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1.0 Getting Started

1.1 Welcome to Ada County Highway District Web Portal called eTRAKiT. Through eTRAKiT users have the ability to view records and check project status without logging in. Public registered users, who create an account, will have the ability to pay fees and view record in detail. And, Developers, Engineers and Contractors will have the ability to view projects, pay fees, apply for permits, schedule and cancel inspection on their permits and view records.

1.2 Contacting Us
1.1.1 For additional assistance with eTRAKiT, please contact:

Gary Inselman, Manager
Ada County Highway District Development Services
3775 Adams Street
Garden City, ID 83714
Phone: 208-387-6180
Email: ginselman@achdidaho.org

Kaci Bader, Development Review Coordinator
Ada County Highway District Development Services
3775 Adams Street
Garden City, ID 83714
Phone: 208-387-6184
Email: kbader@achdidaho.org

Breann Shearer, Administrative Assistant, Engineering
Ada County Highway District Development Services
3775 Adams Street
Garden City, ID 83714
Phone: 208-387-6173
Email: bshearer@achdidaho.org

For access to the latest version of this manual, the Contractor User Registration Application, and eTRAKiT updates, please visit Ada County Highway District home page at www.achdidaho.org and click on the eTRAKiT Online Permitting System Quick Link.
2.0 Access eTRAKiT

2.1 The web site address for eTRAKiT is https://trakit.achdidaho.org/etrakit3/. You may also access eTRAKiT through Ada County Highway District homepage at www.achdidaho.org and click on the link eTRAKiT Online Permitting System.

Figure 1- eTRAKiT Home Page
3.0 Contractor (Contractors, Engineers, Developers) Login

3.1 Contractor Login: First time users will need to contact ACHD to receive their password. You can call Development Services at 387-6170 or one of the previously listed contacts.

3.2 After ACHD sets up your initial password you will login as a Contractor. You will be prompted to change your password the first time you log in.

Figure 2 – Contractor Login
4.0 Searching and Viewing Records

4.1 Enter Search Parameters: Choose the field you would like to search by, then select the parameter (i.e. contains, begins with, etc.) and enter the value to search for, then click on the SEARCH button.

4.2 Search Results: Click on the row you would like to view details on.
4.3 Viewing Search Results: The project record has tabs that can be clicked on for details. Also the Search Results appear to the left and can be navigated while viewing project records.
5.0 Paying Fees

5.1 Login: In order to pay fees, users must be logged in.

5.2 Find: Search for the Permit or Project that has outstanding fees to pay.

5.3 Pay: Click on the Pay All Fees button. Note: If you do not want to pay all fees at once, you may select which fees to pay after clicking on the Pay All Fees Button.
5.4 Shopping Cart: Confirm the Permit or Project you are about to pay, and then click on the PROCEED TO CHECKOUT BUTTON.

5.5 Click on the PROCEED TO PAYMENT button.
5.6 Enter your Credit Card Information

Total Payment: $125.00

First Name
Last Name
Credit Card Type: VISA
Credit Card Number
Expiration Date: January 2014
Billing Address: XYZ Main
City: Boise
State: -
Zip: 83709

5.7 Click on the PROCESS PAYMENT button.
6.0 My Dashboard

6.1 My Open Permit Applications: Applications that are not completed will show up in this section. You can choose to complete or delete the application.

6.2 My Active Permits: This section allows you to print the permit or go to the permit record.

6.3 My Active Inspections: This section allows you to schedule an inspection.

6.4 My Active Projects: This section allows you to view the status and details of a project.

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