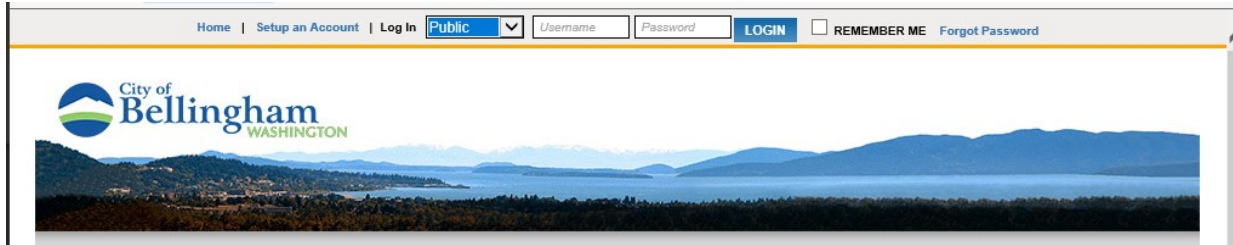


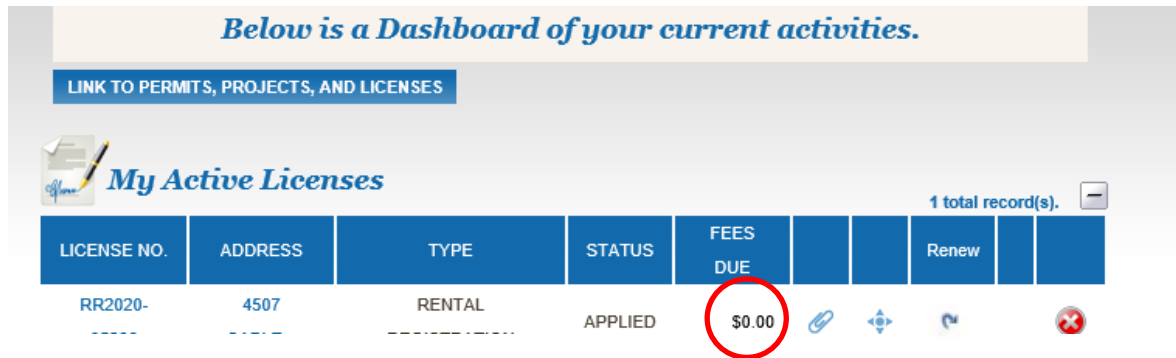


HOW TO PAY FOR YOUR LICENSE ONLINE:

- 1) Go to [eTRAKiT \(cob.org\)](http://eTRAKiT(cob.org))
- 2) **Click Setup an Account** and follow the instructions (if you already have a *Public user account*, simply login)
 - a. Once all steps are complete and the account has been activated, **log in as a Public user**



- 3) WELCOME to your Dashboard! **If you DO NOT see your current license, see Step 5.**



- 4) There are two ways to pay the fees:
 - **Click** the dollar amount under the FEES DUE column and it will be added to your shopping cart (if you have multiple renewals, you can **click** “Back to Dashboard” to select the additional dollar amounts from the other licenses... or
 - **Click** on the PAY ALL FEES link under the Shopping Cart in the menu along the left of the screen
 - **Click Proceed to Checkout** and follow the steps
 - **NOTE:** You may choose to remove any inspection fees that may have been added to your account, but are not yet due before proceeding to checkout.

- 5) **If your license number is not listed:**
 - **Click** on “Link to Permits, Projects, and Licenses” (right under the welcome message)
 - **Change** from “Permits” to “License” with drop-down arrow
 - **Enter** license number (i.e. RR2021-00001)
 - **Click** “LINK” – this will take you back to dashboard where you can proceed with step 4



- Repeat steps above if additional licenses need to be linked.

