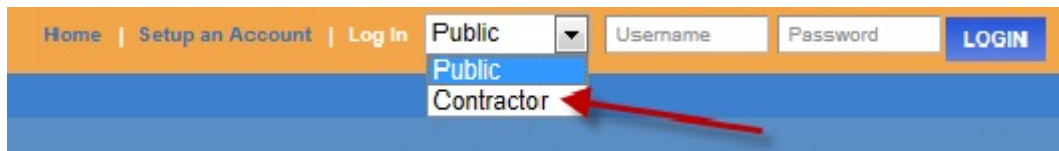


## HOW TO CREATE A CONTRACTOR ACCOUNT

### Log Into eTRAKiT:

Go to eTRAKiT at [www.okeechobeetrakit.com](http://www.okeechobeetrakit.com) or by locating the eTRAKiT link on our website (<http://www.co.okeechobee.fl.us/>). It will be on the bottom left hand side of the Building Permit home page.

Once there, you have to make sure that you select “Contractor” and not “Public” to log in. You will not be able to apply, pay fees, or access your Dashboard if you log in as “Public”.



The screenshot shows the top navigation bar of the eTRAKiT website. It includes links for 'Home', 'Setup an Account', and 'Log In'. The 'Log In' section features a dropdown menu currently set to 'Public'. A red arrow points to the 'Contractor' option in the dropdown list. To the right of the dropdown are input fields for 'Username' and 'Password', and a blue 'LOGIN' button.

It will then let you pick your company’s name from a drop down list.



The screenshot shows the login form after the role has been selected. The dropdown menu is now set to 'Contractor'. A red arrow points to the company selection dropdown menu, which is currently empty. The 'Password' field and the 'LOGIN' button are also visible.

Once you have selected your company’s name, type in your temporary password that was given to you. If you did not receive one, or forgot it, please email/call us ([planning@co.okeechobee.fl.us](mailto:planning@co.okeechobee.fl.us) or 863.763.5548) to get that information as it is necessary for you to be able to set up your account.

eTRAKiT will take you to your “Dashboard”.