

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.

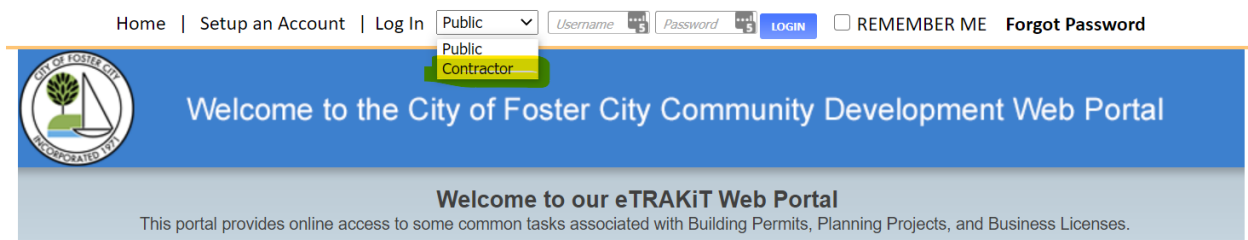
Public Users/Residents

1. To setup your eTRAKiT public account, go to <http://permit.fostercity.org/Etrakit/> 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/> choose Public from the login dropdown, enter in your username and password at the top of the page, click Login.

How to Login

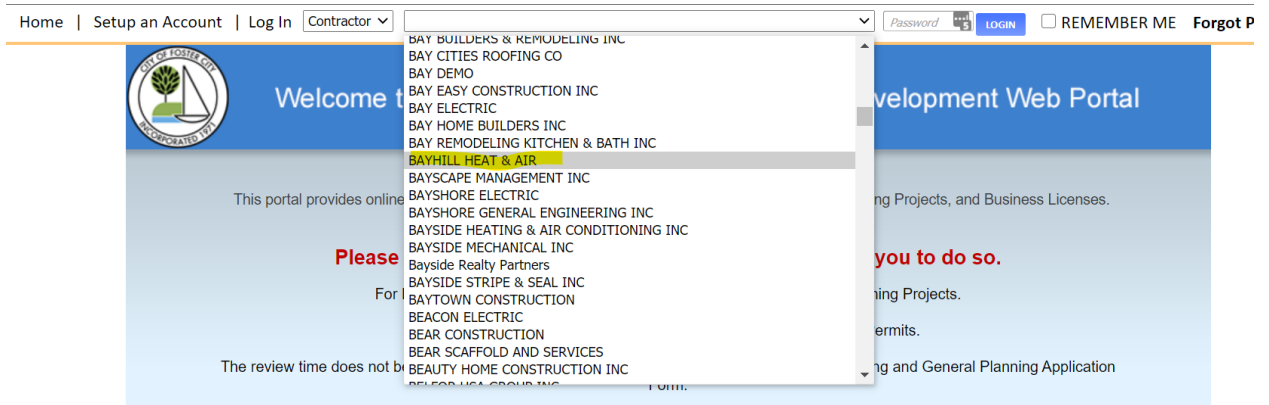
Contractors

1. Once you have setup your account with City staff, go to <http://permit.fostercity.org/Etrakit/>
2. At the top of the page, next to Log In, select Contractor from the dropdown

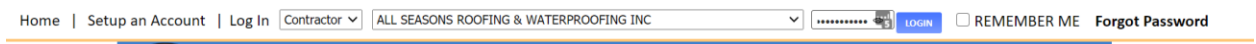


The screenshot shows the top navigation bar of the eTRAKiT web portal. It includes links for Home, Setup an Account, and Log In. A dropdown menu is open next to the Log In link, showing options for Public, Contractor, and another Public option. The Contractor option is highlighted in yellow. To the right of the dropdown are input fields for Username and Password, a LOGIN button, a REMEMBER ME checkbox, and a Forgot Password link. Below the navigation bar is a blue banner with the City of Foster City logo and the text "Welcome to the City of Foster City Community Development Web Portal". Below the banner is a grey box with the text "Welcome to our eTRAKiT Web Portal" and a description of the portal's purpose.

3. Find your Company's name from the dropdown list

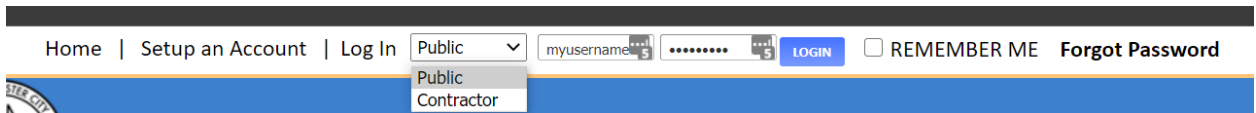


4. Enter in your password, and then click Login



Public Users

1. Once you have setup your account, go to <http://permit.fostercity.org/Etrakit/>
2. At the top of the page, next to Log In, select Public from the dropdown



3. Enter in the username and password you chose during registration
4. Click Login