Contractor
▸ Search Contractors

Checkout Summary

PERMIT (ZONE14-0673)	N MAIN ST	
	LOCAL	\$125.00
Total Fees:		\$125.00

BACK TO SHOPPING CART PROCEED TO PAYMENT

6.6 Enter your Credit Card Information

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: JOHN DOE C

My Dashboard

Permits
▸ Search
▸ Pay Fees

Projects
▸ Search Projects
▸ Pay Fees

Contractor
▸ Search Contractors

Properties
▸ Search

Inspections
▸ Schedule
▸ Cancel
▸ Scheduled

Violations
▸ Search
▸ Pay Fees

Total Payment: \$125.00

First Name

Last Name

Credit Card Type VISA

Credit Card Number

Expiration Date January 2014

Billing Address XYZ Main

City Boise

State

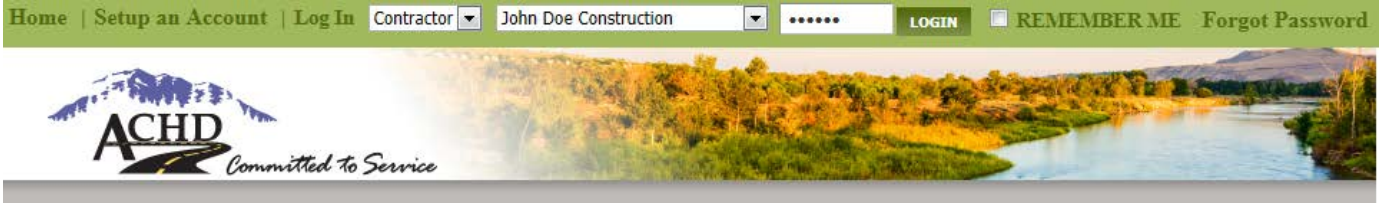
Zip 83709 -

PROCESS PAYMENT

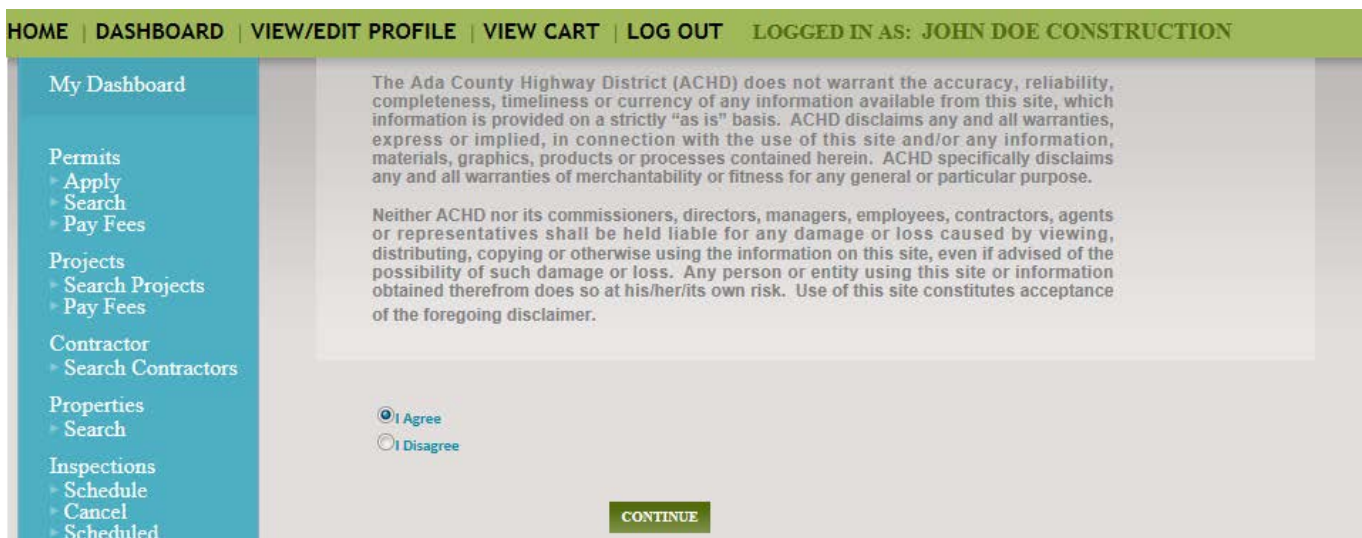
6.7 Click on the PROCESS PAYMENT button.

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



- 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 | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: JOHN DOE CONSTRUCTION

My Dashboard

- Permits
 - Apply
 - Search
 - Pay Fees
- Projects
 - Search Projects
 - Pay Fees
- Contractor
 - Search Contractors
- Properties
 - Search
- Inspections
 - Schedule
 - Cancel
 - Scheduled
- Violations
 - Search
 - Pay Fees
- CRM
 - Report Issue
 - Search Issues
- Shopping Cart
 - Pay All Fees

Permit Application

STEP 1 ENTER PERMIT INFORMATION | STEP 2 | STEP 3 | STEP 4

Permit Type Information

PERMIT Type:
*Short Description:
Job Value:

PERMIT Type dropdown menu:
DUMPSTER
STORAGE CONTAINER
DRIVEWAY APPROACH

Location

*Enter part or all of your address and press search

Search By: Address

Attachments

Filename:

Description:

7.6 Step 2: Enter Contact Information

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

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: JOHN DOE CONSTRUCTION

My Dashboard

- Permits
 - Apply
 - Search
 - Pay Fees
- Projects
 - Search Projects
 - Pay Fees
- Contractor
 - Search Contractors
- Properties
 - Search
- Inspections
 - Schedule
 - Cancel
 - Scheduled
- Violations
 - Search
 - Pay Fees
- CRM
 - Report Issue
 - Search Issues
- Shopping Cart
 - Pay All Fees

Permit Application

STEP 1 → **STEP 2 ENTER CONTACT INFORMATION** → STEP 3 → STEP 4

Application for a DRIVEWAY APPROACH Permit

Applicant Information

*Name	John Doe Construction	*Phone	(208) 555-5555
*Address	XYZ Main	*Email Address	jkhg@ddd.com
*City	Boise		
*State	Id	*Zip	83709 -

Contractor Information

Name	John Doe Construction	Phone	() - -
Address	XYZ Main	Email Address	
City	Boise	License or ID	AEC20113
State	Id	Zip	83709 -

CLEAR

Contractor Contact Information

Name		Phone	() - -
Address		Email Address	
City			
State		Zip	-

CLEAR **COPY CONTRACTOR INFORMATION**

Responsible 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.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: JOHN DOE CONSTRUCTION

My Dashboard

Permit Application

STEP 1 > STEP 2 > STEP 3 > **STEP 4 PAYMENT**

Total Payment: \$15.00

First Name

Last Name

Credit Card Type VISA

Credit Card Number

Expiration Date January 2014

Billing Address XYZ Main

City Boise

State

Zip 83709 -

[BACK TO STEP ONE](#) [PROCESS PAYMENT](#)

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.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: JOHN DOE CONSTRUCTION

My Dashboard

*Hello John Doe Construction.
Below is a Dashboard of your current activities.*

 **My Active Permits** 1 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	
ZONE14-0673	N MAIN ST,...	RIGHT OF WAY	UNDER REVIEW		\$125.00	

 **My Active Inspections** 1 total record(s)

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	CANCEL
ZONE14-0673	PERMIT	UNDER REVIEW	N MAIN ST,...	GENERAL		