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:

City of Folsom
Community Development Department
Phone: (916) 461-6201
Email: EPC@folsom.ca.us