Parkland on-line inspection request/results for Contractors

Website address: https://etrakit.cityofparkland.org/etrakit/

1. Select contractor from drop down list.

2. Select your company name from the drop down list.

Company names that have (CDP) in front of them are legacy accounts from the old system and once the active permits under these accounts are finished, these accounts will be historic only and will no longer be visible in the drop down list.
3. Sign in with your password.

FYI: The first time you login under your account you will be prompted to change your password.

4. Once in your account you will want to start in **My Dashboard**.

5. Your screen has two distinct areas; **My Active Permits** and **My Active Inspections**.

**My Active Permits** lists all open permits and allows you to view and schedule inspections and results through a variety of links and tabs. For builders with multiple open projects, this section will be your quickest path to scheduling inspections and to view results and statuses.

**My Active Inspections** is a list of all open inspections, stacked numerically by permit number. This list may contain up to 1000 inspections from multiple permits. For builders with single or small projects, this will be the simplest way to schedule your inspections.
6. To schedule your inspection through *My Active Permits*:

A. Choose and click on the permit number - this will take you to a new screen showing your permit number and a selection of tabs.

![My Active Permits screenshot](image1)

B. Choose and click on inspections tab - this will take you to a table with a list of required inspections and related information.

![Permit Search screenshot](image2)
C. Scroll to the inspection you need to schedule and click on the Request button - the next screen will show the details of inspection you are scheduling.

D. If the information appears to be correct, click the submit button - the inspection has now been scheduled. You can return to the dashboard at any time by clicking on the DASHBOARD link at the top of each page.
7. To schedule your inspection through *My Active Inspections*:

A. Choose the inspection that you would like to schedule and click on the Schedule button under the date column - this will take you to a new screen.

B. If the information appears to be correct, click the submit button - the inspection has now been scheduled. You can return to the dashboard at any time by clicking on the DASHBOARD link at the top of each page.
8. As you may notice there is required information that must be inserted that is labeled with an *

A. If you would like to avoid having to keep entering this information in every time you schedule an inspection you can enter it into your Profile one time and it will automatically insert every time you schedule an inspection.
B. Once all your information has been entered just click on the save button.

Thank you for using the City of Parkland online scheduling system.