eTRAKiT: How to Register for an Account and Login

**Account Setup**

**Contractors:** If this is your first time trying to login please contact the building department at 650-286-3227 to setup your account. You cannot self-register as a contractor in eTRAKiT.

**Public Users/Residents**

1. To setup your eTRAKiT public account, go to [http://permit.fostercity.org/Etrakit/](http://permit.fostercity.org/Etrakit/) and click **Setup an Account** at the top of the page.
2. Click **Public Registration**
3. Fill out all the required field under **Profile, Username and Password, and Security Question**
4. Our eTRAKiT site will now send you an email with a link to verify your account. Once you have verified your account you can login.
5. To login, go to [http://permit.fostercity.org/Etrakit/](http://permit.fostercity.org/Etrakit/) choose Public from the login dropdown, enter in your username and password at the top of the page, click Login.

**How to Login**

**Contractors**

1. Once you have setup your account, go to [http://permit.fostercity.org/Etrakit/](http://permit.fostercity.org/Etrakit/)
2. Next to login, select Contractor from the dropdown
3. Your username is your California State License Board (CSLB) number, your password is what you chose when you initially reset it.
   a. If you don’t know your CSLB number you can look it up here: [https://www.cslb.ca.gov/onlineservices/checklicenseII/checklicense.aspx](https://www.cslb.ca.gov/onlineservices/checklicenseII/checklicense.aspx)
4. Click Login

**Public Users**

1. Once you have setup your account, go to [http://permit.fostercity.org/Etrakit/](http://permit.fostercity.org/Etrakit/)
2. Next to login, select Public from the dropdown
3. Enter in the username and password you chose during registration
4. Click Login