Resubmit an Items on Etrakit

- 1. Log into Etrakit
- 2. Fine the "My Active Permits" section

| ļ | 🔰 My Ao | ctive Perr | nits | | | | 5 total record(s | s). T – |
|---|-------------------|---------------|---------------------|------------|------------|-------------|------------------|----------------|
| | PERMIT NO. | ADDRESS | ТҮРЕ | STATUS | INSPECTION | FEES DUE | ATTACHMENT | UNLINK |
| | PDOP2024- 0008 | 3000 WESTE | MASSAGE NEW | | | \$0.00 | | 3 |
| | PDOP2024- 0009 | 3000 BRONC | MASSAGE NEW | INCOMPLETE | | \$0.00 | | 3 |
| | PDOP2024- 0010 | 3000 1/2 P | MASSAGE NEW | PENDING | | \$0.00 | Ø | 3 |
| | PDOP2024- 0014 | 5160 ROCKL | EXPLOSIVE PERMIT | PENDING | | \$0.00 | Ø | 3 |
| | PDOP2024- 0015 | 5160 ROCKL | EXPLOSIVE PERMIT | PENDING | | \$0.00 | Ø | 3 |



- 3. Click on the Permit No. you are updating
- 4. Click the attachment link

| Permit # | PDOP2024-00 |
|-------------|-------------|
| Ø Attachme | nt |
| Permit Info | Site Info |
| | |

5. Click Select to upload your documents

| eTRAKiT Attachment Up | load | | |
|---------------------------|--------|--------|--|
| Upload Permit Attachment: | | Select | |
| Description: | | | |
| | | | |
| | UPLOAD | | |
| | UPLOAD | | |
| Attachment(s): | UPLOAD | | |

6. After selected document

| eTRAKiT Attachment | Upload | |
|----------------------------|--|-------------|
| bload Permit Attachment | t. 🧉 ACFrOaBE FwxiTYLQ4nDQXkaEtoBUFD8diKR3z3d1erP9vKht8rN4z2lXNp8aF3PVco-Eii | M231 |
| | × Remove | |
| | Select | |
| | ACFrOgBE_FwxjTYLQ4nDQXkqEtpBUFD8diKR3z3d1erP9vKht8rN4z2lXNp8 EjiM23NgOnzernKkbGiX8ivXa2KjXG0lcskjRozw3lElrgudNVpd3naBl8M=.pd1 | gF3I Des |
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| achment(s): | UPLOAD | |
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- 7. Add a description below if needed
- 8. Click Upload
- 9. And Click Accept
- 10. Click Close
- 11. Attachment has been uploaded Repeat for additional documents
- 12. Email PD Records if needed