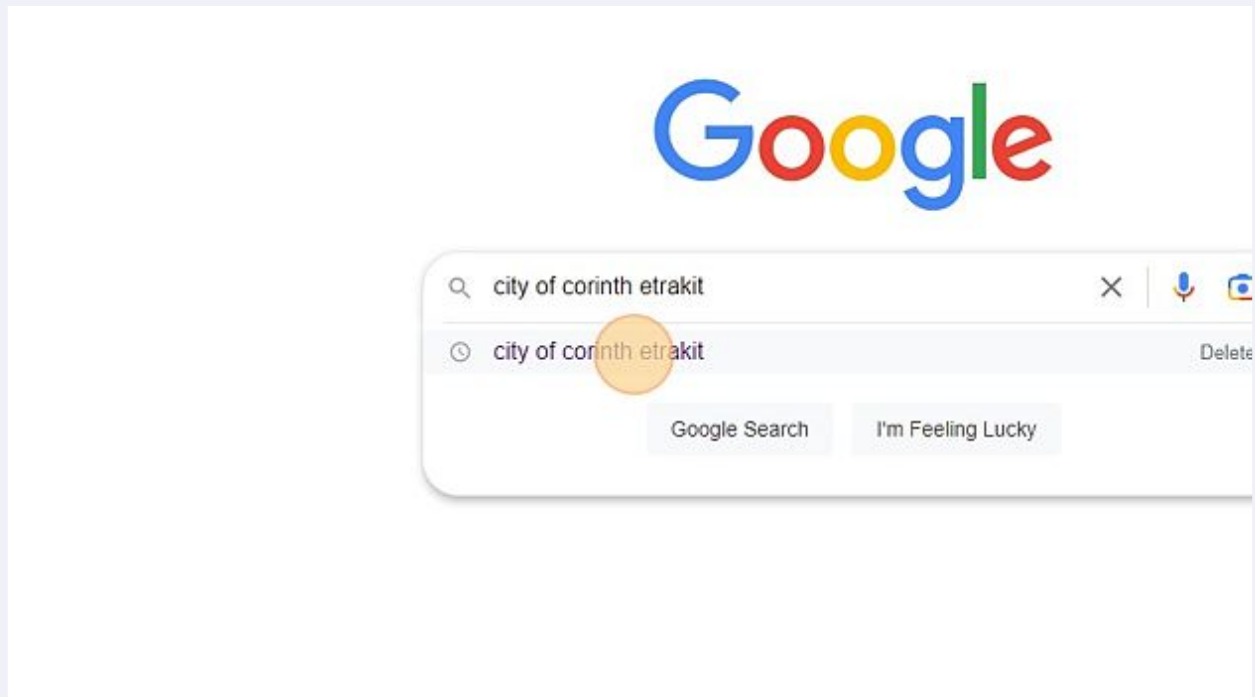


How to Register with the City of Corinth as a Homeowner, Contractor, Architect, Engineer or Property Owner for Etrakit Use

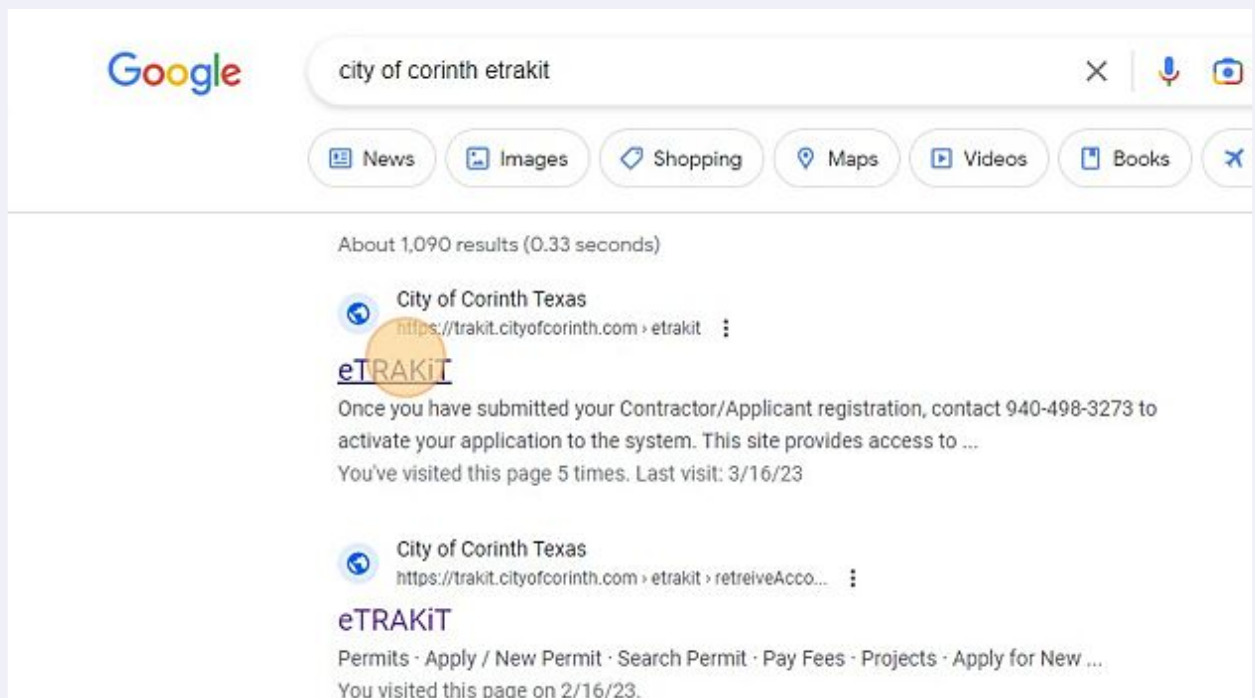
1 Navigate to www.google.com

2 Type "city of corinth etrakit"

3 Click "city of corinth etrakit"



4 Click "eTRAKiT"



5 Click "Apply as Contractor/Applicant for applications"

USE "Apply as Contractor/Applicant" (Under Contractor/Applicant)

ACCESS TO PERMITS/PROJECTS and APPLY/PAY FOR PERMITS ETC. .

omitted your Contractor/Applicant registration, contact 940-3273 to **activate** your application to the system.

Community Development Services, allowing citizens to search for information and complete many common permitting and development tasks

stions please reach out to us at the Permitting Desk at 940-498-3273 or permits@cityofcorinth.com



6 Click the "I Agree" field.



7 Click this button.

Home Log In Contractor/Applicant User Name: CHAPA SERVICE INC Password: LOGIN

AEC Application Confirmation

I hereby agree to provide the City of Corinth all necessary documentation accurately and honestly. As a Contractor, I will provide and maintain proper required Insurance as necessary.

☒ I Agree ☐ I Disagree

CONTINUE

Permits
Apply / New Permit
Search Permit
Pay Fees
Projects
Apply for New Project
Search Projects
Pay Fees
Contractor/Applicant
Apply as Contractor/Applicant
Search Contractors
Properties
Search Property
Inspections
Schedule
Cancel
Scheduled
License
Apply for New Licenses
Renew
Violations

8 Click the "*Company Name" field.

AEC Application

STEP 1 ENTER AEC INFORMATION STEP 2 STEP 3 STEP 4

AEC Registration Information

AEC Information

*Company Name

*AEC Type

Company Information

*Address1

Address2

*City

9 Residents- type your name. Contractor or Business - type the company name.

10 Click this dropdown.

The screenshot shows a web form titled "ENTER AEC INFORMATION" with a progress bar indicating "STEP 2", "STEP 3", and "STEP 4". The form is divided into two main sections: "Information" and "Company Information". In the "Information" section, there is a text input field containing "TOY STORY" and a dropdown menu. In the "Company Information" section, there are four empty text input fields.

11 If you are the homeowner and want to apply to see activity and to apply for your own permits, type in your name and then choose "Homeowner" in the drop down menu as the AEC Type.

12 If you are a property owner and need to register for the SFR (Single Family Rental) program, type your name or the company name you use for your rental business. Choose "Owner_Developer_Representative" in the drop down menu for the AEC Type.

13 Contractors such as mechanical/HVAC, electrical, or plumbing will need to type in the company name and then choose the appropriate trade.

14 Click the "*Address1" field.

AEC Information

*Company Name TOY STORY

*AEC Type OWNER_DEVELOPER_REPRESENTATIVE ▼

Company Information

*Address1

Address2

*City

*State

*Zip

*Phone () - -

*Email

15 Residents/Homeowners- type in your address. SFR Program Property Owners/Architects/Engineers/Contractors- type in your business address.

! Tip! If you see an * on the left, the field must be completed.

16 Click the "Website" field.

Address2
City
State
Zip
Phone
Email
Website

Corinth
TX
76208
(940) 498-3273
karen.denham@cityofcorinth.com
{2}

RAKiT Login Info

Password Rules

Password must contain minimum 6 and maximum 25 characters.
At least one number.
At least one lower & upper case letter.
At least one special character.
Note: Password is case sensitive.

Password

17 You can leave the {2} or type in your website, but it is not a required field.

18

This is the most commonly problematic step. Be sure to include all the password rules: A CAPITAL LETTER, a lower case letter, a special character !?*, and a number 123456789.

te

AKiT Login Info

word Rules

Password must contain minimum 6 and maximum 25 characters.
At least one number.
At least one lower & upper case letter.
At least one special character.
Note: Password is case sensitive.

word

irm Password

Question

What was your childhood nickname?

it Answer

nter Secret Answer:

chments

A yellow circle highlights the password field, which contains a series of dots and a cursor.

19

Click the "*Password" field.

Info

Password must contain minimum 6 and maximum 25 characters.
At least one number.
At least one lower & upper case letter.
At least one special character.
Note: Password is case sensitive.

What was your childhood nickname?

A yellow circle highlights the password field, which contains a series of dots and a cursor.



Tip! After you type the first character, click the eye icon to see what you are typing.


20

Click the "*Password" field.

Website

eTRAKiT Login Info

*Password Rules Password must contain minimum 6 and maximum 25 characters.
At least one number.
At least one lower & upper case letter.
At least one special character.
Note: Password is case sensitive.

*Password 

*Confirm Password

Secret Question

*Secret Answer

*Re-enter Secret Answer:

Attachments

21 Click this dropdown.

pin Info

Password must contain minimum 6 and maximum 25 characters.
At least one number.
At least one lower & upper case letter.
At least one special character.
Note: Password is case sensitive.

.....

.....

What was your childhood nickname? ▾

.....

.....

vers

Select

22 Click on the arrow for the dropdown menu to give you secret question options. I picked "What is your favorite movie?" Then type your answer in the next two fields.

Rules

Password must contain minimum 6 and maximum 25 characters.
At least one number.
At least one lower & upper case letter.
At least one special character.
Note: Password is case sensitive.

.....

.....

stion

What is your favorite movie? ▾

Answer

.....

Secret Answer:

.....

ments

Select

23

RESIDENTS: Click "Next Step."

CONTRACTORS ONLY- select the file on your computer that contains a copy of your contractor license (TDLR, TSBPE, etc.) and a copy of your Certificate of Liability Insurance. The City of Corinth does NOT have to be listed on the certificate.

The screenshot shows a web form with a light blue background. At the top, there is a 'Filename' label above a text input field, followed by a 'Select' button. Below this is a 'Description' label above a larger text input field. A blue 'UPLOAD' button is positioned below the description field. At the bottom center of the form, there are two buttons: a blue 'CANCEL' button and a yellow 'NEXT STEP' button with a circular icon.

Corinth makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are made for the data herein, its use, or its interpretation. Utilization of this website indicates understanding and acceptance of this statement.



Alert! /Contractors that do not require state licensing will need to upload a copy of their Certificate of Insurance that includes an expiration date. The City of Corinth does not need to be listed on the Certificate of Liability,

- 24 Continue clicking "Next Step" until you are thru to Step 4.

The screenshot shows the 'AEC Application' web interface. At the top, there is a header with a dropdown menu for 'Applicant' and a login section with 'User Name: CHAPA SERVICE INC', a password field, a 'LOGIN' button, and a 'Remember Me' checkbox. Below the header, a progress bar indicates four steps: STEP 1, STEP 2 (ENTER CONTACT INFORMATION), STEP 3, and STEP 4. STEP 2 is currently active. The main content area displays the text 'Application for a OWNER_DEVELOPER_REPRESENTATIVE Aec'. Below this text are three buttons: 'CANCEL', 'PREVIOUS STEP', and 'NEXT STEP'. The 'NEXT STEP' button is highlighted with a yellow circle.

- 25 Click this button.

This screenshot shows the same 'AEC Application' web interface as the previous one, but with the contact information fields filled out. The fields and their values are: City: Corinth, State: TX, Zip: 76208, Phone: (940) 498-3273, Email: karen.denham@cityofcorinth.com, and Website: (empty). To the right of the contact information fields, there is a text box with the instruction 'To upload additional attachments click on Upload.' and an 'Upload' button. Below the contact information fields are the same three buttons: 'CANCEL', 'PREVIOUS STEP', and 'NEXT STEP'. The 'NEXT STEP' button is highlighted with a yellow circle.

very effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are herein, its use, or its interpretation. Utilization of this website indicates understanding and acceptance of this statement.
<https://www.cityofcorinth.com/>
email: permits@cityofcorinth.com
Permitting Desk at 940-498-3273

- 26 When you reach the below screen, go to the top line and click "HOME."

The screenshot shows the City of Corinth website dashboard. At the top, there is a navigation bar with links: HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART, LOG OUT, and LOGGED IN AS. The main content area is divided into two sections. On the left is a sidebar titled "My Dashboard" with a blue background, containing links for Permits, Projects, Contractor/Applicant, Properties, Inspections, License, and Violations. On the right is a search area titled "Search Contractor" with dropdown menus for "Search By:" (COMPANY) and "Search Operator:" (Contains), and a "Search Value:" input field. Below the search area is a "SEARCH" button. Further down, there is a section titled "License #AEC2725" with a tabbed interface showing "Attachment", "AEC Info", "Licenses", and "Lic Types". The "Licenses" tab is active, displaying the following information: Registration #: AEC2725, Issue: 4/19/2023, and Expire: 4/19/2024.

- 27 "Once you have submitted your Contractor/Applicant registration, contact 940-498-3273 or 940-498-3274 to have a City of Corinth representative activate your application to the system."

The screenshot shows the City of Corinth website home page. The header features the City of Corinth logo and the text "CORINTH TEXAS". Below the header, there is a message: "PLEASE USE 'Apply as Contractor/Applicant' TO HAVE ACCESS TO PERMITS/PROJECTS and AP". An orange circular callout with a white border contains the text: "Once you have submitted your Contractor/Applicant registration, contact 940-498-3273 or 940-498-3274 to have a City of Corinth representative activate your application to the system." Below the callout, there is a paragraph: "This site provides access to Community Development Services, allowing many common permitting and development services." and a line: "Should you have any questions please reach out to us at the Permitting Department." At the bottom, there are two main sections: "Permits" and "Projects". The "Permits" section has a blue header and a list of links: Pay Fees, Search Permit, Fee Estimator, and Issued Permits Report. The "Projects" section has a blue header and a list of links: Pay Fees and Search.