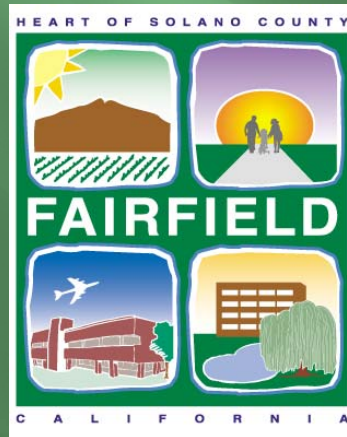# HOW TO…..

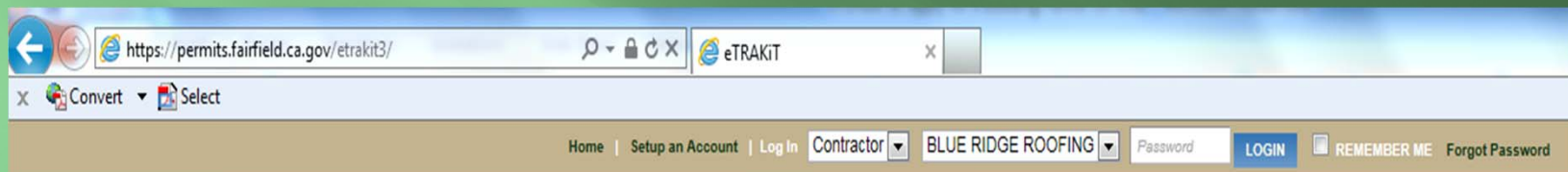## Pay Fees Online with eTRAKit



Brought to you by the City of Fairfield

# Getting Started

- There are 2 ways to get to the new inspection scheduling website.
  - From the web address bar type the following: https://permits.fairfield.ca.gov/eTRAKit3
  - Go to the Building Inspection Services webpage on www.fairfield.ca.gov

# eTRAKit Website

- **The eTRAKit website allows you to view multiple items**

  - **PERMITS**: Information about permits in the different stages of the permit process with City of Fairfield
  - **PROJECTS**: Information about projects submitted though the Planning Department
  - **CONTRACTORS:** Information on Contractors
  - **PROPERTIES**: Information about parcels, including permit history
  - **INSPECTIONS:** Schedule, View and Cancel Inspections
  - **LICENSE**: Information about Business Licenses in City of Fairfield
  - **VIOLATIONS**: Information about current Code cases in City of Fairfield

# Paying Fees Online

- Go to eTRAKit
- Select "Log In" and "Public"
- Enter Your Username and Password

# Paying Fees Online

Once the fee is added to the cart, select "PROCEED TO CHECKOUT" to pay for your item.

NOTE: If you have more than one item to pay, you can follow the same process and add to the shopping cart.

# Paying Fees Online

Checkout Summary: This page will show a summary of all fees to be paid.

Select "PROCEED TO PAYMENT"

# Paying Fees Online

**PAYMENT SCREEN:**

Complete the payment info and select "PROCESS PAYMENT"

The next page can be printed as confirmation and receipt and you will receive an e-mail as a receipt.