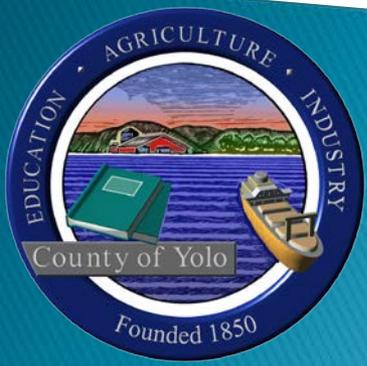


How to.....

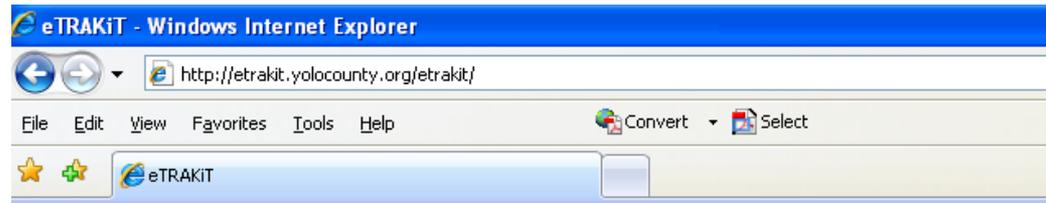
Renew your Business License in eTRAKIT



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 Planning Division webpage on 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

Renewing Your Business License

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

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

eTRAKiT Services

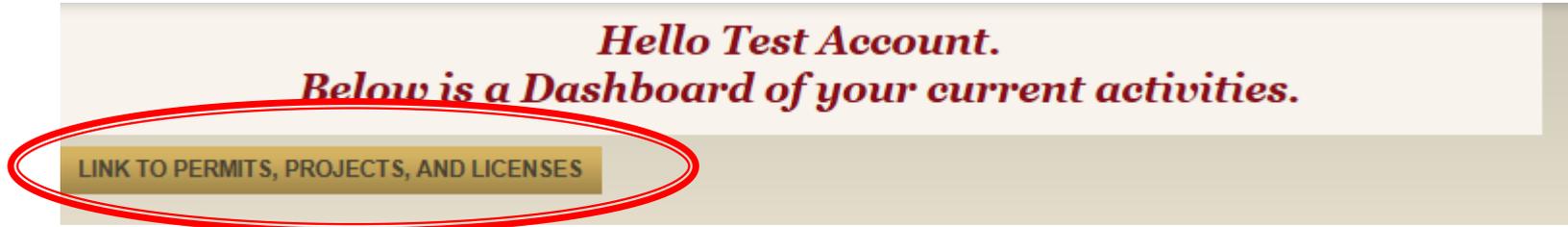
Welcome to the Yolo County, California
Planning & Public Works Web Portal.

- ▶ If you do not have an account, select “Setup an Account”.
- ▶ Follow the prompts to set up your online account.
- ▶ Visit <http://www.yolocounty.org/community-services/planning-public-works/how-to> for instructions to create your account.

Renewing Your Business License

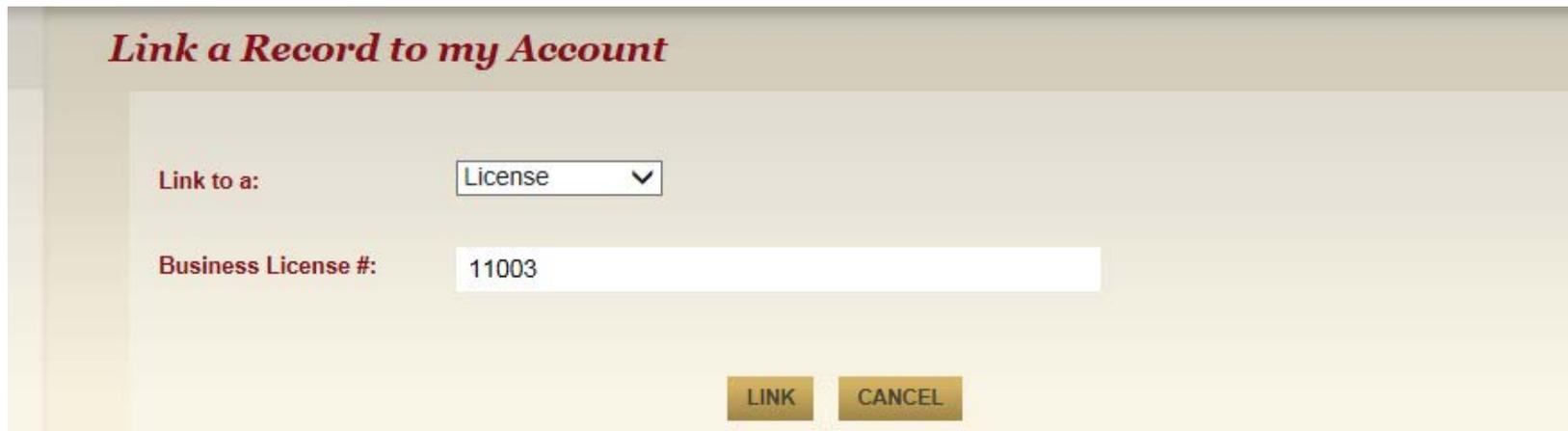
Step One:

Link your Business License to your account.



Step Two:

Type in your License number and click the "LINK" button.



Link a Record to my Account

Link to a:

Business License #:

Renewing Your Business License

After clicking "LINK" the license will show on you "Dashboard"



My Active Licenses 1 total record(s).

LICENSE NO.	ADDRESS	TYPE	STATUS	FEES DUE		RENEW	
CRW-999999	292 West B...	STORAGE	EXPIRED	\$0.01			

Renewing Your Business License

Select the "RENEW" icon  and follow the prompts to verify your License information.

 ***My Active Licenses*** 1 total record(s). 

LICENSE NO.	ADDRESS	TYPE	STATUS	FEES DUE		RENEW	
CRW-999999	292 West B...	STORAGE	EXPIRED	\$0.01			

Renewing Your Business License

STEP ONE: This first step show you basic information about your license. Click “RENEW LICENSE” to start renewing you license.

License Renewal Process

STEP 1 CONFIRM RENEWAL ELIGIBILITY STEP 2 STEP 3 STEP 4

Please confirm the information below and make corrections if necessary. Items marked with * are required. If an item needs to be changed and is not allowed online., please call the Business License Division at 530-666-8775

License #CRW-999999

Business Name:	CRW SAMPLE COMPANY
Business Type:	STORAGE
Owner Name:	OWNER YOLO
Business Street Name:	292 West Beamer Street
City, State, Zip:	WOODLAND, CA 95695

Renewing Your Business License

STEP TWO: If you have any attachments, upload them at this step. If there are no attachments, click "NEXT STEP"

License Renewal Process

STEP 1 **STEP 2 UPDATE GENERAL BUSINESS DETAILS** STEP 3 STEP 4

Business Information

Attachments

Filename

Description

Renewing Your Business License

STEP THREE: Review each section.
Items marked by * are required fields.

Make changes as necessary. There may be changes that you need to make that may require renewing at the Planning Department. Those fields will not be available to change.

After changes are made, select "NEXT STEP".

License Renewal Process

STEP 1 STEP 2 **STEP 3 CONTACT INFORMATION** STEP 4

Business Contacts
Please update all relevant information below

Business Information

Business Address:	292 West Beamer Street WOODLAND, CA 95695
*Business Phone	(530) 666-8775
*Business Fax	(530) 666-8156

Mailing Information

Copy From Business Address

*Mailing Address: 292 West Beamer Street
*City: WOODLAND *State:

Owner Information

Copy From Business Information

Owner Name: OWNER YOLO
*Owner Address: 292 West Beamer Street
*City: WOODLAND *State:
*Phone: (530) 666-8775

Ceo Information

Name: CEO
Address: 292 West Beamer Street
City: WOODLAND State: CA Zip: 95695
Phone: (530) 666-8775
Fax: () - -

President Information

Name: PRESIDENT
Address: 292 West Beamer Street
City: WOODLAND State: CA Zip: 95695
Phone: (530) 666-8775
Fax: () - -

Des. Agent Information

Name: DES AGENT
Address: 292 West Beamer Street
City: WOODLAND State: CA Zip: 95695
Phone: (530) 666-8775
Fax: () - -

CANCEL PREVIOUS STEP NEXT STEP

Renewing Your Business License

STEP FOUR: Review your changes for accuracy and completeness.

Once complete, Select "NEXT STEP"

License Renewal Process

STEP 1 > STEP 2 > STEP 3 > **STEP 4 REVIEW & PAYMENT**

Renewal for a License
Review the information below prior to submitting

General Information EDIT		Additional Information EDIT	
Business Name	CRW SAMPLE COMPANY	ST. CONTR. LIC.	000000
DBA		CSLB CLASS	A
Type of Business	STORAGE	CLSB EXP DATE	01/31/2016

Des. Agent Information
Name: DES AGENT
292 West Beamer Street
WOODLAND, CA 95695
Phone: (530) 666-8775

CANCEL PREVIOUS STEP NEXT STEP

Renewing Your Business License

STEP FOUR: Checkout Summary, Verify your License Number and the fees required to renew are shown. Currently the renewal fee is a total of \$69.90. Select "PROCEED TO PAYMENT"

License Renewal Process

STEP 1 STEP 2 STEP 3 **STEP 4 REVIEW & PAYMENT**

Renewal for a License

Checkout Summary

Below are the current fees due for your permit(s)/business license(s). Please select the permit(s)/business license(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"

LICENSE	(CRW-999999)	292 West Beamer Street	
		BUSINESS LICENSE RENEWAL FEE	\$0.01
		Total Fees:	\$0.01

[BACK TO SHOPPING CART](#) [PROCEED TO PAYMENT](#)

Renewing Your Business License

STEP FOUR: Enter the information requested to pay for your renewal. This is a credit card only payment system. Card accepted are VISA and MASTERCARD only.

After all information is completed and verified, select "PROCESS PAYMENT"

License Renewal Process

STEP 1 STEP 2 STEP 3 **STEP 4 REVIEW & PAYMENT**

Renewal for a License

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 fees:	\$0.01
Total Payment:	\$0.01

First Name

Middle Initial

Last Name

Credit Card Type

Credit Card Number

Expiration Date

Security Code(CVN)

Billing Address

City

State

Zip -

Email Confirmation

[BACK TO STEP ONE](#) [PROCESS PAYMENT](#)

Renewing Your Business License

STEP FOUR: After your payment is processed you will see a Payment Summary and also receive an e-mail of your payment.

Select "PRINT SUMMARY" to for a printed receipt of payment.

Select "VIEW BUSINESS LICENSE" to print your active business license.

License Renewal Process

STEP 1 > STEP 2 > STEP 3 > **STEP 4 REVIEW & PAYMENT**

Renewal for a License

Payment Summary

Print this page as your receipt of payment. You will also receive an e-mail confirmation.

The Transaction is Approved
Credit Card number [REDACTED]

Receipt No: EPRS:130927095159009

Amount Paid: \$0.01
Paid Date: 12/16/2014

[REDACTED]
Address: [REDACTED]
City, State, Zip: [REDACTED]

Email: chris.starkey@yolocounty.org

[VIEW BUSINESS LICENSE](#) [PRINT SUMMARY](#)

Renewing Your Business License

Once the payment has been processed you will receive an e-mail confirmation of your payment. You can then print your license by selecting the print icon  .