

## eTRAKiT Paying Fees

### PAYING FEES

**For permits**, Public Registered Users, and Registered Contractors have the ability to pay fees.

**For projects**, only Registered Contractors have the ability have the ability to pay fees.

### STEP 1: LOGIN



In order to pay fees, users must be logged in as a Public Registered User or a Registered Contractor (for permits), or logged in as a Registered Contractor (for projects).

### STEP 2: FIND



Search for the Permit or Project that has outstanding fees to pay. Click on the record number hyperlink to open the record. **Note - for permits only**, the status of the permit must be set to READY TO ISSUE in order to pay fees.









- 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
- Properties
  - ▶ Search Property
  - ▶ View on Map
- Inspections
  - ▶ Schedule
  - ▶ Cancel
  - ▶ View on Map
  - ▶ Scheduled
- License
  - ▶ Pay Fees
  - ▶ Renew
- Map
  - ▶ View Map
  - ▶ Locate My Address
- Shopping Cart
  - ▶ Pay All Fees
  - ▶ Paid Items
- Contact
  - ▶ Contact us

**Hello Katie Test Electrical.**  
Below is a Dashboard of your current activities.

 **My Open Permit Applications** 9 total record(s). 

Applications In Progress	Permit Type	Created Date	
Continue	RESIDENTIAL COUNTER	12/23/2019	Delete
Continue	RESIDENTIAL COUNTER	12/23/2019	Delete
Continue	COMMERCIAL NEW	12/19/2019	Delete
Continue	RESIDENTIAL SOLAR	12/5/2019	Delete
Continue	COMMERCIAL NEW	12/3/2019	Delete
Continue	RESIDENTIAL COUNTER	12/2/2019	Delete
Continue	RIGHT OF WAY	11/29/2019	Delete
Continue	RIGHT OF WAY	11/29/2019	Delete
Continue	RIGHT OF WAY	11/29/2019	Delete

 **My Active Permits** 67 total record(s). 



PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE			
BLDG19-0065	4800 W 92n...	RESIDENTIAL COUNTER	READY TO ISSUE		\$2,470.12			
BLDG19-0070	7481 Newto...	RESIDENTIAL COUNTER	REMOVED	READY TO ISSUE	\$137.00			
BLDG19-0073	11589 Chas...	RESIDENTIAL EXTERIOR	REMOVED		\$252.92			
BLDG19-0074	4800 W 92n...	RESIDENTIAL COUNTER	RECEIVED		\$1,022.50			

OR

Search for the permit:

- 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
- Properties
  - ▶ Search Property
  - ▶ View on Map

**Hello Katie Test Electrical.**  
Below is a Dashboard of your current activities.

 **My Open Permit Applications** 9 total record(s). 

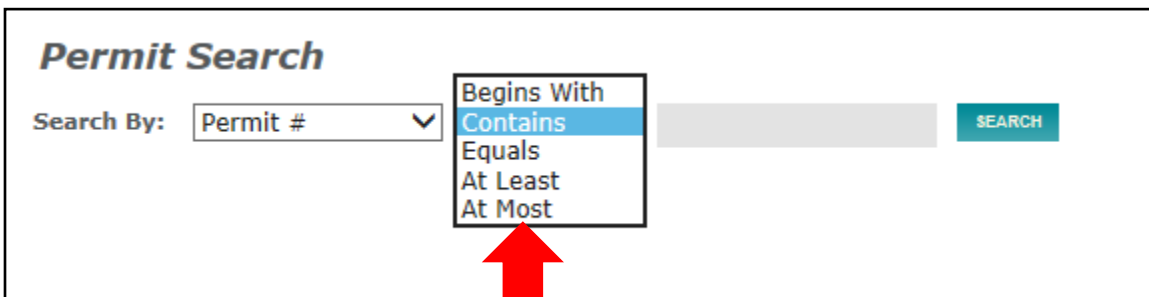
Applications In Progress	Permit Type	Created Date	
Continue	RESIDENTIAL COUNTER	12/23/2019	Delete
Continue	RESIDENTIAL COUNTER	12/23/2019	Delete
Continue	COMMERCIAL NEW	12/19/2019	Delete
Continue	RESIDENTIAL SOLAR	12/5/2019	Delete
Continue	COMMERCIAL NEW	12/3/2019	Delete
Continue	RESIDENTIAL COUNTER	12/2/2019	Delete
Continue	RIGHT OF WAY	11/29/2019	Delete
Continue	RIGHT OF WAY	11/29/2019	Delete

In the Permit Search window, select an item to search by in the Search by dropdown:



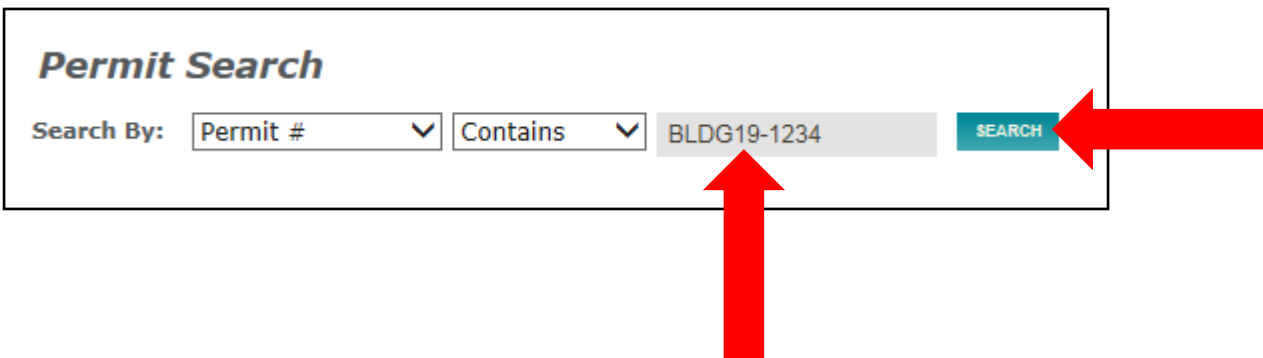
The screenshot shows the 'Permit Search' window. The 'Search By:' dropdown menu is open, displaying a list of search criteria: Permit #, Address, Permit Type, Permit Sub Type, Description, and Issued Date. The 'Permit #' option is currently selected and highlighted in blue. To the right of the dropdown is a 'Contains' dropdown menu, a text input field, and a 'SEARCH' button.

Choose how you want to search in the Contains dropdown:



The screenshot shows the 'Permit Search' window. The 'Search By:' dropdown menu is set to 'Permit #'. The 'Contains' dropdown menu is open, displaying search operators: Begins With, Contains, Equals, At Least, and At Most. The 'Contains' option is currently selected and highlighted in blue. To the right of the dropdown is a text input field and a 'SEARCH' button.

Input the information to search in the blank field and click Search:



The screenshot shows the 'Permit Search' window. The 'Search By:' dropdown menu is set to 'Permit #'. The 'Contains' dropdown menu is set to 'Contains'. The text input field contains the search criteria 'BLDG19-1234'. The 'SEARCH' button is highlighted in blue. Red arrows point to the 'Permit #' dropdown, the 'Contains' dropdown, the text input field, and the 'SEARCH' button.

Click the permit to open the details:

<i>Permits</i>						PRINT	EXPORT TO EXCEL
Search Results							
Permit #	Issued Date	Permit Type	Permit Sub Type	Address	Description		
BLDG19-0098	12/23/2019	RESIDENTIAL SOLAR	REMOVE AND REINSTALL	4800 W 92nd Ave	test		




### STEP 3: PAY

Click on the Add To Cart or Pay All Fess hyperlink.

*Search Results*


PRINT EXPORT TO EXCEL

Attachment  Add To Cart

Permit # BLDG19-0098

Permit # **BLDG19-0098**

Permit # **BLDG19-0098**

Attachment  Add To Cart

Permit Info Site Info Contacts (1) Fees \$400.00 Insp

Description	Amount	Paid Date
ADAMS RESIDENTIAL	\$400.00	\$400....

Charged: \$400.00 Balance Due: \$400.00 Pay All Fees




## STEP 4: SHOPPING CART

Confirm the permit or project 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"/>	PERMIT (BLDG19-0098)	RESIDENTIAL SOLAR	4800 W 92nd Ave	\$400.00

**Total: \$0.00**

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 PAY BY CREDIT CARD or PAY WITH ECHECK button, depending on how you will be paying.

*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.\*\*

<b>PERMIT</b>	<b>BLDG19-0098</b>	<b>4800 W 92nd Ave</b>	
Description	Quantity	Amount	
<b>ADAMS RESIDENTIAL</b>	<b>1</b>	<b>\$400.00</b>	
<i>RESIDENTIAL SOLAR SYSTEM</i>		<i>300.00</i>	
<i>SOLAR REMOVE AND REPLACE</i>		<i>100.00</i>	
<b>Total Fees:</b>		<b>\$400.00</b>	
<b>Total:</b>		<b>\$400.00</b>	
<a href="#">BACK TO SHOPPING CART</a>		<a href="#">PAY BY CREDIT CARD</a>	
		<a href="#">PAY WITH ECHECK</a>	



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.



Please make sure to input the permit or project number associated with the payment. If paying a contractor registration fee, please input the contractor license number or business name.

### Secure Payment Form

#### 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.

### *Payment Summary*

Thank you for your payment to the City of Westminster Community Development Department. Please save a copy of your receipt for your records. Please be advised your credit card statement will reflect 2 transactions. The first will show the City of Westminster and the second will show the convenience fee.

The Transaction is Approved

Authorization Code:  
 Receipt No: R8799  
 Paymethod:CREDIT

Paid Date:

PERMIT	BLDG20-0003	10098 Flower St , 80021	
		ESTIMATED USE TAX	\$115.50
		JEFFERSON RESIDENTIAL	
		<i>PERMIT FEE</i>	\$106.85
		<i>FURNACE REPLACEMENT</i>	\$60.00
		ESTIMATED USE TAX	\$115.50
		ADAMS RESIDENTIAL	
		<i>FURNACE REPLACEMENT</i>	\$60.00
		<b>SUB TOTAL:</b>	<b>\$457.85</b>

**TOTAL AMOUNT PAID: \$457.85**

[PRINT SUMMARY](#)

Address: 123 Main St  
 City, State, Zip: Westminster, CO 80031

Email: