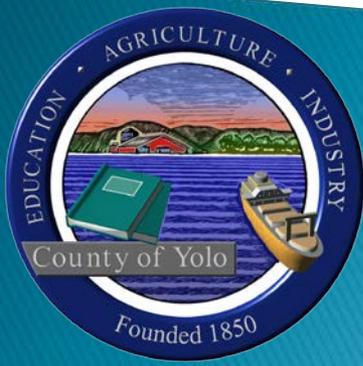


# How to.....

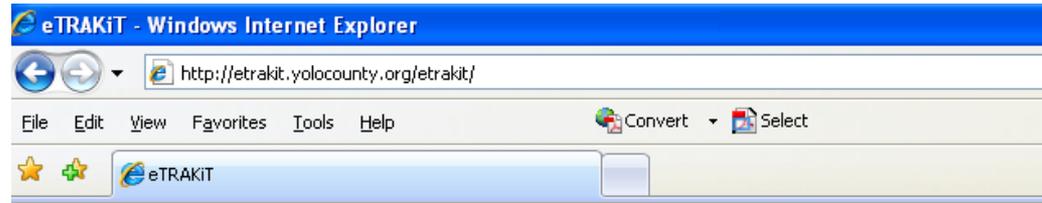
Pay Fees Online with eTRAKIT



Brought to you by the Yolo County Planning & Public Works Department

# Getting Started

- ▶ There are 2 ways to get to the new inspection scheduling website.
  - From the web address bar type the following: <https://etrakit.yolocounty.org/etrakit/>
  - Go to the Building Inspection Services webpage on [www.yolocounty.org](http://www.yolocounty.org)



# eTRAKIT Website

- ▶ The eTRAKIT website allows you to view multiple items
  - **PERMITS:** Information about permits in the different stages of the permit process with Yolo County
  - **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 Yolo County
  - **VIOLATIONS:** Information about current Code cases in Yolo County

# Paying Fees Online

- ▶ Go to eTRAKIT
- ▶ Select “Log In” and “Public”
- ▶ Enter Your Username and Password

Home | Setup an Account | **Log In** | **Public** |  |  |  |  REMEMBER ME

**CRW** SYSTEMS®

Welcome to the Yolo County, California  
Planning & Public Works Web Portal.

# Paying Fees Online

- ▶ Search for your Permit or License and if fees are due click “Add To Cart”
- ▶ In this example, a Business License is used. The same process is used for all Permits.

*License Search*

Search By: LICENSE NO ▾ Begins With ▾ 1156 [SEARCH](#) [Click here for search examples](#)

**Search Results**

**License #1156**

 [Search Results](#)

 [Add To Cart](#)

| LICENSE NO | License Info | Business Info | Site Info | Contacts | Fees \$199.90 | Inspecti |
|------------|--------------|---------------|-----------|----------|---------------|----------|
| 1156       |              |               |           |          |               |          |
| 11560      |              |               |           |          |               |          |

# 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.

## *Shopping Cart*

### Shopping Cart for Online Permits

|                                     | Item           | Type              | Site Address         | Amount   |
|-------------------------------------|----------------|-------------------|----------------------|----------|
| <input checked="" type="checkbox"/> | LICENSE (1156) | COUNTY COMMERCIAL | 137 W. KENTUCKY AVE. | \$199.90 |

**Total: \$199.90**

REMOVE SELECTED ITEMS

PROCEED TO CHECKOUT

# Paying Fees Online

## Checkout Summary:

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

Select "PROCEED TO PAYMENT"

### *Checkout Summary*

Below are the current fees due for your permit(s). Please select the permit(s) you wish to pay and select "Pay Using Credit Card" or "Checkout"

|                |               |                              |                 |
|----------------|---------------|------------------------------|-----------------|
| <b>LICENSE</b> | <b>(1156)</b> | <b>137 W. KENTUCKY AVE.</b>  |                 |
|                |               | BUSINESS LICENSE RENEWAL FEE | \$65.00         |
|                |               | DISABLED ACCESS FEE - 30%    | \$0.30          |
|                |               | DISABLED ACCESS FEE - 70%    | \$0.70          |
|                |               | RENEWAL TECH FEE             | \$3.90          |
|                |               | LATE RENEWAL FEE (TECH)      | \$130.00        |
|                |               | <b>Total Fees:</b>           | <b>\$199.90</b> |

[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 and e-mail as a  
receipt.

Credit cards accepted are: Visa, MasterCard. If you need to use another payment method, please contact the Building Division at 530-666-8775 during normal business hours.

**Total Payment: \$199.90**

|                    |  |
|--------------------|--|
| First Name         | <input type="text" value="John"/>  |
| Middle Initial     | <input type="text"/>   |
| Last Name          | <input type="text" value="Smith"/>   |
| Credit Card Type   | <input type="text" value="VISA"/> ▼  |
| Credit Card Number | <input type="text"/>   |
| Expiration Date    | <input type="text" value="January"/> ▼ <input type="text" value="2013"/> ▼ |
| Security Code(CVN) | <input type="text"/>   |
| Billing Address    | <input type="text" value="292 West Beamer Street"/>                        |
| City               | <input type="text" value="Woodland"/>                                      |
| State              | <input type="text" value="California"/> ▼                                  |
| Zip                | <input type="text" value="95695"/> - <input type="text"/>                  |
| Email Confirmation | <input type="text" value="online.permits@yolocounty.org"/>                 |