HOW TO PAY FEES IN ETRAKIT

Follow this guide to help you make payment on outstanding balances in eTRAKiT

Account Login

Users must be logged in to either a Public Account or AEC Account to make payment. Login at the top of the page.

Locating Record to Pay

Select the **Search** option under either Permits or Planning Projects based on what you are paying for.

Searching Records

Users can search by Permit Number or Project Number as well as address (SITE_ADDR) or parcel number (SITE_APN). If you know your whole permit or project number we recommend using the default Search Operator of Begins With. This requires your type the permit number including its prefix as detailed below. If you just know the permit or project number use the Search Operator of Contains

Permits start with a Prefix and the year applied for followed by a "dash" and a 5 digit number. Example: BLDG25-01234, CMNW25-01234, RSNW25-01234, ELEC25-01234

Projects start with a Prefix and the year applied for followed by a "dash" and a 5 digit number. Example: ZONE25-01234, SUBD25-01234, TRC25-01234, PREAPP25-01234

Selecting Records

Once a user searches for a record they will be provided a list of search results.
Select the record you wish to make payment on.

Adding to Cart

Select Add To Cart

Editing Cart

Make sure to only select the fees you wish to pay. If multiple fees are due they will be automatically added to the cart. You can select and unselect fees to pay by clicking the check box in the far left column.

Once you have the correct fees selected you should click Proceed to Checkout.

Users paying for multiple project can repeat the Searching Records step to add other fees to the cart.

Checkout Summary

Once last chance to review your cart and make sure that you are paying all of the fees that you intend to may and not any fees that you do not intend to pay.

Refunds will typically take 14 days to process.

Select **Pay by Credit Card** or **Pay With Echeck** to proceed to the last step of the payment process.

Checkout Summary
Below are the current fees due for your permit(s). Please select the permit(s)/project(s) you wish to pay and select "Proceed to Checkout". Verify correct item(s) to pay and select "Proceed to Payment". Enter the required information and select "Process Payment".

PROJECT SUBD25-00077

Description	Quantity	Amount
ROAD SIGN	1	$100.00
PRINTING SERVICES	1	$5.00
PLAT PRINTING	*1*	*5.00*
SUBDIVISION	1	$160.00
MINOR		*160.00*
	Total Fees:	**$265.00**
	Total:	$265.00

BACK TO SHOPPING CART · PAY BY CREDIT CARD · PAY WITH ECHECK

Pay By Credit Card
Preview Mastercard, Visa and Discover only

TRANSACTION AMOUNT: $265.00
TOTAL AMOUNT DUE: $265.00

CANCEL

Payment Form

Account Holder Name

Credit Card Number *

Expiration Month *

Expiration Year *

CVV

Billing Street Address *

Billing Zip Code

SUBMIT

Pay By Echeck
Preview

TRANSACTION AMOUNT: $260.00
TOTAL AMOUNT DUE: $260.00

CANCEL

By authorizing this transaction, customer agress that merchant may convert this transaction into an Electronic Funds Transfer (EFT) transaction or paper draft, and to debit this account for the amount of the transaction. Additionally, in the event this draft or EFT is returned unpaid, a service fee, as allowable by law, will be charged to this account via EFT or draft.

Payment Form

Account Holder Name * | **Billing Street Address**

Account Type *
○ Checking ○ Savings | **Billing City**

Routing Number * | **Billing State**

Account Number * | **Billing Zip Code**

Confirm Account Number * | **Phone Number**

SUBMIT

Finalize Payment

Click Submit to finalize payment.

A Payment Receipt page is presented to the user upon a successful payment. Users should print this page or save it for their records. AN email confirmation will also be sent to the account email address.