

Ada County Highway District

eTRAKiT User Manual

A guide for using the online system for Projects, eTRAKiT

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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.

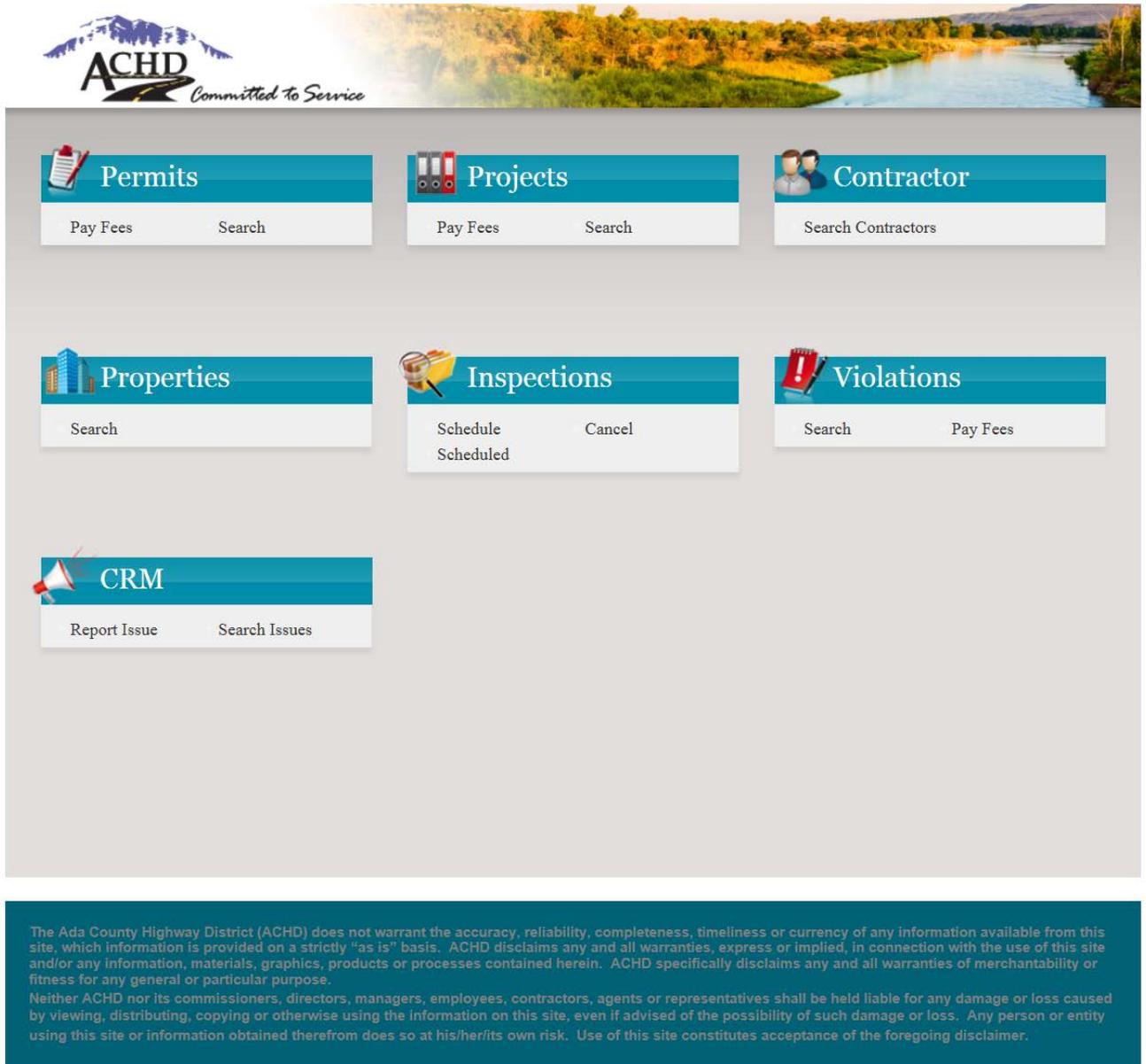


Figure 1- eTRAKiT Home Page

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.

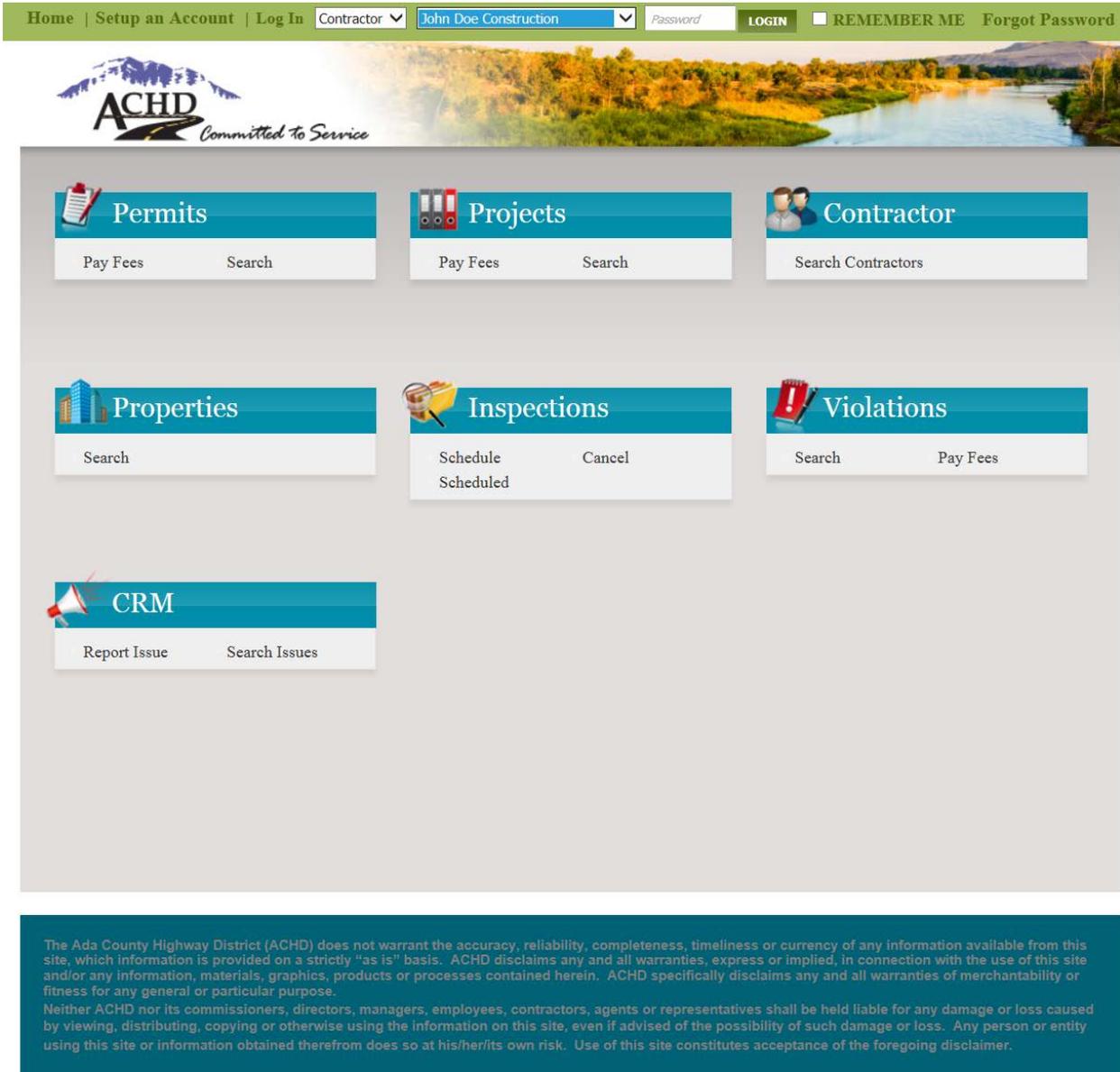


Figure 2 – Contractor Login

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.

The screenshot shows the 'Project Search' page. At the top, there is a navigation bar with links: HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT. The user is logged in as JOHN DOE CONSTRUCTION. On the left is a 'My Dashboard' sidebar with various menu items. The main content area is titled 'Project Search' and contains a search form with the following fields: 'Search By:' with a dropdown menu set to 'Project Name', another dropdown set to 'Begins With', and a text input field containing 'eTRakit #1'. A green 'SEARCH' button is to the right of the input field. A link 'Click here for search examples' is also present. Below the search form is a large blue disclaimer box with white text.

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4.2 Search Results: Click on the row you would like to view details on.

The screenshot shows the 'Project Search' page with search results. The search parameters are the same as in the previous screenshot. Below the search form, there is a section titled 'Projects' with a sub-section 'Search Results'. A table displays the search results:

Project Number	Address	Project Name	Owner Name	Developer Name
SUBP14-0214	3775 N ADAMS ST	eTRAKIT #1	ADA COUNTY HIGHWAY DISTRICT	

Figure 3- Search Results

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.

The screenshot displays a web application interface for project management. At the top, a navigation bar includes links for HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART, and LOG OUT, along with the user's logged-in status: JOHN DOE CONSTRUCTION. A left-hand navigation menu lists various categories such as My Dashboard, Permits, Projects, Contractor, Properties, Inspections, Violations, CRM, and Shopping Cart, each with sub-links for search and pay fees. The main content area is titled "Project Search" and features a search bar with dropdown menus for "Project Name" and "Begins With", and a text input field containing "eTrakit". A "SEARCH" button is positioned to the right of the search bar. Below the search bar, the "Search Results" section shows a list of project numbers, with "SUBP14-0214" highlighted. To the right of the search results, the "Project #SUBP14-0214" details are displayed. This section includes an "Add To Cart" button and a set of tabs for navigating through different aspects of the project: Project Info, Site Info, Contacts, Fees \$579,836.50, Inspections, and Conditions. The "Project Info" tab is currently active, showing the following details: Description: eTRAKIT #1, Type: SUB PLAN REVIEW, Subtype: (blank), Planner: Kaci Bader, Status: 1ST SUBMITTAL, Date: 8/14/2014, Report Iss: (blank), Closed: (blank), Plns Acppt: (blank), Plat Apprv: (blank), and Accp Maint: (blank).

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.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: JOHN DOE CONSTRUCTION

My Dashboard

- Permits
 - Search
 - Pay Fees
- Projects
 - Search Projects
 - Pay Fees
- Contractor
 - Search Contractors
- Properties
 - Search
- Inspections
 - Schedule
 - Cancel
 - Scheduled
- Violations
 - Search
 - Pay Fees
- CRM
 - Report Issue
 - Search Issues
- Shopping Cart
 - Pay All Fees

Project Search

Search By: Project Name | Begins With | eTrakit | **SEARCH** [Click here for search examples](#)

Search Results

Project #SUBP14-0214

Add To Cart

Project Info | Site Info | Contacts | Fees \$579,836.50 | Inspections | Condit

Description	Amount	Paid Date
SUBDIVISION PLAN REVIEW	\$1,136.50	Pay All
LICENSE AGREEMENT	\$100.00	Pay All
PLAT REVIEW	\$1,600.00	Pay All
INSPECTION DEPOSIT	\$8,500.00	Pay All
CALCULATED SURETY	\$568,500.00	Pay All

Total Fees: \$579,836.50 **Balance Due: \$579,836.50** [Pay All Fees](#)

5.4 Shopping Cart: Confirm the Permit or Project you are about to pay, and then click on the PROCEED TO CHECKOUT BUTTON.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: JOHN DOE CONSTRUCTION

My Dashboard

Shopping Cart

<input type="checkbox"/>	Item	Fee Description	Amount Due
<input type="checkbox"/>	PROJECT (SUBP14-0049)	PLAT REVIEW	1850.00
<input type="checkbox"/>		CALCULATED SURETY	1658100.00
<input type="checkbox"/>		LICENSE AGREEMENT	100.00
<input type="checkbox"/>	PROJECT (SUBP14-0214)	SUBDIVISION PLAN REVIEW	1136.50
<input type="checkbox"/>		LICENSE AGREEMENT	100.00
<input type="checkbox"/>		PLAT REVIEW	1600.00
<input type="checkbox"/>		INSPECTION DEPOSIT	8500.00
<input type="checkbox"/>		CALCULATED SURETY	568500.00
<input type="checkbox"/>	PERMIT (ZONE14-0673)	LOCAL	125.00

Total: \$0.00

REMOVE SELECTED ITEMS PROCEED TO CHECKOUT

Permits
 Search
 Pay Fees
 Projects
 Search Projects
 Pay Fees
 Contractor
 Search Contractors
 Properties
 Search
 Inspections
 Schedule
 Cancel
 Scheduled
 Violations
 Search
 Pay Fees
 CRM
 Report Issue
 Search Issues
 Shopping Cart
 Pay All Fees

5.5 Click on the PROCEED TO PAYMENT button.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: JOHN DOE CONSTRUCTION

My Dashboard

Checkout Summary

PROJECT (SUBP14-0214) 3775 N ADAMS ST

SUBDIVISION PLAN REVIEW	\$1,136.50
LICENSE AGREEMENT	
DEVELOPMENT RELATED APP	\$100.00
PLAT REVIEW	\$1,600.00
INSPECTION DEPOSIT	\$8,500.00
Total Fees:	\$11,336.50

BACK TO SHOPPING CART PAY BY CREDIT CARD

PAY BY TRUST ACCOUNT

John Doe Construction Balance: \$0.00

Permits
 Search
 Pay Fees
 Projects
 Search Projects
 Pay Fees
 Contractor
 Search Contractors
 Properties
 Search
 Inspections
 Schedule
 Cancel
 Scheduled
 Violations
 Search
 Pay Fees
 CRM
 Report Issue
 Search Issues
 Shopping Cart
 Pay All Fees

5.6 Enter your Credit Card Information

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: JOHN DOE C

My Dashboard

Permits
▶ Search
▶ Pay Fees

Projects
▶ Search Projects
▶ Pay Fees

Contractor
▶ Search Contractors

Properties
▶ Search

Inspections
▶ Schedule
▶ Cancel
▶ Scheduled

Violations
▶ Search
▶ Pay Fees

Total Payment: \$125.00

First Name

Last Name

Credit Card Type

Credit Card Number

Expiration Date

Billing Address

City

State

Zip -

PROCESS PAYMENT

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.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: JOHN DOE CONSTRUCTION

My Dashboard

Permits
▸ Search
▸ Pay Fees

Projects
▸ Search Projects
▸ Pay Fees

Contractor
▸ Search Contractors

Properties
▸ Search

Inspections
▸ Schedule
▸ Cancel
▸ Scheduled

Violations
▸ Search
▸ Pay Fees

CRM
▸ Report Issue
▸ Search Issues

Shopping Cart
▸ Pay All Fees

*Hello John Doe Construction.
Below is a Dashboard of your current activities.*

 **My Active Permits** 1 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	
ZONE14-0673	N MAIN ST,...	RIGHT OF WAY	UNDER REVIEW		\$125.00	

 **My Active Inspections** 1 total record(s)

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	CANCEL
ZONE14-0673	PERMIT	UNDER REVIEW	N MAIN ST,...	GENERAL		

 **My Active Projects** 1 total record(s)

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE	
SUBP14-0214	3775 N ADA...	SUB PLAN REVIEW	1ST SUBMITTAL	\$579,836.50	

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