

Contractor Registration Guide



Kootenai County Community Development

July 16, 2021

1. Click on the following address or copy and paste into your web browser.
<https://ims.kcgov.us/ims>
2. Click “Register as a New User”

Register

➔ Please Log In

Email

Password

Stay Logged In No thanks

➔ Log in

Register as a New User

[Forgot Password?](#)

[Continue as Guest](#)

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Select Language ▼

3. Insert your Name, Email Address, and your own unique Password. Then click “Register”.

Register

Register for Access

Full Name

Email

Password

At least 6 characters, 1 special character, 1 number, 1 uppercase, 1 lowercase

Confirm password

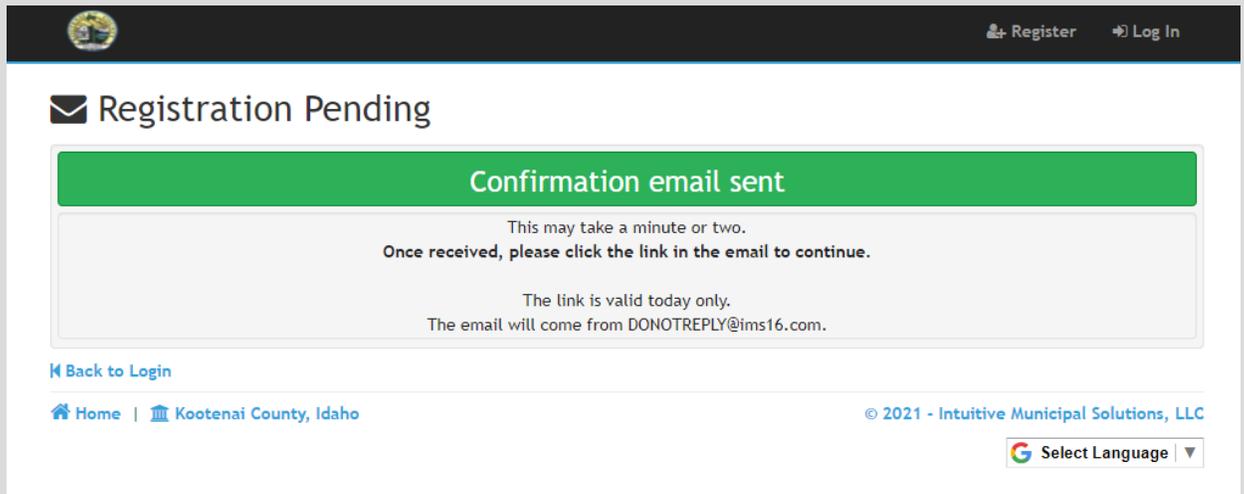
Register

[Back to Login](#)

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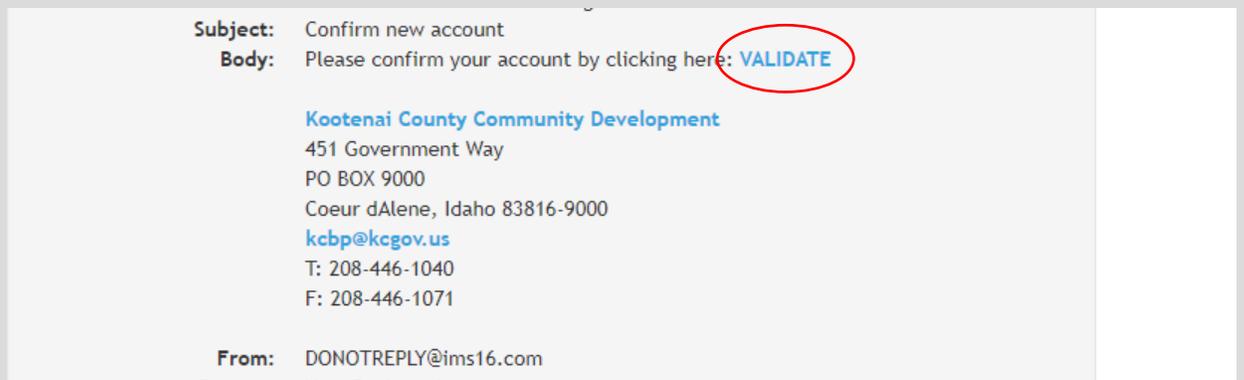
Select Language ▼

- Confirmation Email has been sent to your email inbox.



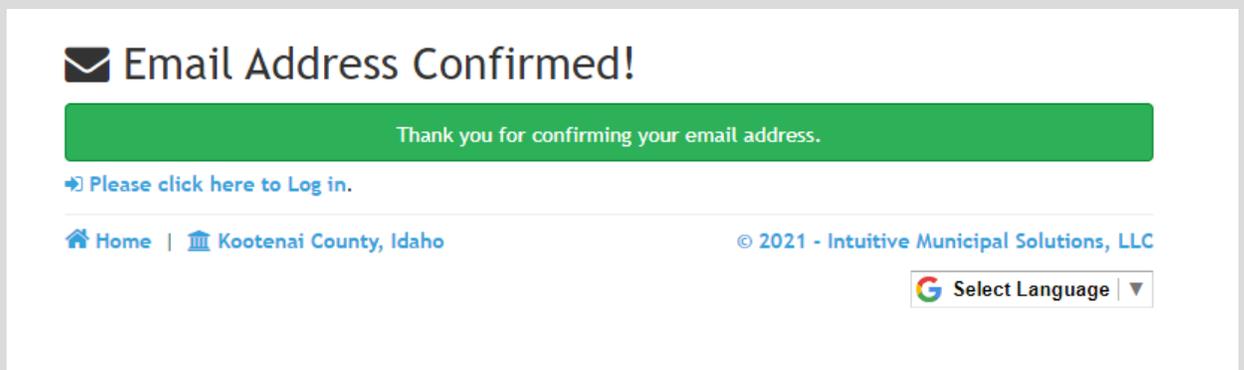
The screenshot shows a web page with a dark header containing a logo on the left and 'Register' and 'Log In' links on the right. The main content area has a white background with a green banner at the top that says 'Confirmation email sent'. Below the banner, the text reads: 'This may take a minute or two. Once received, please click the link in the email to continue.' followed by 'The link is valid today only. The email will come from DONOTREPLY@ims16.com.' At the bottom left, there is a 'Back to Login' link. At the bottom right, there is a copyright notice '© 2011 - Intuitive Municipal Solutions, LLC' and a 'Select Language' dropdown menu.

- Click "Validate".



The screenshot shows an email interface. The 'Subject' is 'Confirm new account' and the 'Body' is 'Please confirm your account by clicking here: VALIDATE'. The word 'VALIDATE' is circled in red. Below the body text, there is contact information for 'Kootenai County Community Development' including an address, phone number, and email address. At the bottom, the 'From' field shows 'DONOTREPLY@ims16.com'.

- You will be notified that your email address has been confirmed.



The screenshot shows a web page with a white background and a dark header. The main content area has a green banner at the top that says 'Email Address Confirmed!' and 'Thank you for confirming your email address.' Below the banner, there is a 'Please click here to Log in.' link. At the bottom left, there is a 'Home' link and 'Kootenai County, Idaho'. At the bottom right, there is a copyright notice '© 2011 - Intuitive Municipal Solutions, LLC' and a 'Select Language' dropdown menu.

7. Enter Email and Password. Click “Log In”.

 Register

➔ Please Log In

Email

Password

Stay Logged In No thanks

[➔ Log in](#)

[Register as a New User](#)

[Forgot Password?](#)

[Continue as Guest](#)

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8. Complete User Profile. If you would like to add your mobile Phone Number, please click the green plus button. Once complete, click “Save”.

User Profile

Please confirm or update and Save

Password 

Mobile Number 

OkToText Yes

Full Name *

Title

Street Address

City

State

Zip

Secondary Phone No

Fax Number

[Undo](#) [Save](#)

9. After completing your User Profile, you will be directed to the Home Page.

Welcome to Kootenai County Community Development Online Services

This service is offered by Kootenai County for contractors, homeowners & design professionals to submit development plans, apply for permits, request inspections, submit code enforcement complaints and obtain contractor licenses all online. Please login or register in order to begin.

Please use the self-help tiles below to start new applications. Use the navigation bar at the top of the screen for one-click access to your recently viewed history, favorites, account dashboard, alerts & shopping cart. For further assistance please view our community development [Website](#) or call (208) 446-1040.

- Planning Projects**
 - + Apply for Project
 - Use the "Apply for Project" button to submit development plans such as subdivisions, PUD, conditional use, zone change, etc.
 - Search Planning Projects
 - Reports
- Permit**
 - + Apply for Permit
 - Use the "Apply for Permit" button to apply for all building permits such as new buildings, mechanical, fences, demolition, storm repair, etc.
 - Search Permits
 - Permit Reports
- Complaints**
 - + Submit Complaint
 - Use the "Submit Complaint" button to submit all property violations including building, planning/zoning and stormwater.
- Property Addresses**
 - Map
 - Search Locations
- Inspections**
 - Reports
- Contractors**
 - + Register
 - Use the "Register" button to sign up for a Contractor account. All licensed contractors performing work within Kootenai County must register.
 - Search Contractors

10. On the Contractors tile click "Register".

Contractors

+ Register

Use the "Register" button to sign up for a Contractor account. All licensed contractors performing work within Kootenai County must register.

Search Contractors

Reports

11. **Very Important**. If you are an existing registered Trakit user, click on “Existing County Contractor”. **DO NOT CLICK** “New County Contractor”. Only users that had not previously registered with the County to upload applications online will click “New County Contractor”.

The screenshot shows a web interface titled "+ Contractor Type". At the top left, there is a progress bar showing 4% completion. Below the title, a dark grey box contains the instruction "Select the appropriate type." Two light blue buttons are presented: "New County Contractor" with the subtext "To register as a licensed contractor and perform work within Kootenai County", and "Existing County Contractor" with the subtext "Click to link your existing Trakit account information to your new iMS account". The "Existing County Contractor" button is highlighted with a red rectangular border. A "Home" button with a house icon is located at the bottom right. The footer includes "Home | Kootenai County, Idaho".

12. Upload All State Registration and current insurance information.

The screenshot shows a web interface titled "Upload Files". At the top left, there is a progress bar showing 65% completion, with the text "Existing County Contractor" above it. A dark grey box contains the instruction "Please upload a copy of ALL your state registration(s) and current insurance information." Below this, there is a file selection area with a "Choose Files" button and the text "No file chosen". A note below the button says "Drag and Drop in Some Browsers". Underneath, there is a "File Limitations" section stating "Size limited to: 30 MB" and "Accepted Formats: .JPG, .JPEG, .TIFF, .TIF, .BMP, .PNG, .PDF, .MOV, .TXT". At the bottom of the file selection area, there are three buttons: "Discard" (orange), "Skip" (white with black border), and "Next" (green). The footer includes "Home | Kootenai County, Idaho" on the left, "© 2021 - Intuitive Municipal Solutions, LLC" in the center, and a "Select Language" dropdown menu on the right.

13. Click the Click **Here** to find Kootenai County Account Number. This will open a new tab in your browser.

Custom Fields

Existing County Contractor 35%

Enter your Kootenai County Account Number or Click [Here](#) and search for your license number by your company name.

Contractor Information

Existing Account Number

[Discard](#) [Undo](#) [Next](#)

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14. Search Company Name.

Search Contractors

Company Name Keyboard TAB or click "*" to add another [+](#) [f](#)

[Search](#)

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15. Copy and Paste or write down Record No. AEC#####.

Pro Search Results

Record No	Address	Type	Milestone	Description	Company Name
AEC0135	1831 N LAKEWOOD DR	CONTRACTOR	ACTIVE		ASPEN HOMES AND DEVELOPMENT

[New Search](#) [Download](#)

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16. Insert Record No. in the “Existing Account Number” field. Click “Next”.

The screenshot shows a web interface titled "Custom Fields" for an "Existing County Contractor". A progress bar at the top indicates 35% completion. A dark grey instruction box says: "Enter your Kootenai County Account Number or Click [Here](#) and search for your license number by your company name." Below this is a "Contractor Information" section with a form field labeled "Existing Account Number". At the bottom of the form are three buttons: "Discard" (orange), "Undo" (white), and "Next" (green). The footer includes "Home | Kootenai County, Idaho", "© 2021 - Intuitive Municipal Solutions, LLC", and a "Select Language" dropdown.

17. Confirmation of linked user account.

The screenshot shows a confirmation page titled "Linked to Kootenai County License" with a 100% progress bar. A message box states: "Your account has been linked to an existing Kootenai County license/registration AEC0135." A "Home" button is centered below the message. The footer contains "Home | Kootenai County, Idaho", "© 2021 - Intuitive Municipal Solutions, LLC", and a "Select Language" dropdown.

18. Click Dashboard icon to view linked permits and projects.

This screenshot is identical to the previous one, showing the "Linked to Kootenai County License" confirmation page. A red circle highlights the "Dashboard" icon (a palette with three dots) in the top navigation bar, which is the icon intended to be clicked according to the instruction.

19. Properly linked accounts will display your "Active Records" (projects and permits).

The screenshot displays the EXIT Dashboard interface. At the top, there is a navigation bar with a search field labeled "Goto Record #", several utility icons, and a user profile for "Tommy Callahan". The main content area is titled "Dashboard" and includes a "Manually Linked Records" button. The dashboard is organized into four primary sections:

- My Inspections:** A table showing "Scheduled" (12) and "Completed" (136) records.
- Active Records:** A section with two green bars: "Planning Projects" (2) and "Permits" (103).
- Completed Records:** A table showing "Planning Projects" (8) and "Permits" (80) records.
- Expired Records:** A section with one orange bar: "Permits" (15).

At the bottom of the dashboard, there are navigation links for "EXIT Dashboard", "Home", and "Kootenai County, Idaho". The footer includes the copyright notice "© 2021 - Intuitive Municipal Solutions, LLC" and a "Select Language" dropdown menu.

20. Success!