



eTRAKiT LOG IN INSTRUCTIONS

“Public User” Account

The following step-by-step instructions are for creating a “Public User” account only.

If you are an Architect, Engineer, Designer or Contractor with a Washington State issued license, please send an email to communitydevelopment@maplevalleywa.gov for further assistance.

INSTRUCTIONS:

1. Click on “Setup an Account” in the top header toolbar. (See below)



2. Fill out the web form. Be sure to fill in all required fields denoted with an *. Then click on “Create Account” button at the bottom of the screen. (See below)

Profile

Company Name:

* First Name:

* Last Name:

* Address:

* City:

* State:

* Zip: -

* Email:

Phone: () - -

Ext

License #

Username and Password

* Log-In Name:
(letters/numbers only)

* Password:
(6 to 15 letters/numbers only)

* Confirm Password:

CREATE ACCOUNT

3. You will now be logged into your account, which will be denoted by seeing your name near the “LOGGED IN AS:” The link to access your “DASHBOARD” at any time while navigating in eTRAKiT, can be found at the top of the page in the header toolbar. (See below)



For further assistance and support please send an email to communitydevelopment@maplevalleywa.gov