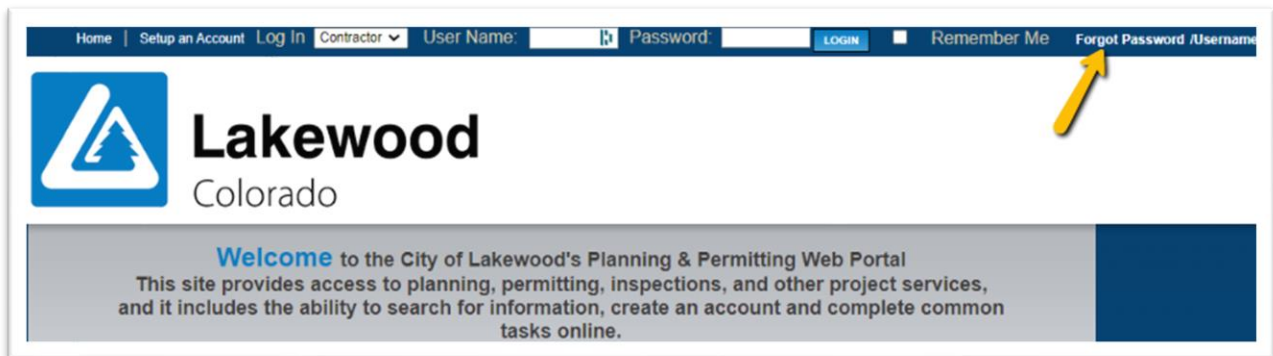![Lakewood Colorado logo]

Lakewood Contractor eTRAKiT Login Help

This document is intended for contractors that are registered with Lakewood and know the Lakewood Contractor Registration ID the City provided to you. **If you are NOT registered as a contractor yet**, please go to www.lakewood.org/etrakit and click the "Apply for Contractor Registration" link.

If you are a registered contractor with the City, follow instructions below for the following situations with your **eTRAKiT contractor account**: 1) creating an account, 2) you have forgotten your password, or 3) you need to reset your password. If any one of these apply to you, keep reading!
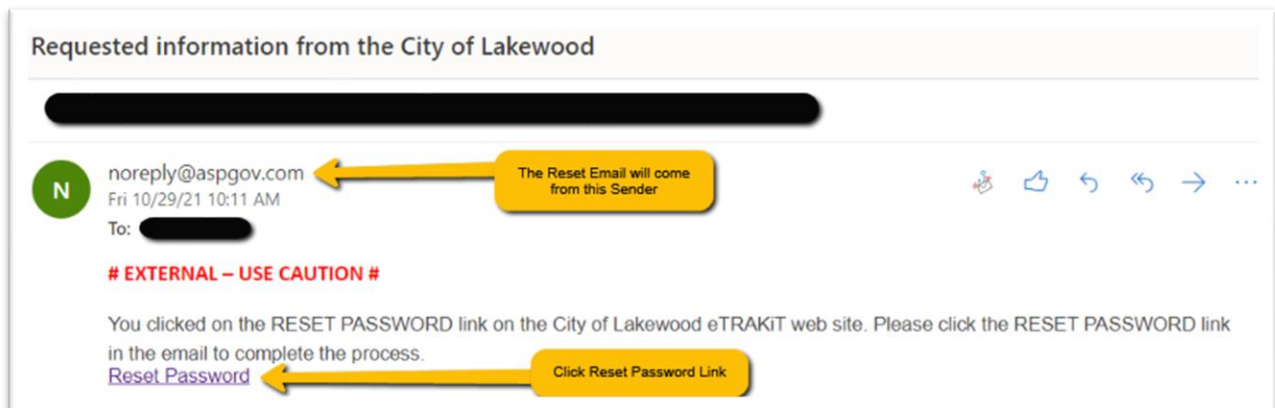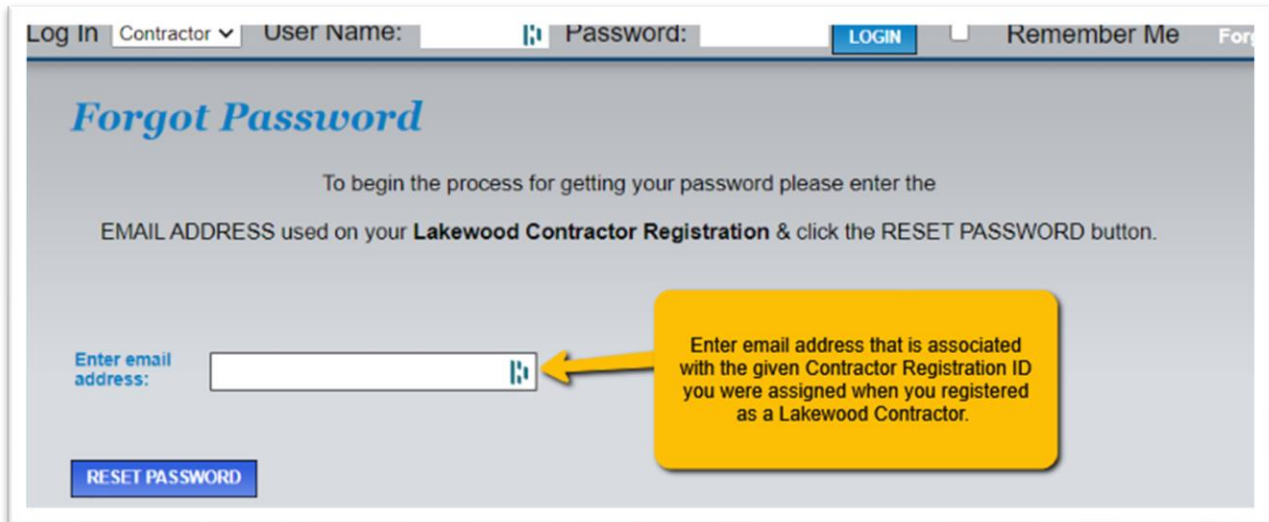
1. Go to Lakewood.org/eTRAKiT.

2. At the top-right corner, click "Forgot Password" (see image).

3. Select "Contractor"

Lakewood
Colorado

4. Enter the email address that's on file with the city with your contractor registration and click "Reset Password."

5. Check your email for instructions on resetting/creating a password.

6. Clicking the "Reset Password" link in the email will take you back to the eTRAKiT website.

7. If this is a first-time Contractor account setup, you will be presented with a security setup screen that will ask you to select a secret question and provide the answer.

Note the answer somewhere; it is case sensitive. Additionally, you will be required to create your password for the account. Follow requirements for password setup.

Log In [Contractor ˅]   User Name: [   ] ▐▌ Password: [   ] [LOGIN] ☐ Remember Me

Reset Login

You are required to change your login account information at this time.

Contractor Registration #: ████████ ⬅ Your contractor Registration ID will show here.

Password Rules:
Password Must be 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.

• New Password: [   ] ▐▌ ⬅ enter password for your eTRAKiT Contractor account

• Confirm Password: [   ] ▐▌

Security Question

Security Question: [What was your childhood nickname? ˅] ⬅ Select your desired question from the drop-down list.

• Secret Answer: [   ] ▐▌ ⬅ Please note secret answer tied to this Registration ID; it is case sensisive.

• Re-enter Secret Answer: [   ] ▐▌

8. If you have forgotten your password, or just need to reset it, then you will provide your answer to the question and then create your new password.

Reset Password

You have chosen to RESET your password. An email will be sent to you with instructions on completing this process.

> Know which question goes with which Contractor Registration ID.

Security Question   What is the name of your favorite childhood friend?

Secret Answer

Password Rules:

Password Must be 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.

> Enter Password you will use with this Contractor Registration ID.

New Password

Confirm Password

SUBMIT

9. When you click the **Submit** button, you will be logged in to eTRAKiT, and you can select the Dashboard link at the top of the page.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT   LOGGED IN AS: TC ELEC

Hello TC Elec.

Below is a Dashboard of your current activ
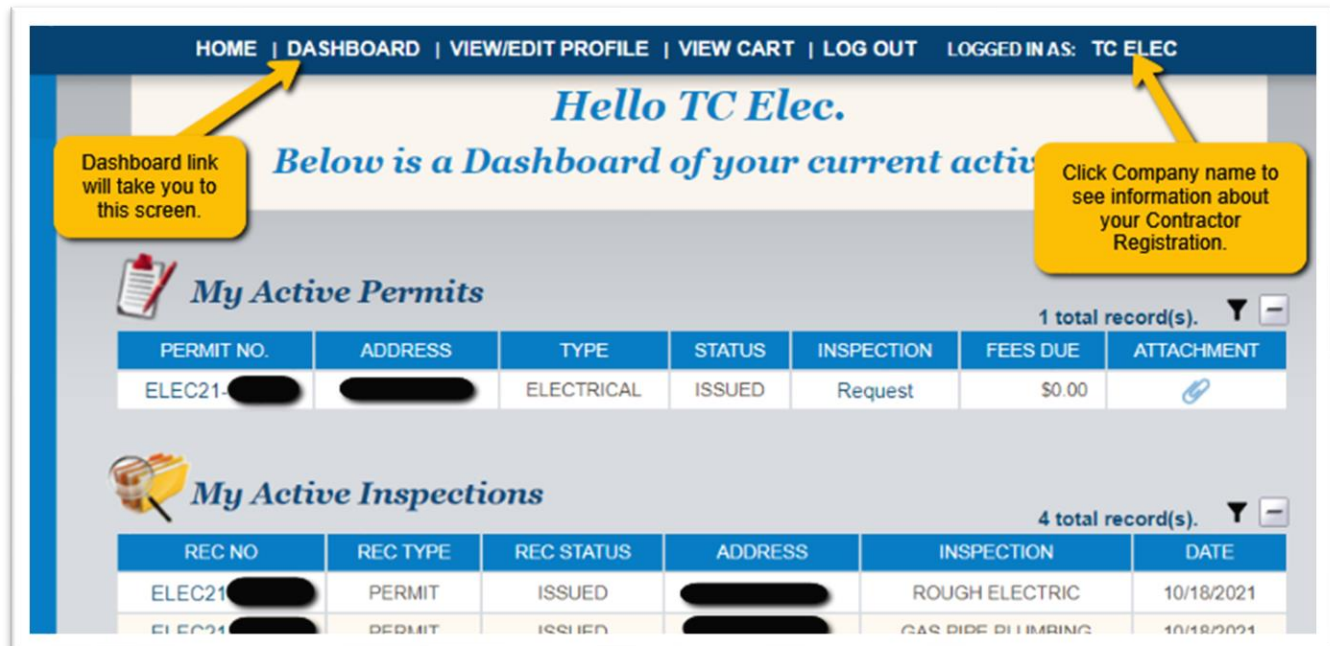
> Dashboard link will take you to this screen.

> Click Company name to see information about your Contractor Registration.

10. The next time you come back and need to login:

11. Select "Contractor," in the Drop-down menu at the top of the page and enter your existing Lakewood Contractor Registration ID in the username field and your new password in the password field and click the login button.

12. Once you're logged in, you'll be able see your dashboard, which shows you everything connected to your account including active permits, inspections, and projects. If you have a lot of permits, you might need to filter your list or page through it at the bottom of the permit list.

13. On the left side of the website, you can choose from services including applying for new permits, paying fees and scheduling inspections.

Additional help:
Lakewood.org/eTRAKiTinfo for instructional documents and videos.