

8 Paying Code Enforcement Fines/Fees

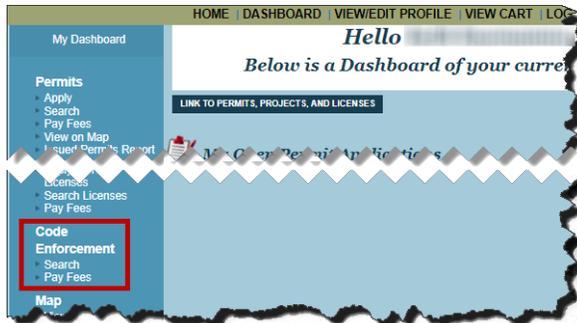
If you are assessed a Code Enforcement fine/fee, pay your fee in the eTRAKiT system.

1. Create an account in eTRAKiT system. Refer to Section [1.1.1 Setting Up an Account](#).

Note: If you already have an account, then login to the system. Refer to [1.1.3 Logging in Moving Forward](#).

You are logged in and your eTRAKiT dashboard displays.

Your Dashboard may look different depending on any permit/license activity.



2. On the left navigation bar, under **Code Enforcement** click **Search**.

The Search screen displays.



On the notification letter you received from the City, a record number is listed—for example CODE23-0069.

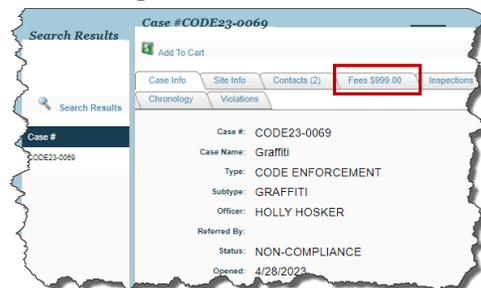
3. Type the record number in the **Search Value** field and click **Search**.

Your Case displays.



4. Single-click on the **Case #**.

The Case opens.



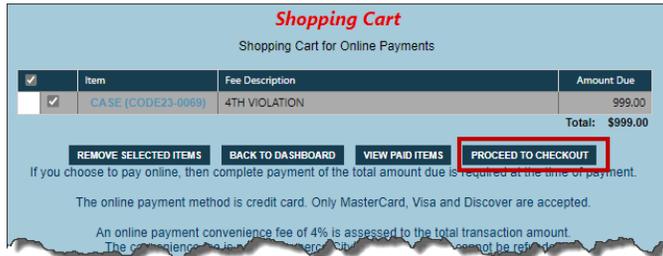
- Click the **Fees** tab.

The Violation description displays



- Click **Pay All Fees**.

The Shopping Cart displays.



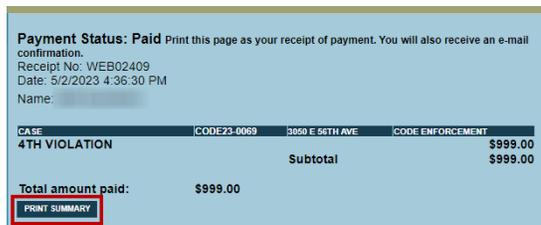
- Click **Proceed to Checkout**.

The Checkout Summary displays.



- Click **Pay by Credit Card** or **Pay with ECheck**, and follow the prompts to pay your assigned fine/fee.

Once paid, the following screen displays.



- To print the page, click **Print Summary**, and initiate print to your printer.

An email is generated and sent to you with a payment receipt.