LOGGING IN

1. Access to Contractor Login can be located at https://permits.kcgov.us/etrakit3/
2. Change the login to "Contractor"

3. Locate your business name from the dropdown list.
4. If this is your first time accessing the Contractor login web portal you must use the "PIN" number provided to you from Community Development as the password.
5. Once logged in you will be prompted to create a security question and a new password. The "PIN" number will nolonger work after you complete your password set up.

6. After completion of the login requirements, your screen will automatically update to the "Dashboard". The Dashboard is the main access screen for all the permits that have your business listed as the Contractor.

THE DASHBOARD

This screen allows access to permit information, scheduling inspection and the ability to pay fees all from one interface.

Hello RICH CONTRACTOR.
Below is a Dashboard of your current activities.

My Active Permits

10 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE		
RES16-0304	1502 E FAL...	RESIDENTIAL	ACTIVE	Request	$0.00		
RES16-0308	1635 E LAD...	RESIDENTIAL	ACTIVE	Request	$0.00		
RES16-0314	8050 W SPR...	RESIDENTIAL	ACTIVE	Request	$0.00		
RES16-0686	2917 S SCH...	RESIDENTIAL	ACTIVE	Request	$0.00		
RES16-0688	1968 E DOD...	RESIDENTIAL	READY TO ISSUE		$1,023.98		
RES17-0150	34554 CLUE...	RESIDENTIAL	IN REVIEW		$572.43		
RES17-0156	1234 W KEV...	RESIDENTIAL	PENDING APPROVAL		$1,567.25		
RES17-0163		RESIDENTIAL	SUBMITTED		$35.00		
RES17-0167		RESIDENTIAL	SUBMITTED		$82.00		
WEB17-0002	12451 N CH...	MECHANICAL	SUBMITTED		$0.00		

My Active Inspections

1 total record(s).

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
RES17-0150	PERMIT	IN REVIEW	34554 CLUE...	ADDRESSING	3/20/2017	

My Expired Permits

3 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	FEES DUE	
RES16-0310	3010 E RIV...	RESIDENTIAL	ACTIVE	10/10/2016	$0.00	
RES16-0689	4255 S BOI...	RESIDENTIAL	ACTIVE	12/17/2016	$0.00	
RES16-0690	33124 N BR...	RESIDENTIAL	ACTIVE	6/4/2017	$0.00	

To enter into a permit you must double click on the permit number. Once the permit is opened, you are able to review the status of the permit, review attachments and Community Development review, check on fees and once the permit is issued, you are able to schedule inspections.

UPDATING YOUR BUSINESS INFORMATION

To update your account information select "View/Edit Profile".

When you have complete the necessary changes. You must select "save" in order for you information to update in the database.

PAYMENT OF FEES

1. To make payment for a permit select the fee total under the "FEES DUE" column.

2. The Checkout Summary screen will automatically open for you. This will allow you to see all the fees that have been applied to your permit and what they are for. Please select your payment type.
3. You may pay for more than one permit fee at a time. To add additional permit fees go back to the Dashboard and select another FEE DUE. You will be brought back to your Checkout Summary screen.

a. If you select "Credit Card", you can verify your electronic convenience fee here:

b. If you select "Electronic Check", you can verify your electronic convenience fee here:

	Total Fees:	$1,023.98
○ Credit Card - 3%		
⦿ Electronic Check - $1.50		Access Idaho Fee: $1.50
○ eGov - Express Checkout for Repeat Customers Visit W3Schools		
	Total:	Total Due: $1,025.48
BACK TO SHOPPING CART PROCEED TO PAYMENT		

When all permit fees have been added to your shopping cart, select "Proceed to Checkout". Follow the additional prompts to place your payment information into the computer and select "Process Payment" at the end.

When the payment is completed, you **MUST** contact Community Development Staff to have your permit issued. Permits can be issued electronically as long as all the necessary items for issuance are complete.