

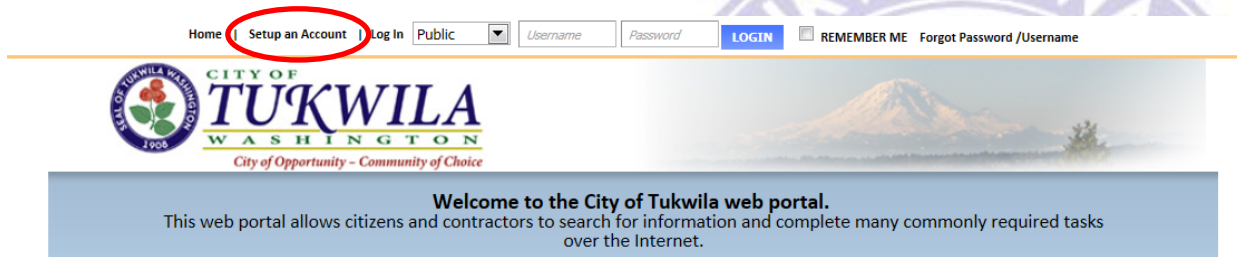


How to....

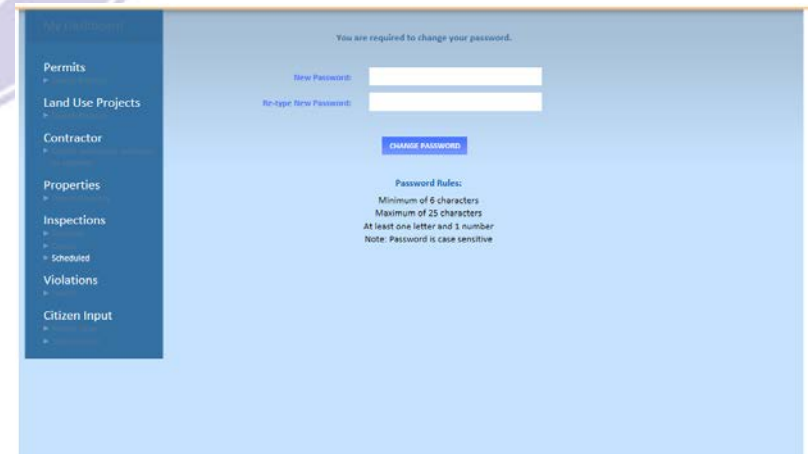
Create an Online Account with eTRAKiT

eTRAKiT Account Registration

- Go to eTRAKiT
- Select “Setup an Account”



If you are a contractor registered in the State of Washington and have conducted business in the City of Tukwila, you do not need to create an account. You will however be required to change your password the first time you log into eTRAKiT. If you have trouble accessing your account, please contact the Permit Center at 206-431-3670 or by email at permits@tukwilawa.gov



Creating a Public User Online Account

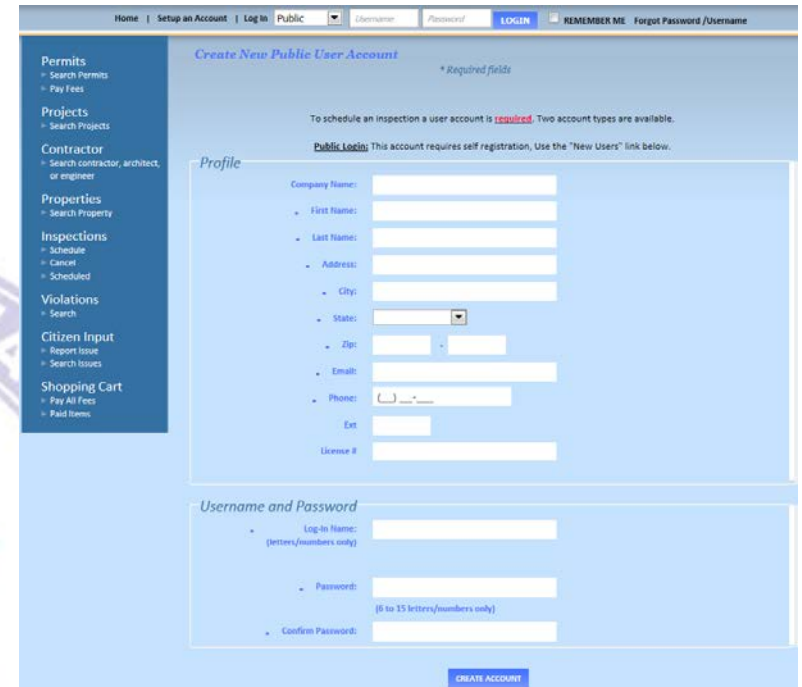
Complete the information on the next page.
Items marked with an * are required fields.

Note: Login name and password are case sensitive.

Click "CREATE ACCOUNT"

You will now be logged in and can begin using eTRAKiT.

If you have questions, please feel free to contact us at
206-431-3670 or by email at permits@tukwilawa.gov



The screenshot shows a web browser window with the URL www.tukwilawa.gov. The page title is "Create New Public User Account". The navigation bar includes "Home", "Setup an Account", "Log In", "Public", "Username", "Password", "LOGIN", "REMEMBER ME", and "Forgot Password / Username".

The main content area is titled "Create New Public User Account" and includes a note: "To schedule an inspection a user account is **required**. Two account types are available. **Public Login**: This account requires self registration, Use the 'New Users' link below."

The form is divided into two main sections:

- Profile**: This section contains several input fields, some of which are marked with an asterisk (*) to indicate they are required. The fields are: Company Name, First Name, Last Name, Address, City, State (a dropdown menu), Zip, Email, Phone (with a country code dropdown), Ext, and License #.
- Username and Password**: This section contains three input fields: Log-In Name (with a note "(letters/numbers only)"), Password (with a note "(6 to 15 letters/numbers only)"), and Confirm Password.

A "CREATE ACCOUNT" button is located at the bottom right of the form.