



## *eTrakit Quick Start User Guide*

**Step 1:** Make sure the licensed contractor and company are registered with the City of Fruitland Park. To register the following must be provided: company name; type of contractor; registered or licensed; company qualifier if applicable; mailing address; physical address; contact information; email address; and certificates of insurance or proof of exemption. A valid email address is required to log into the system.

**Step 2:** Go to <https://trakit.fruitlandpark.org/eTRAKiT/>

**Step 3:** At the top of the screen select “FORGOT PASSWORD.”

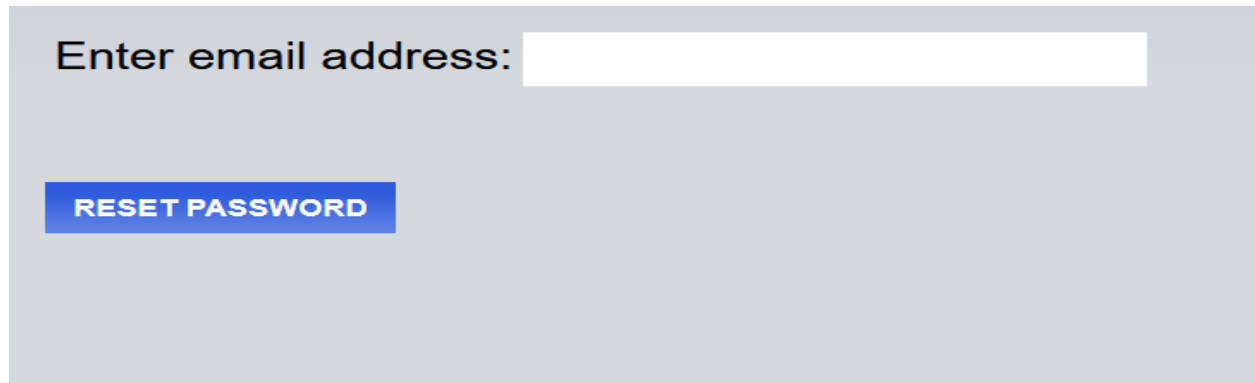
Log In Contractor Jeff Testing Password LOGIN ☒ REMEMBER ME Forgot Password

**Step 4:** Select “CONTRACTOR” button if applying as a registered contractor.

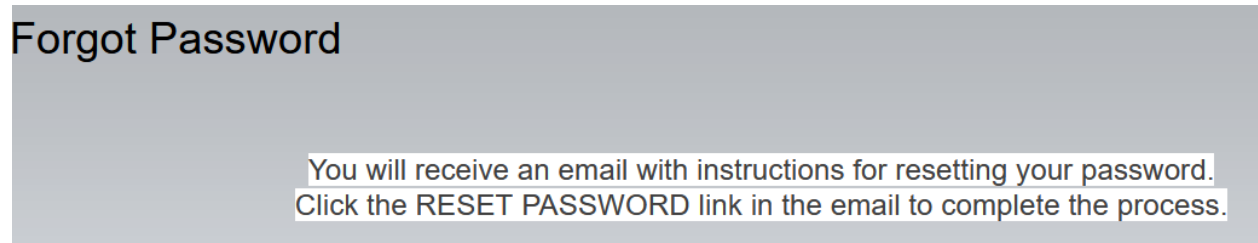
Please click on a choice below to begin the password recovery process.

PUBLIC REGISTERED CONTRACTOR

**Step 5:** Enter the same email address that was used to register with the City and select “**RESET PASSWORD**.”

A screenshot of a web form for resetting a password. It features a light gray background. At the top, the text "Enter email address:" is followed by a white rectangular input field. Below this, there is a blue rectangular button with the text "RESET PASSWORD" in white, uppercase letters.

Below is an example once “RESET PASSWORD” has been selected.



**Step 6:** View the email account for instructions to reset password and remember to select “RESET PASSWORD” link.

You are receiving this receive this email because you clicked on the RESET PASSWORD link on the City of Fruitland Park eTRAKiT web site. Please click the RESET PASSWORD link in the email to complete the process.

[Reset Password](#)

**Step 7:** Answer the security question. *Note: The City will not have access to this information and will not be able to retrieve if forgotten.* Complete the password information and once completed select submit.

**Step 8:** Log into eTrakit by making sure the first box says “**CONTRACTOR**” and the second box has the correct name of the company or organization. Enter the user password that has been created and select the “LOGIN” button.

A screenshot of the eTrakit login interface. It features a dark green header bar with a light green background. On the left, there is a link labeled '| Log In'. To its right is a dropdown menu currently set to 'Contractor' with a downward arrow. Next to this is a text input field containing 'Jeff Testing'. To the right of the input field is a yellow dropdown arrow. Further right is a light yellow input field labeled 'Password'. On the far right of the header bar is a dark green button with the text 'LOGIN' in white capital letters.

**Note:** The first login attempt will not list any permit information.

Please follow up with our Electronic Document Submittal information sheet on how to label and submit electronic documents. This form can be found on the City website along with our permit application checklist.

[Forms, Permits, and Applications | City of Fruitland Park Florida](#)

**\*\*** An intake review will be done on newly submitted permits to make sure all documents and fees are correct before being pushed to Building and Zoning reviews. We ask you to not pay for newly submitted permits until you receive an approval email.