City of Oceanside

# eTRAKiT User Manual

A guide for using the online permitting system, eTRAKiT

City of Oceanside, 300 N Coast Hwy, Oceanside CA 92054
Planning:  760-435-3520 Building: 760-435-3950 Engineering: 760-435-5097

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## 1.0    Change Control

| Date | Change | Modified By | Comment |
|---|---|---|---|
| 2/24/2010 | I | Lucie Delorme | Initial Release |
| 3/22/2010 | II | Lucie Delorme | Added 7.1.2, 10.0 |
| 9/10/2012 | III | Lucie Delorme | Updated Manual to eTRAKiT 3 |
|  |  |  |  |

## 2.0    Getting Started

2.1    Welcome to the City of Oceanside's Development Services 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 records in detail.  And, Contractors will have the ability to pay fees, apply for permits, schedule and cancel inspections on their permits and view records.

2.2 CONTACTING US

2.2.2    For additional assistance with eTRAKiT, please contact:

> Lucie Delorme, System Administrator
> Development Services Dept., Building Division
> 300 N Coast Highway
> Oceanside, CA 92054
> Ph:  760-435-3923
> Fax:  760-435-3926
> Email:  ldelorme@ci.oceanside.ca.us

For access to the latest version of this manual, the Contractor User Registration Application, and eTRAKiT updates, please visit the City of Oceanside home page at www.ci.oceanside.ca.us and click on the *eTRAKiT Online Permitting System* Quick Link.

## 3.0 Access eTRAKiT

3.1 The web site address for eTRAKiT is www.oceansidepermits.com.  You may, also access eTRAKiT through the City of Oceanside homepage at www.ci.oceanside.ca.us and click on the Quick Link, *eTRAKiT Online Permitting System.*
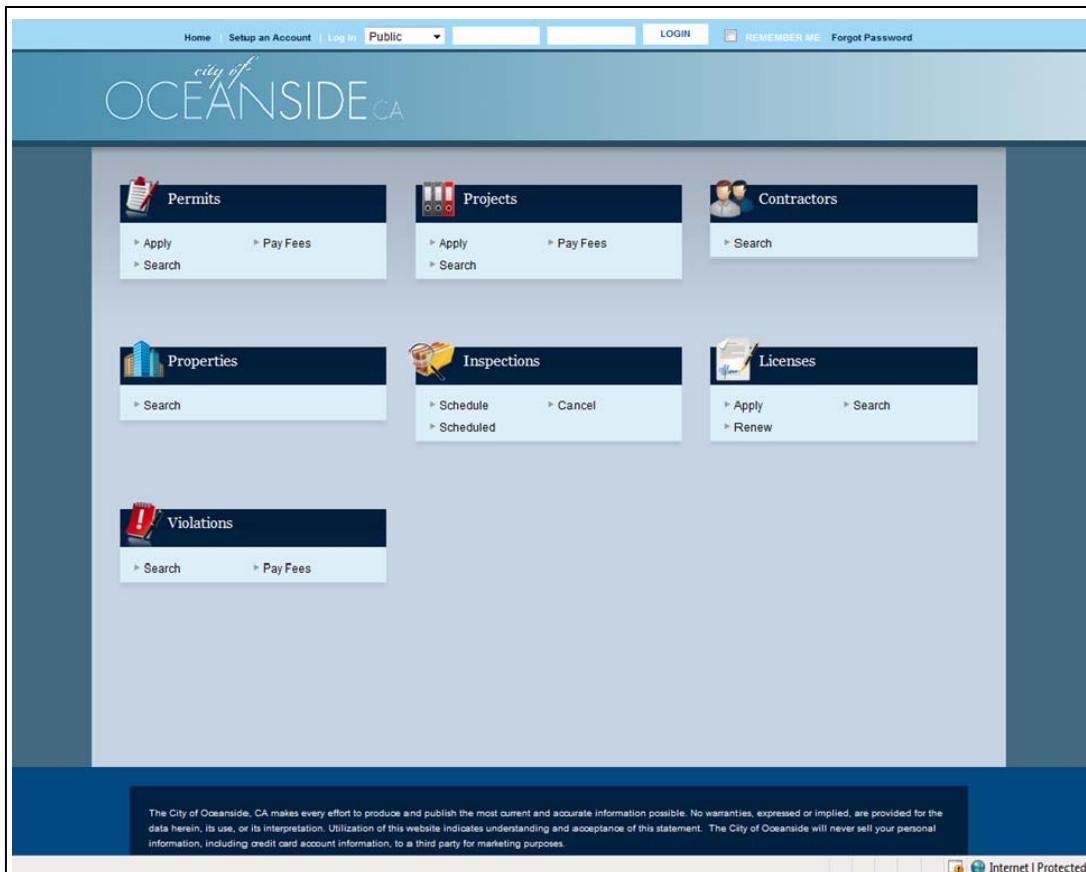


**Figure 1-eTRAKiT Home Page**

## 4.0 Public Registered User Login

4.1 Public Login:  Enter your User Name and Password or Register to create a Login.



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4.2 Register for a Public Login:  Enter the required information and click the CREATE ACCOUNT button.



**Figure 2-Create New User Account**

## 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.



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

**Figure 3-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.

## 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.



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

6.5 Click on the PROCEED TO PAYMENT button.



6.6 Enter your Credit Card information



6.7 Click on the COMPLETE TRANSACTION 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 by the City of Oceanside).

**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 single family dwellings.  Click on the arrow to view drop down lists.

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

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

      7.5.4    Click NEXT STEP



7.6 Step 2 Enter Contact Information

      7.6.1    Please enter the Contractor, Owner and Applicant Contact Information

7.7 Step 3 Review and Submit

      7.7.1    This tab allows you to review your application and make changes.

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.

7.9 Enter Payment Information and click on Complete Transaction.

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.