












Resubmit an Items on Etrakit

1. Log into Etrakit
2. Fine the “My Active Permits” section

 **My Active Permits** 5 total record(s).  

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	UNLINK
PDOP2024-0008	3000 WESTE...	MESSAGE NEW			\$0.00		
PDOP2024-0009	3000 BRONC...	MESSAGE NEW	INCOMPLETE		\$0.00		
PDOP2024-0010	3000 1/2 P...	MESSAGE NEW	PENDING		\$0.00		
PDOP2024-0014	5160 ROCKL...	EXPLOSIVE PERMIT	PENDING		\$0.00		
PDOP2024-0015	5160 ROCKL...	EXPLOSIVE PERMIT	PENDING		\$0.00		

 **My Submittals Awaiting Response**

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

Permit #PDOP2024-00

 **Attachment**

Permit Info Site Info

5. Click Select to upload your documents

eTRAKiT Attachment Upload

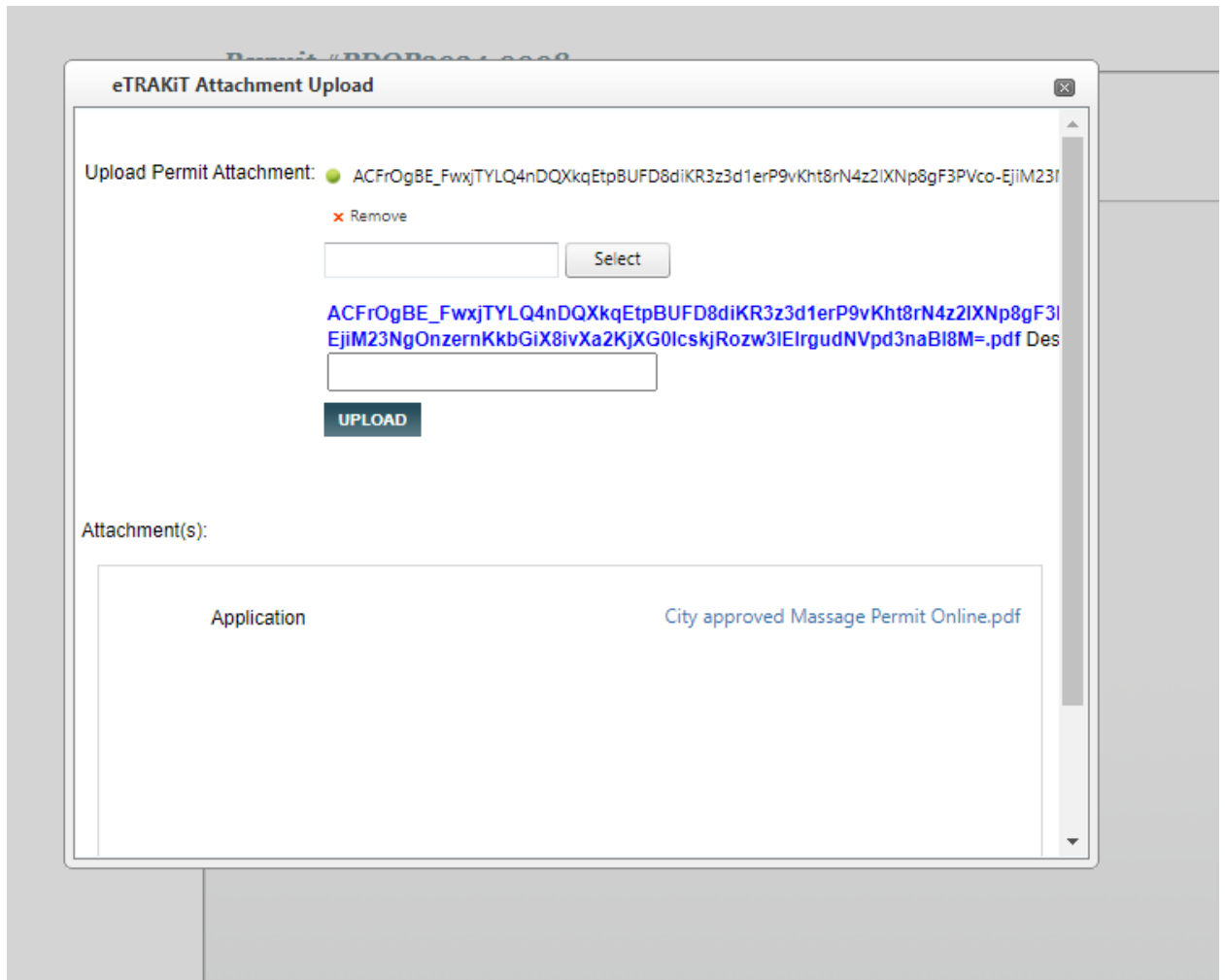
Upload Permit Attachment:

Description:

Attachment(s):

Application	City approved Massage Permit
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6. After selected document



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

