



eTRAKiT Task Instructions
Paying Fees Online using eTRAKiT

To pay fees for a permit or project, follow the steps below.

PAYMENT STEPS:

- **Website:** Go to eTRAKiT (<https://etrakit.folsom.ca.us/etrakit>)
- **Login:** At the top, select your Log In type (Public User or Contractor). Enter your username and password. For contractors, your username is your license number.
- **Dashboard:** Click on My Dashboard on the left side.
- **Payment Options:**
 - a. **Pay Individual Fees:** On the Dashboard, find your permit or project and click on the amount in the Fees Due column.
 - b. **Pay All Fees:** Under the Shopping Cart section on the lower left side, select “Pay All Fees.”
- **Shopping Cart:** Review the items to be paid, then click on “Proceed to Checkout.”
- **Pay Now:** Click on the “Pay Now” button. Remember there is a 3% non-refundable fee for credit card payments and a \$3.50 non-refundable flat fee for e-check payments.
- **Payment Information:** On the upper right side, select either Credit Card or Check.
 - **Credit Card Payments:**
 - Enter card number
 - Enter expiration date
 - Enter CVV number from back of card
 - Check “I am human” box
 - Click “Process Payment”
 - **Electronic Check Payments:**
 - Select Account Type (Checking or Savings)
 - Enter Routing Number twice
 - Enter Checking or Savings Account Number twice
 - Click the ACH Authorization box at the bottom.
 - Check “I am human” box
 - Click “Process Payment”
- **Receipt:** You will receive an email receipt after completing the process. You can also click Print Summary back on the eTRAKiT Payment Screen to view your transaction.

QUESTIONS?

For questions or assistance with your eTRAKiT permit application, please contact:

City of Folsom
Community Development Department
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