



eTRAKiT COR CONNECT Web Portal:

A Brief How-To Guide

Access the City of Richmond's eTRAKiT COR CONNECT Web Portal at etrakit.ci.richmond.ca.us

1. You will receive your password from your permit technician if you have not already been assigned one.
2. You can now use this Company Name as your Username and Password to log in. Be sure to select Contractor/Landlord/Utility from the dropdown menu. Also check the "REMEMBER ME" box so you do not have to scroll thru the list again:



3. When you log in, you will be redirected to your Dashboard. You will see a list of all of your active permits and City Business Licenses:. Users with a Contractor login will automatically be linked to all permits applied for under that AEC number.
4. To pay the associated fees click on the permit you wish to pay from the permits listed in your dashboard

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CRW SYSTEMS INC

My Dashboard

Hello CRW SYSTEMS INC.
Below is a Dashboard of your current activities.

My Active Permits 2 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	
BP19-00585	450 CIVIC ...	BLD ONLINE PLAN CHK	etrakit-APPLIED		\$401.00	
W19-00363		WASTEWATER	APPLIED		\$0.00	

My Active Licenses 1 total record(s)

LICENSE NO.	ADDRESS	TYPE	STATUS	FEES DUE	RENEW	
4005620		ANNUAL LICENSE	ACTIVE	\$0.00		

My Dashboard

Permit Application

- Apply/Submit Application
- Search for Permit
- Pay Fees
- Fees Estimator
- Issued Permits Report

Planning Applications

- Search Projects
- Pay Fees

Properties

- Search Property

Inspections

- Schedule
- Cancel
- Scheduled

License

- Apply for New Licenses
- Search Licenses
- Pay Fees

Violations

- Search
- Pay Fees

Issues/Concerns

- Report Issue/Concern
- Search Issue/Concerns

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

5. Once you are in the permit there is a button at the top “Add Fees to Cart”:

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CRW SYSTEMS INC

My Dashboard

Permit Search

Search By: [Click here for search examples](#)

Permit #BP19-00585

Add To Cart

Permit Info | Site Info | Contacts (3) | Fees \$401.00 | Conditions | Reviews (1)

Type: BLD ONLINE PLAN CHK
Subtype: BLD RESIDENTIAL
Scope of Work: test
Status: etrakit-APPLIED
Applied Date: 7/2/2019
Approved Date:
Issued Date:
Finalized Date:
Expiration Date:

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Next Click on the “Proceed to Checkout” button.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CRW SYSTEMS INC

My Dashboard

Shopping Cart

Please ensure that the items below are yours before proceeding to checkout

<input checked="" type="checkbox"/>	Item	Fee Description	Amount Due
<input checked="" type="checkbox"/>	PERMIT (BP19-00585)	CA STATE BUILDING STANDARDS	2.90
<input checked="" type="checkbox"/>	PERMIT (BP19-00585)	BLDG PLAN CHECK FEES	273.00
<input checked="" type="checkbox"/>	PERMIT (BP19-00585)	BLD REGULATIONS PERMIT FEE	125.10
			Total: \$401.00

[REMOVE SELECTED ITEMS](#)
[BACK TO DASHBOARD](#)
[VIEW PAID ITEMS](#)
[PROCEED TO CHECKOUT](#)

The City of Richmond makes every effort to ensure that the fees are applied, updated and calculated correctly within the system. We are not responsible for additional fees due to fee increases, misinterpretations of the scope of the license/project/permit, etc. By applying and paying fees on line, by mail, or by person/courier, you understand you are responsible for any and all fees applicable to your application/license/project/permit at any time.

Then Click on the “Proceed to Payment” Button.

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My Dashboard

Checkout Summary

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PERMIT BP19-00585 450 CIVIC CENTER PLZ

Description	Quantity	Amount
CA STATE BUILDING STANDARDS	1	\$2.90
CAL ADMIN REVOLVING FUND		1.00
COMPREHENSIVE PLANNING FEE		1.90
BLDG PLAN CHECK FEES	1	\$273.00
PLAN CHECK RESIDENTIAL		273.00
BLD REGULATIONS PERMIT FEE	1	\$125.10
COST TO ADMIN SB1473		0.10
FILING FEE		125.00
Total Fees:		\$401.00
Total:		\$401.00

[BACK TO SHOPPING CART](#)
[PROCEED TO PAYMENT](#)

Now you are at the payment processor page. Enter your credit card information. Once approved you will be sent a receipt and returned to the eTRAKiT portal.






Order summary

Total (USD): 401.00

Pay with credit or debit card

Card Number

Expiration Date /

CSC

[What is this ?](#)

Billing Address

First name

Last name

Country

Billing address

If your billing address is a PO Box, please enter the number first. Example: PO Box 123 would be entered as 123 PO Box.

City

State

ZIP

Email Address

[Return to merchant's website](#)