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  
Community Development Department  
Phone: (916) 461-6201  
Email: [EPC@folsom.ca.us](mailto:EPC@folsom.ca.us)