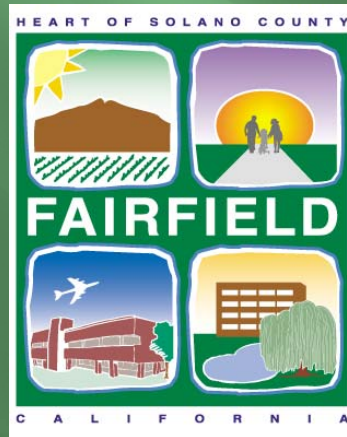


# HOW TO.....

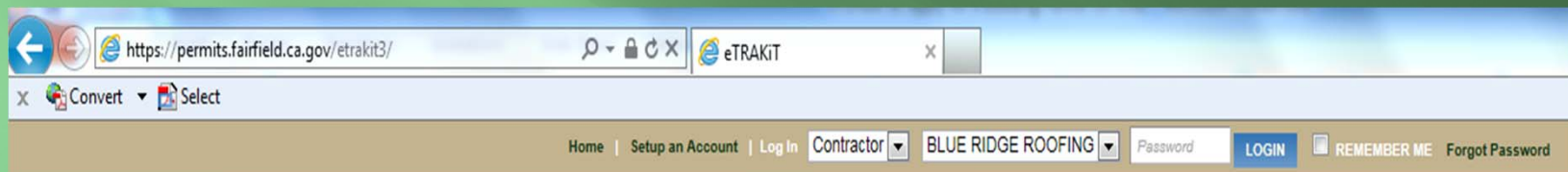
Pay Fees Online with eTRAKit



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](http://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 through 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



Home | Setup an Account | **Log In** | Public | Username | Password | LOGIN |  REMEMBER ME | Forgot Password /Username

 **CITY OF  
FAIRFIELD**  
CALIFORNIA

Welcome to City of Fairfield Online Services

1000 Webster Street, Fairfield, CA 94533 (707)399-5660

# 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.

The screenshot shows a web application interface for paying fees online. On the left is a green sidebar menu with categories: My Dashboard, Permits, Projects, Contractor, Properties, Inspections, Map, and Shopping Cart. The main content area is titled "Shopping Cart" and contains a table with one item: PERMIT (GR15-00002) for \$275.00. Below the table are four buttons: REMOVE SELECTED ITEMS, BACK TO DASHBOARD, VIEW PAID ITEMS, and PROCEED TO CHECKOUT. A certification statement is displayed below the buttons.

**My Dashboard**

- Permits
  - Apply
  - Search
  - Pay Fees
  - View on Map
- Projects
  - Apply for New Project
  - Search Projects
  - Pay Fees
  - View on Map
- Contractor
  - Search Contractors
- Properties
  - Search Property
  - View on Map
- Inspections
  - Schedule
  - Cancel
  - View on Map
  - Scheduled
- Map
  - View Map
  - Locate My Address
- Shopping Cart
  - Pay All Fees
  - Paid Items

**Shopping Cart**

	Item	Type	Site Address	Amount
<input checked="" type="checkbox"/>	PERMIT (GR15-00002)	SUBDIVISION GRADING	1530 WEBSTER ST	\$275.00
				<b>Total: \$275.00</b>

[REMOVE SELECTED ITEMS](#) [BACK TO DASHBOARD](#) [VIEW PAID ITEMS](#) [PROCEED TO CHECKOUT](#)

I certify that I have read this application and declare under penalty of perjury that the information contained herein is true and correct. I agree to comply with all City and County ordinances and state laws relating to building construction, and hereby authorize representatives of this City to enter upon the above-mentioned property for inspection purposes. I(We) agree to defend, indemnify, and hold harmless the City of Fairfield against all liabilities, judgments, costs, and expenses which may in any way accrue against said City in consequence of the granting of this permit. I understand and acknowledge that my use of eTRAKIT is voluntary, and I agree that by submitting this permit application through eTRAKIT, I consent to conduct this transaction by electronic means.

# Paying Fees Online

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

Select "PROCEED TO PAYMENT"

The screenshot shows a web interface with a green sidebar on the left and a tan main content area. The sidebar contains a 'My Dashboard' menu with categories: Permits, Projects, Contractor, Properties, Inspections, Map, and Shopping Cart. The main content area is titled 'Checkout Summary' and displays a table with one row: PERMIT (GR15-00002) 1530 WEBSTER ST SUBDIVISION GRADING \$275.00. Below the table, it shows 'Total Fees: \$275.00' and 'Total: \$275.00'. At the bottom, there are two buttons: 'BACK TO SHOPPING CART' and 'PROCEED TO PAYMENT'.

Checkout Summary		
PERMIT (GR15-00002)	1530 WEBSTER ST SUBDIVISION GRADING	\$275.00
Total Fees:		\$275.00
Total:		\$275.00

[BACK TO SHOPPING CART](#) [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.

The screenshot shows a web interface for paying fees. On the left is a green sidebar with navigation links. The main area is a light brown form with payment details and a 'PROCESS PAYMENT' button.

**My Dashboard**

- Permits
  - Apply
  - Search
  - Pay Fees
  - View on Map
- Projects
  - Apply for New Project
  - Search Projects
  - Pay Fees
  - View on Map
- Contractor
  - Search Contractors
- Properties
  - Search Property
  - View on Map
- Inspections
  - Schedule
  - Cancel
  - View on Map
  - Scheduled
- Map
  - View Map
  - Locate My Address
- Shopping Cart
  - Pay All Fees
  - Paid Items

Total Fees: **\$497.13**

Total Payment: **\$497.13**

First Name:

Last Name:

Credit Card Type:

Credit Card Number:

Expiration Date:

Security Code(CVN):

Billing Address:

City:

State:

Zip:  -