



Community Development Department

Building Division

50 Natoma Street

Folsom, California 95630

(916) 461-6201

eTRAKiT Task Instructions Paying Fees Online using a Contractor Trust Account

*****CONTRACTORS ONLY*****

To pay fees for a permit or project using a Contractor Trust Account, 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 (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.”
- **Checkout Summary:** Click on the “Pay By Trust Account” button at the bottom.
- **Receipt:** Print Summary on the eTRAKiT Payment Screen to view your transaction.

***Note:** You must set up a Contractor Trust Account first before using this feature.

QUESTIONS?

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

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Community Development Department
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