



# eTRAKIT PERMIT PORTAL CREATE YOUR ACCOUNT

## IF YOU ARE A CONTRACTOR

1. Visit the City of Dana Point's eTRAKIT website
2. Click "Forgot Password" in the top right corner
3. Choose "Contractor"
4. Enter your email address
5. Click "Reset Password"
  - A. If the message "Unable to locate email address" is displayed, then please proceed to the next section.
  - B. If a message is displayed indicating that a reset password email was sent to you:
    - I. Open the email
    - II. Click on the "Reset Password" link
    - III. If you do not receive a reset password email, please use the below options or contact the City to resolve this issue - (949) 248-3500
    - IV. If you are able to reset your password, please note that your State License Number is both your Username and your Entity Number (internal City identifier for your account).

## IF YOU ARE A CONTRACTOR AND YOUR EMAIL ADDRESS WAS NOT LOCATED

1. Visit the City of Dana Point's eTRAKIT website
2. Click "Setup Account" in the top left corner
3. Choose "Contractor Registration"
4. Fill out the requested information
5. Click "Create Account"
6. If account creation is completed successfully, you will receive a confirmation email.

## IF YOU ARE NOT A CONTRACTOR

1. Visit the City of Dana Point's eTRAKIT website
2. Click "Setup Account" in the top left corner
3. Choose "Public Registration"
4. Fill out the requested information
5. Click "Create Account"
6. If account creation is completed successfully, you will receive a confirmation email.
7. Click on "Continue" to begin using the public portal.

**LINK: [bit.ly/DP\\_eTRAKIT](https://bit.ly/DP_eTRAKIT)**

