1 Logging In to eTRAKiT

1.1 Public Applicants

To use the eTRAKiT system, public applicants need to setup an account. Listed below are instructions for setting up an account, logging out, and logging in once you have an account.
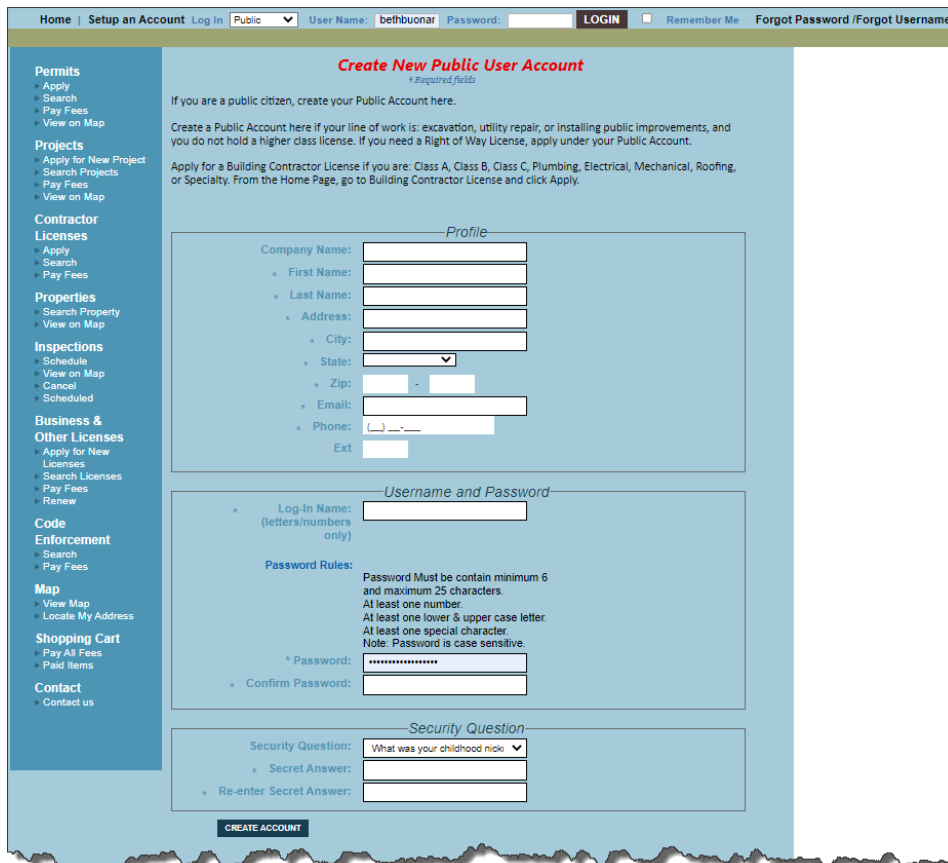
1.1.1 Setting Up an Account

To setup a public account:

1. From the Home screen, click **Setup Account**.


The Setup screen displays.

                   05/08/2023

2. Enter the following information:

R	Field	Description
Profile		
	Company Name	Type you company's name.
*	First Name	Type your first name.
*	Last Name	Type your last name.
*	Address1	Type your address.
*	City	Type your city.
*	State	From the drop-down list, type your state abbreviation.
*	Zip	Type your zip code xxxxx or xxxxx-xxxx
*	Email	Type your email address.
*	Phone	Type your phone number—numbers only.
	Ext	If you have an extension, type here.
Username and Password		
*	Log-in Name	Create a Login-in name using letters and numbers only—no special characters.
*	Password	Create your password: ↓ Must be contain minimum 6 and maximum 25 characters. ↓ At least one number. ↓ At least one lower- & upper-case letter. ↓ At least one special character. *Note:* Password is case sensitive.
*	Confirm Password	Retype the same password.
Security Question		
*	Security Question	From the drop-down list, select a question.
*	Secret Answer	Type your case-sensitive answer.
*	Re-enter Secret Answer	Retype your case-sensitive answer.

3. Click **Create Account**.

The following message displays.
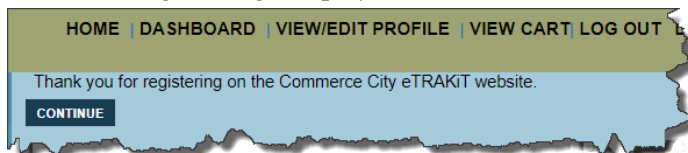
4. Click **Continue**.

You are logged in.

1.1.2 Logging Out

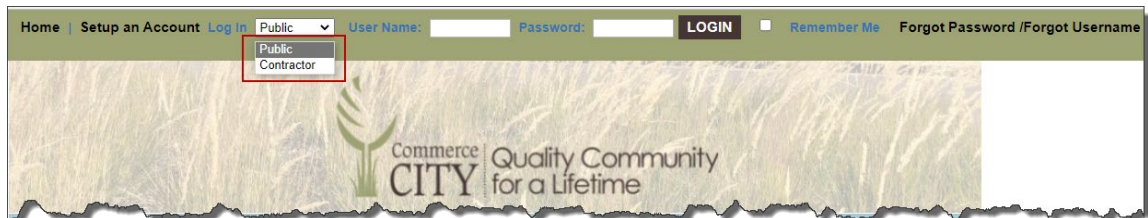To logout, click **Log Out**.

You are logged out of the system.

1.1.3 Logging in Moving Forward

To login after you created your account:

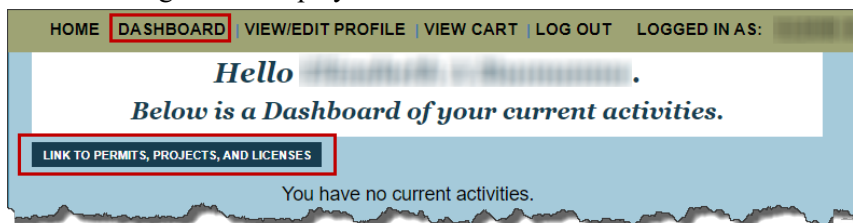1. Go to the eTRAKiT Homepage eTRAKiT (csqrcloud.com).

The Home page displays.

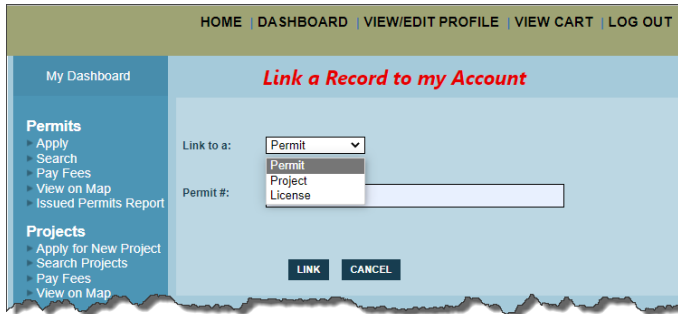2. On the top navigation bar, from the Login drop-down, list, select **Public**.

3. In the **User Name** field, type your **User Name**.
4. In the **Password** field, type your **Password**.
5. Click **Login**.
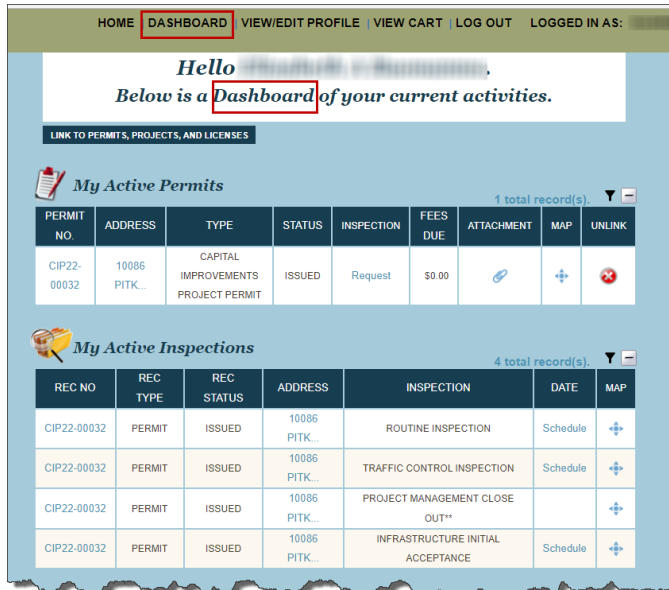
The following screen displays.

6. Do any of the following:

   o To create a link to current work, click **Link to Permits, Project, and Licenses**.

   The following screen displays.

   i. From the drop-down list, select the type of ticket you want to link.

   ii. Type the Permit, Project, or License #.

   iii. Click Link.

   The ticket is linked and your Dashboard displays.

   o To view your Dashboard, click **Dashboard**.

   Your Dashboard displays your current work.

1.1.4 Resetting a Forgotten Password

If you have forgotten your password, but know your username, you can easily reset your password.

1. Go to the eTRAKiT **Home** page.
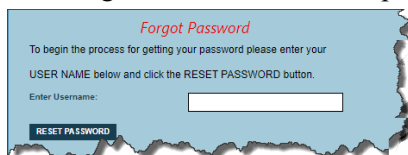
   The Home page displays.

2. Do the following:

   a. For **Log In**, select the type of account.

   b. For **User Name**, type your User Name.

3. Click **Forgot Password**.

   The following screen displays.

4. Depending on your role, select a role.

   Note: In this example, I selected Public Registered.

   The Forgot Password screen displays.

5. Type your **User Name**, and click **Reset Password**.
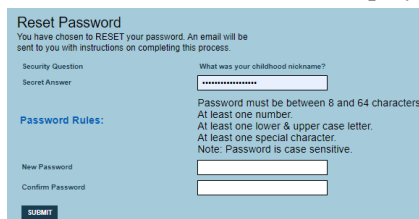
   The following message displays.

   The email is generated and sent to you.

6. From the email link, click **Reset Password**.

   The Reset Password screen displays.

7. Do the following:

   a. In the **Secret Answer** field, type the answer to your secret question.

   b. Type a new password following password rules, and retype your new password.

8. Click **Submit**.

   Your password is changed.

 05/08/2023

1.2   Contractors

For instructions on how to create a Contractor's account and how-to login to eTRAKiT, refer to the *Building Contractor's Quick Start Guide.*