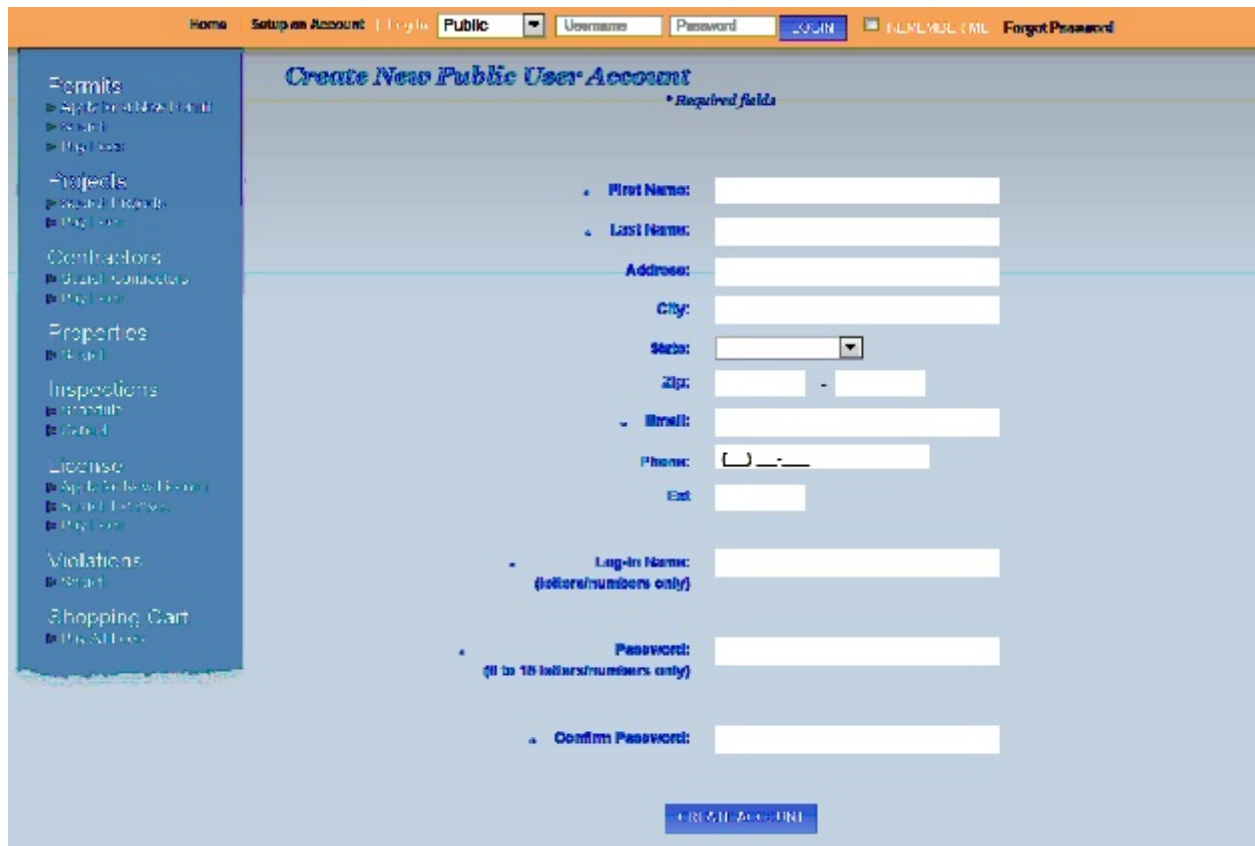


## HOW TO CREATE A PUBLIC ACCOUNT

If you are a contractor who has transacted business with the Building Department in the last two years, you are already in eTRAKiT. If you did not receive notification from the County containing your eTRAKiT password, simply call the Building Department at 863.763.5548 to obtain your password.

If you are a contractor who would like to begin doing business with the Building Department, call the Building Department at 863.763.5548 to have your contractor name and login created.

If you are a citizen who would like to search for the status of a permit, then you will need to create a login to eTRAKiT. Click the Setup an Account link in the top orange menu bar to begin.



The screenshot shows a web browser interface for creating a new public user account. At the top, there is a navigation bar with links for Home, Setup an Account, Login, and a dropdown menu currently set to 'PUBLIC'. There are also input fields for Username and Password, a LOGIN button, and links for Remember Me and Forgot Password. On the left side, there is a blue sidebar menu with categories like Permits, Projects, Contractors, Properties, Inspections, License, Violations, and Shopping Cart. The main content area is titled 'Create New Public User Account' and includes a 'Required fields' section. The form contains the following fields: First Name, Last Name, Address, City, State (a dropdown menu), Zip, Email, Phone (with area code, city, and extension sub-fields), Log-In Name (with a note '(letters/numbers only)'), Password (with a note '(6 to 15 letters/numbers only)'), and Confirm Password. A 'CREATE ACCOUNT' button is located at the bottom right of the form.

Enter your first name, last name, and email. These are required fields.

Create a login name that contains letters and numbers only. And a password which must be 6 to 15 letters or numbers only. Retype your password in the Confirm Password box.

If you forget your password in the future you may click the “Forgot Password” link in the top menu bar and a new password will be emailed to you. Please save your Log-In name in a safe location for use in the future.

If you need to update your address or email information in the future, simply login and click the View/Edit Profile link in the top menu bar. You will be allowed to update your name, address, email address, or phone number.