



eTRAKiT Task Instructions CONTRACTOR REGISTRATION PROCESS

Any contractor with a valid California contractor's license must create a Contractor account in eTRAKiT. Registering as a contractor allows you to apply for a permit, check on a permit, pay fees, use your trust account to pay fees, download permits, and schedule inspections. Follow the steps below to create a Contractor account.

CONTRACTOR ACCOUNT REGISTRATION STEPS:

1. **Website:** Go to eTRAKiT (<https://etrakit.folsom.ca.us/etrakit>)
2. **Set up An Account:** Click on "Setup an Account" in the upper left corner of the screen and then click on "Contractor Registration."
3. **Contractor Registration Screen:** On the Contractor Registration screen, any field with an * is required. Please complete the following:
 - a. **Contractor License Number:** Provide your license number issued by the [California Contractors State License Board](#).
 - b. **Email Address:** Enter your email address and then confirm it by entering it again.
 - c. **Temporary Password:** Provide a temporary password. You will reset this password after you create your account. Passwords must be at least 6 characters and must include: 1 lower case character, 1 upper case character, 1 number and 1 special character (e.g., !, *, #, @, &, \$). A good example of a temporary password is NewPassword12!
 - d. **Security Question:** Select a security question from the drop-down list and then provide the answer.
4. **Create Account:** Click "Create Account" at the bottom of the screen.
5. **Check Email:** You will receive a registration validation email from DoNotReply@folsom.ca.us.
6. **Confirmation:** In the email, click on the Confirm link. This will take you back to the eTRAKiT website.
7. **Reset Password:** On the eTRAKiT website in the upper right corner, click "Forgot Password."
8. **Forgot Password Email:** Click in the link in the Forgot Password email you receive. It will take you back to the eTRAKiT website.
9. **Final Password:** Answer the security question you set up earlier and then enter your new permanent password. You will now be logged into eTRAKiT.

10. **eTRAKiT Login:** Remember when you log in next time, go to the top of the screen and then under Log In, select “Contractor”. Enter your contractor license number in the Username field and then enter your password.

QUESTIONS?

For questions or assistance with eTRAKiT contractor account setup, please contact:

City of Folsom
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