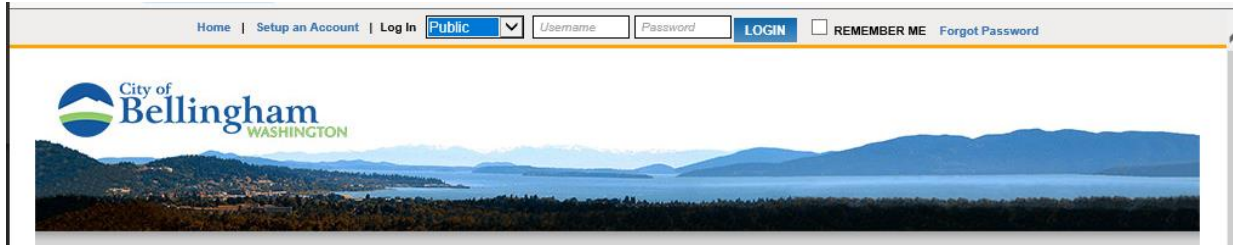


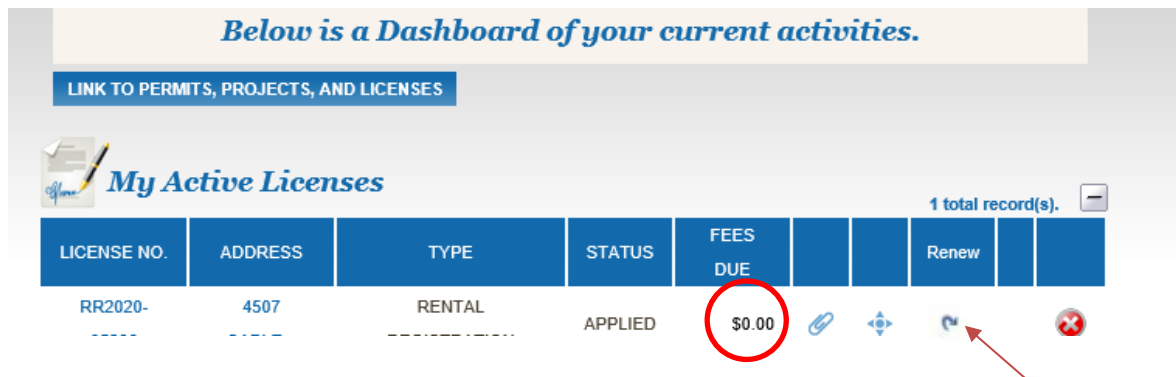


HOW TO RENEW YOUR LICENSE ONLINE:

- 1) Go to permits.cob.org/etrakit
- 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 6.**



- 4) **If you need to change** any of the license information: **Click** the arrow under the RENEW column and follow the steps.
- 5) **If all the license information** is staying the same: **Click** the dollar amount under the FEES DUE column to add to your shopping cart (If you have multiple renewals, **click** “Back to Dashboard” to select the additional dollar amounts from the other licenses).
 - **Click Proceed to Checkout** and follow the steps.
 - Once the fees have been paid, the license(s) will be renewed and the process is complete.
- 6) **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** RR#
 - **Click** “LINK” – this will take you back to dashboard where you can proceed with step 5



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