

# PAYING CONTRACTOR REGISTRATION FEES

## STEP 1: SIGN IN

Access eTRAKiT at <https://develop.cityofwestminster.us/etrakit/>. At the top of the screen find the drop down box and choose Professional. Sign in with your contractor registration number and password.

Home | Setup an Account | Log In | Professional | Username | Password | LOGIN |  Remember Me | Forgot Password



In the Password text box field enter your password.

In the Username text box field enter your eTRAKiT username. This number is referred to as your contractor registration number.

## STEP 2: DASHBOARD

HOME | DASHBOARD | VIEW

Once you are logged into the system you will see your dashboard. From the dashboard you can search your contractor number under Professional > Search Contractors.

My Dashboard

- Permits
  - ▶ Apply / New Permit
  - ▶ Search Permit
  - ▶ Pay Fees
  - ▶ View on Map
- Projects
  - ▶ Apply for New Project
  - ▶ Search Projects
  - ▶ Pay Fees
  - ▶ View on Map
- Professional**
  - ▶ Search Contractors
  - ▶ Pay Fees



*Below is*

 **My Open Permit**

Applications In Progress

- Continue
- Continue
- Continue

### STEP 3: SEARCH CONTRACTOR

In the Search By drop down choose "AEC Contractor Registration Number", choose "Contains" from the second dropdown, and type in your AEC contractor registration number in the search field. Click Search.

**Search Contractors**


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



Input your contractor registration number.

In the Search Results window, click your AEC Contractor Registration hyperlink.

**Contractors**

 **Search Results**




AEC Contractor Reg	Company Name	Address	Phone Number	Email Address
<a href="#">1234567</a>	Katie Test Electrical	123 Main St		




## STEP 4: ADD FEES TO CART

Your contractor registration license will open. Click Add to Cart or click on the Fees tab.

**License** # 1234567



 Attachment  **Add To Cart** 

**AEC Info** | **Lic Types** | **Contacts** | **Fees \$110.00** 

**Registration #:** 1700043  
**Issue:** 1/21/2020  
**Expire:** 1/31/2020  
**Type:** GENERAL CONTRACTOR  
**Sub-Type:**  
**Status:** ACTIVE  
**Company:** Katie Test Electrical  
**Phone:**  
**Cell:**  
**Pager:**  
**Fax:**  
**Owner Name:**

In the Fees tab you can click the Paid Date hyperlink, or Pay All Fees.

*License* # 1234567

 Attachment  Add To Cart

AEC Info Lic Types Contacts Fees \$110.00

Description	Amount	Paid Date
CONTRACTOR REGISTRATION FEE	\$110.00	<a href="#">\$110.0...</a>
CONTRACTOR REGISTRATION FEE	\$1.00	1/17/2020

Charged: \$111.00      Balance Due: \$110.00      [Pay All Fees](#)

## STEP 5: SHOPPING CART

Confirm the amount you are about to pay, and then click on the PROCEED TO CHECKOUT button. Make sure the check box is marked in order to proceed to checkout.

### Shopping Cart

Please see below. Listed are the Permit(s) and or Project(s) you may pay online at this time. Please make your selection(s).



	Item	Type	Site Address	Amount
<input checked="" type="checkbox"/>	AEC (1700043)	GENERAL CONTRACTOR	123 Main St	\$110.00
				<b>Total: \$110.00</b>

REMOVE SELECTED ITEMS

BACK TO DASHBOARD

VIEW PAID ITEMS

PROCEED TO CHECKOUT 

PLEASE BE ADVISED WE OFFER 2 ONLINE PAYMENT METHODS. AN ECHECK (ACH) PAYMENT BE MADE AT NO ADDITIONAL COST. A 2.85% CONVENIENCE FEE WILL BE CHARGED WHEN USING VISA, MASTERCARD, DISCOVER, AND AMERICAN EXPRESS CREDIT CARDS.

Click on the PROCEED TO PAYMENT button.

### Checkout Summary

Please note choosing PROCEED TO PAYMENT will bring you to our secure payment site. We accept Visa, MasterCard, Discover, and American Express credit cards. A convenience fee of 2.85% will be added to the total charges. You may also pay by check (ACH/echeck) at no additional charge. Please see below.

**\*PLEASE NOTE ACH DEBIT BLOCK INFORMATION\*** Debit blocks protect your bank accounts from unauthorized electronic charges. If you authorize debit payments to City of Westminster from a bank account with a debit block, you must communicate with your bank to authorize these payments. Your bank will process only those authorized transactions if you make pre-authorization arrangements. To ensure your debit payments are successful, you should:

1. Confirm with your bank before setting up a debit payment.
2. Provide the Company ID: 9000306842 and Company Name: Fidelity, to your bank for the type of debit payment you are authorizing.

**\*\*Note:** If you don't provide the company ID and name, your bank may reject the payment and we may send you a bill for the amount due or suspend services immediately.\*\*

AEC 1700043 123 Main St

Description	Quantity	Amount
CONTRACTOR REGISTRATION FEE	1	\$110.00

Total Fees: \$110.00

Total: \$110.00

[BACK TO SHOPPING CART](#)

[PROCEED TO PAYMENT](#)



Enter your Credit Card or eCheck Information. Note – a 2.85% service fee will be added when making credit card payments. eChecks do not have a service fee.



### Secure Payment Form

Please make sure to input the contractor license number or business name.

#### Billing Information

Name on Card\*

Permit/Project Number\*

#### Billing Address

Address

City

State

Zip

#### Transaction Details

Amount\*

#### Payment Information

Payment Type  Credit Card  Check

Card Number\*



Expiration\*

CVV

Subtotal: \$ 554.38

Service Fee: \$ 15.80 (2.85%)

**Total: \$ 570.18**

Process Payment

Cancel

Required Field Meter™

»Highlight fields

50%

SECURE PAYMENTS BY  **cardknox**  
A Fidelity Payments Company

A  **Fidelity** PAYMENTS COMPANY  
PAYMENT SERVICES

Click Process Payment. A payment summary will print which you can choose to print for your records.