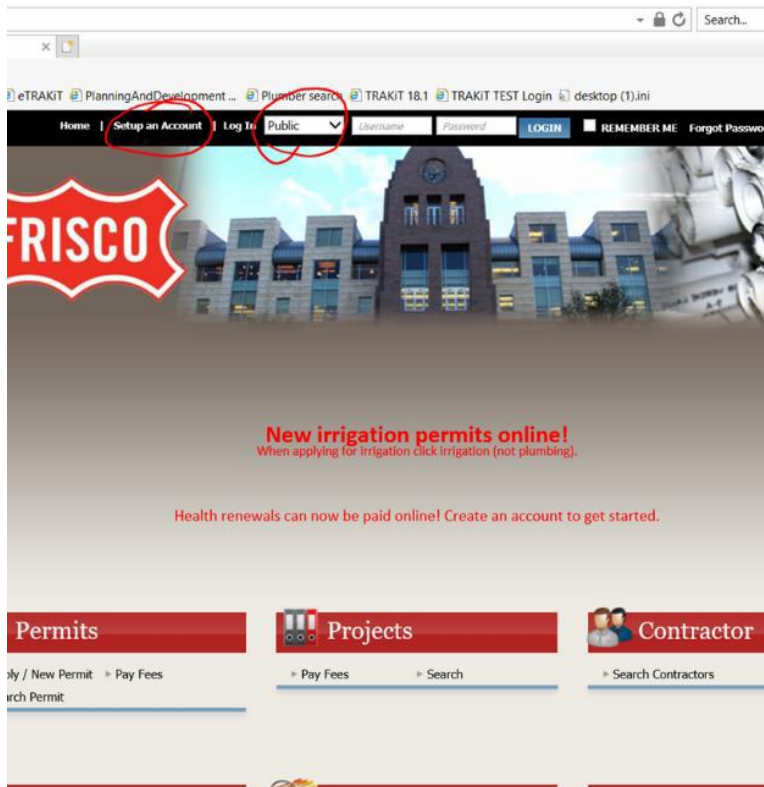


<https://etrakit.friscotexas.gov/etrakit/>
If website does not populate, please try another browser.

1. Ensure 'Public' is always set; system defaults to 'Contractor'.



2. Once in Dashboard, on the left under 'Permits' click 'Search Permit'. First time users, cannot click 'Pay Fees' first unless they have already placed fees in cart say for instance, to pay at a later date. For future payments, applicant can use dashboard with linked permits and click under 'Fees Due' which will take them directly to cart.

Once "Search Permit" is clicked, your Permit number IS BEST way to utilize system. (Location address can be used but not for addresses like '2601 Preston Rd' that have many associated.

Note: Must use (-) the dash. eg. H19-00162.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CRYSTAL FAUSS

My Dashboard

- Permits
 - Apply / New Permit
 - Search Permit
 - Pay Fees
 - View on Map
- Projects
 - Apply for New Project
 - Search Projects
 - Pay Fees
 - View on Map
- Contractor
 - Search Contractors
- Properties
 - Search Property
 - View on Map
- Inspections
 - Schedule
 - View on Map
- Map
 - View Map
 - Locate My Address
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

Hello crystal fauss.
Below is a Dashboard of your current activities.

[LINK TO PERMITS AND PROJECTS](#)

My Open Permit Applications 1 total record(s)

Applications In Progress	Permit Type	Created Date	
Continue		6/18/2019	Delete

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CRYSTAL FAUSS

My Dashboard

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Permit Search

Search By: **Permit Number** Contains

[Click here for search examples](#)

MAP OR

3. Click correct permit number to select. Once opened, check Contacts tab to ensure all information is correct. If not, please call 972-292-5304.

The screenshot shows the 'Permit Search' page. At the top, there is a navigation bar with links: HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CRYSTAL FAUSS. On the left is a 'My Dashboard' sidebar with categories: Permits, Projects, Contractor, Properties, Inspections, Map, Shopping Cart, and Contact. The main content area is titled 'Permit Search' and contains a search form with 'Permit Number' selected, 'Contains' as the operator, and 'h19-00162' as the search term. A 'SEARCH' button is present. Below the search form is a 'MAP' toggle set to 'ON'. A 'Permits' table is displayed with columns: SEQ_NO, Permit Number, Applied Date, Permit Type, Permit Sub Type, Status, SITE_SUBDIVISION, SITE_APN, and Address. The first row is highlighted with a red arrow pointing to the '162' in the SEQ_NO column. The row data is: 162, H19-00162, 07/02/2019, HEALTH, REST, APPROVED. There are 'PRINT' and 'EXPORT TO EXCEL' buttons above the table.

4. Click 'Add to Cart'.

The screenshot shows the details page for 'Permit #H19-00162'. The navigation bar is the same as in the previous screenshot. The sidebar is also present. The main content area is titled 'Permit #H19-00162' and features a search form with the same search criteria. Below the search form is a 'MAP' toggle set to 'ON'. A 'Search Results' table is shown with one row for 'H19-00162'. Below the table are tabs for 'Permit Info', 'Site Info', 'Contacts (0)', 'Fees \$550.00', and 'Reviews (0)'. The 'Permit Info' tab is active, showing details: Type: HEALTH, Subtype: REST, Short Description: (blank), Status: APPROVED, Applied Date: 7/2/2019, Approved Date: (blank), Issued Date: (blank), Finaled Date: (blank), Expiration Date: (blank), and Notes: (blank). Above the details, there are icons for 'Attachment', 'Permit', and 'Add To Cart'. The 'Add To Cart' button is circled in red.

Permit will not be renewed unless all fees are paid. This includes all risk violation fees.

5. Click 'Proceed to checkout'

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CRYSTAL FAUSS

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Shopping Cart

City of Frisco Permit and Project
Shopping Cart

You may Pay Selected Items, Delete Selected Items, or add additional fees from other permits and projects.

<input checked="" type="checkbox"/>	Item	Fee Description	Amount Due
<input checked="" type="checkbox"/>	PERMIT (H18-00713)	CAFETERIA	500.00
<input checked="" type="checkbox"/>	PERMIT (H19-00162)	HEALTH RISK VIO FEE	50.00
<input checked="" type="checkbox"/>	PERMIT (H19-00162)	RESTAURANT	500.00
			Total: \$1,050.00

REMOVE SELECTED ITEMS | BACK TO DASHBOARD | VIEW PAID ITEMS | **PROCEED TO CHECKOUT**

If you are using Internet Explorer and are experiencing issues with this site try turning on Compatibility View Mode. At the top of your Internet Explorer screen select the "Tools" menu and select **Compatibility View**

6. Verify and click 'Proceed to Payment'. Note: 2% credit card fee will be assessed. Debit cards will even run as credit.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CRYSTAL FAUSS

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Checkout Summary

All online payments are subject to a **2% credit card fee**. Credit card fee will be added in the PayPal payment screen






PERMIT	(H18-00713)	2613 PRESTON RD CAFETERIA	\$500.00
PERMIT	(H19-00162)	HEALTH RISK VIO FEE RESTAURANT	\$50.00 \$500.00
Total Fees:			\$1,050.00
Total:			\$1,050.00

BACK TO SHOPPING CART | **PROCEED TO PAYMENT**

7. Paypal screen may take up to 1 minute to fully process.

› **Pay with credit or debit card**

Card number

Expiration date mm / yy

8. If payment was successful, receipt will show on screen and applicant can print but system will also send separate email with receipt.

9. Health Permit placard will be emailed to you separately once we are alerted automatically of your payment. This placard is required to be posted conspicuously to the public at the food establishment location in Frisco. Do not post the receipt.

10. For ease of payments in the future, place applicable permit in your 'Dashboard' (second tab at top). Click "Link to Permits and Projects" and input permit number "H##-####" in 'Permit #' and click 'Link'.

My Dashboard

Permits

- » Apply / New Permit
- » Search Permit
- » Pay Fees
- » View on Map

Projects

- » Apply for New Project
- » Search Projects
- » Pay Fees
- » View on Map

Contractor

- » Search Contractors

Properties

- » Search Property
- » View on Map

Inspections

- » Schedule
- » View on Map

Map

- » View Map
- » Locate My Address

Shopping Cart

- » Pay All Fees
- » Paid Items

Contact

- » Contact us

Hello crystal fauss.
Below is a Dashboard of your current activities.

[LINK TO PERMITS AND PROJECTS](#)

My Dashboard

Permits

- » Apply / New Permit
- » Search Permit
- » Pay Fees
- » View on Map

Projects

- » Apply for New Project
- » Search Projects
- » Pay Fees
- » View on Map

Contractor

- » Search Contractors

Properties

- » Search Property
- » View on Map

Inspections

- » Schedule
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Map

- » View Map
- » Locate My Address

Shopping Cart

- » Pay All Fees
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Contact

- » Contact us

Link a Record to my Account

Link to a:

Permit

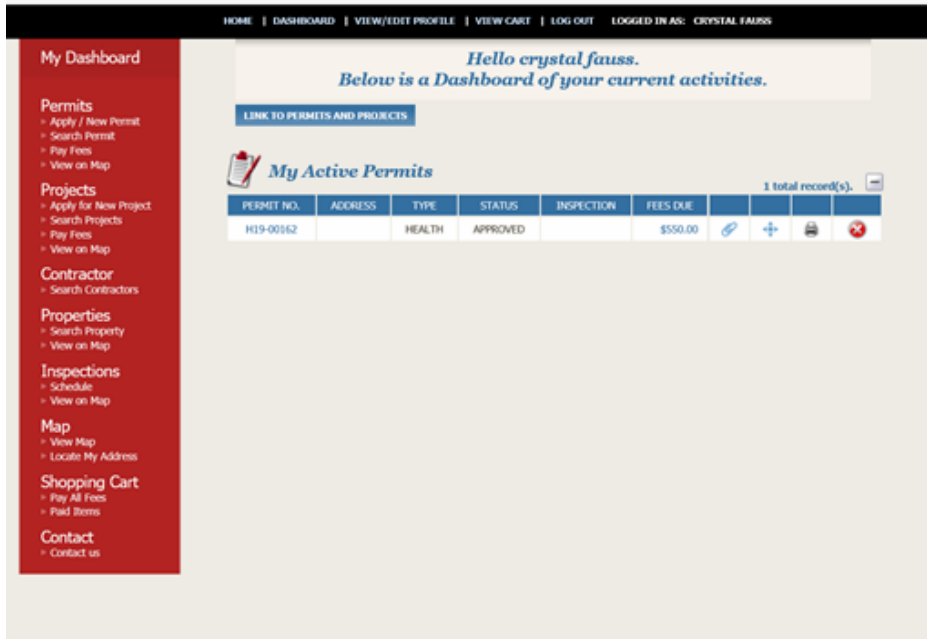
Permit #:

H19-00162

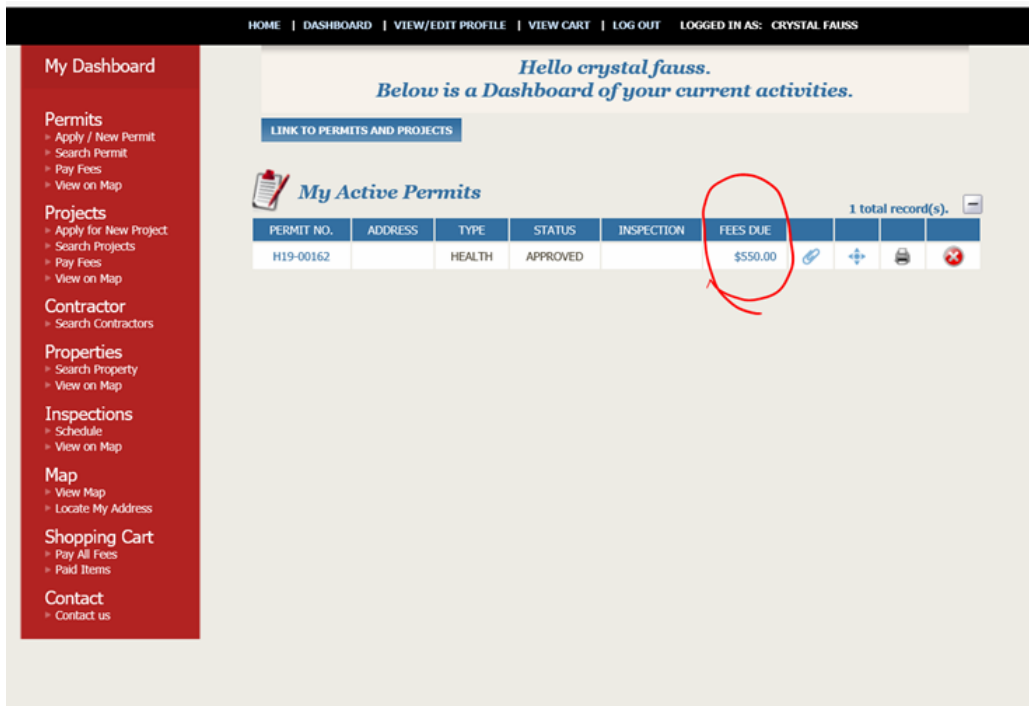
LINK

CANCEL

Your dashboard should look similar.



Fees may be paid directly from this screen now by clicking on the amount under 'Fees Due'.



Good luck! Please contact us at 972-292-5304 with questions.