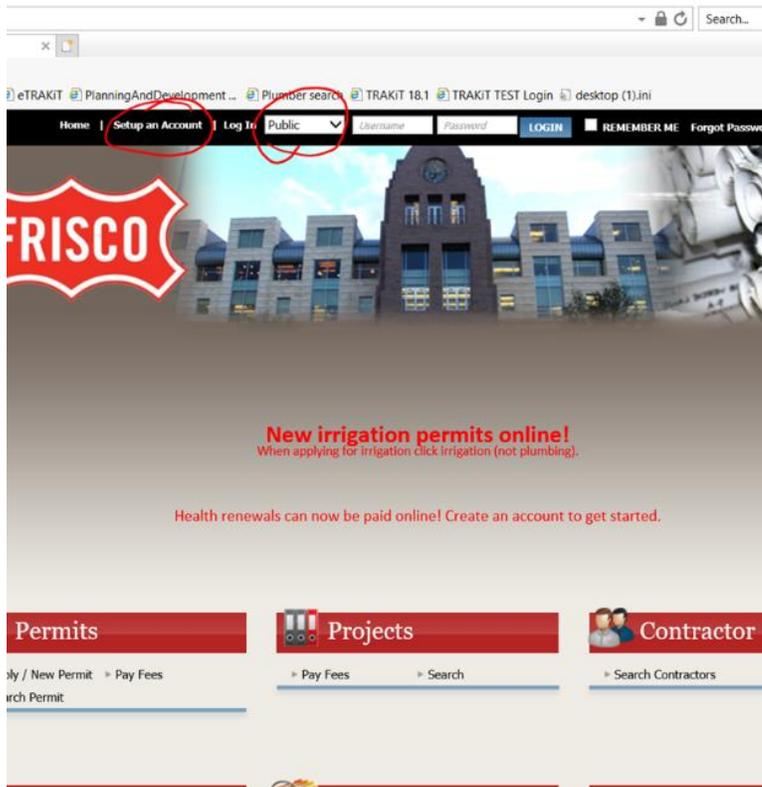


<https://etrakit.friscotexas.gov/etrakit/>

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 crystalfauss.*  
*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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  - Pay Fees
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  - Apply for New Project
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  - Contact us

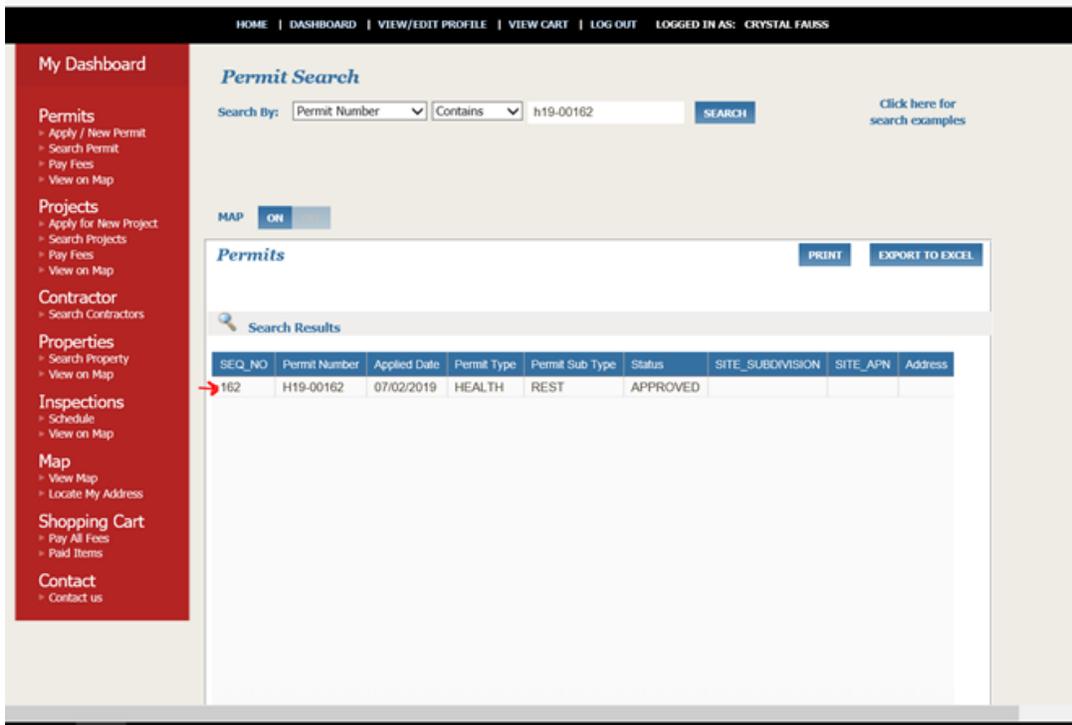
**Permit Search**

Search By: **Permit Number** Contains

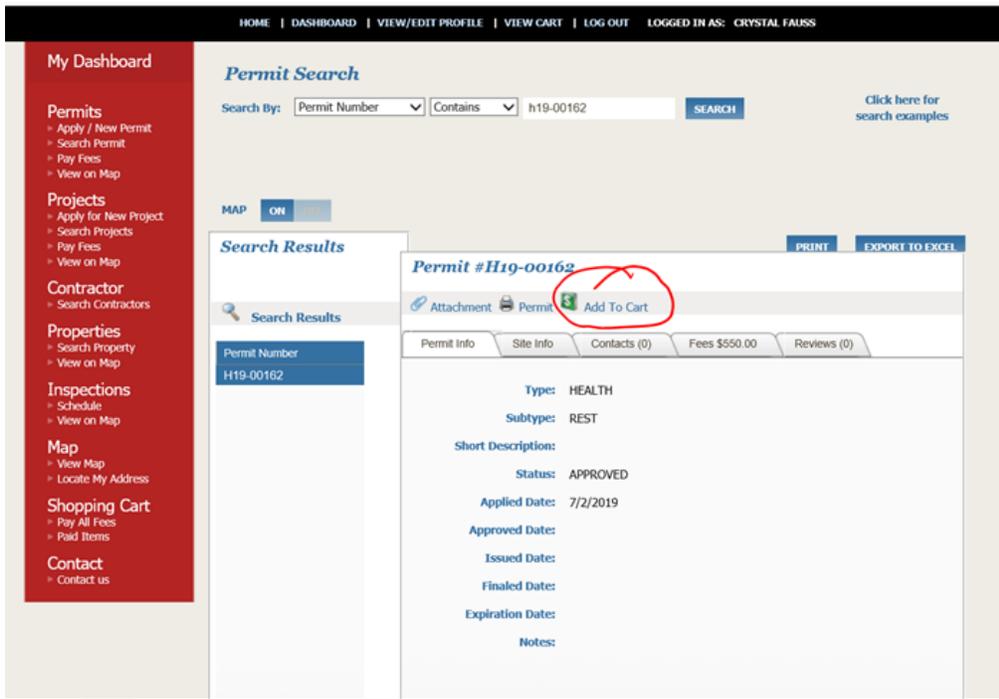
[SEARCH](#) [Click here for search examples](#)

MAP  ON

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.



4. Click 'Add to Cart'.



\*\*\*Permit will not be renewed unless all fees are paid\*\*\*

5. Click 'Proceed to checkout'

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
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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
			<b>Total: \$1,050.00</b>

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

My Dashboard

Permits

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- Search Projects
- Pay Fees
- View on Map

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- Search Contractors

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- Search Property
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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.

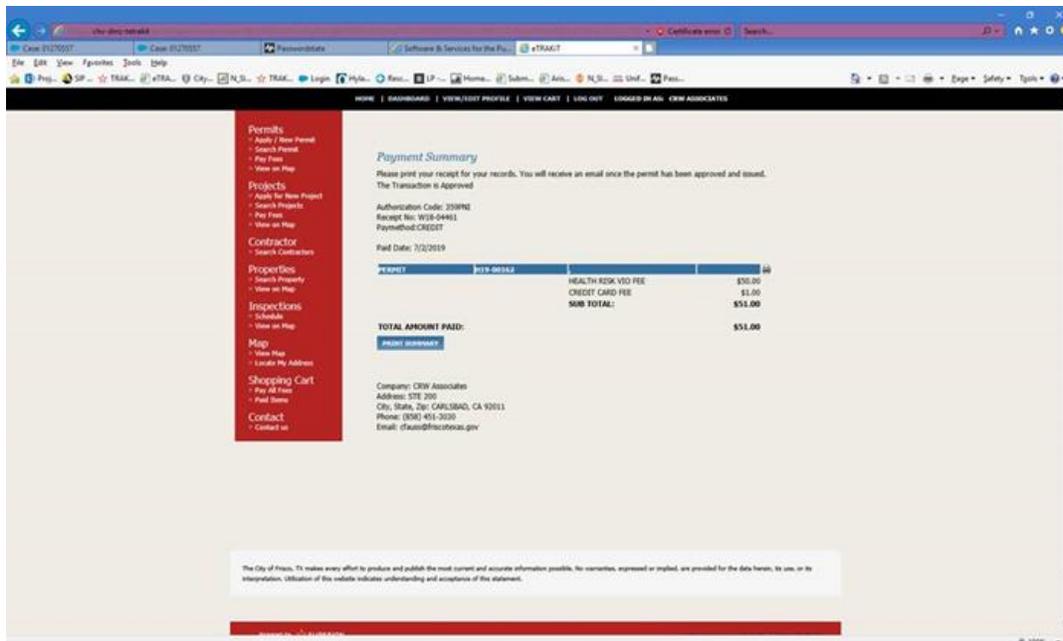
› Pay with credit or debit card

Card number

Expiration date mm  / yy

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



The screenshot shows a web browser window displaying a payment summary receipt. The browser's address bar shows the URL 'http://www.cityofcarlsbad.com'. The page title is 'Payment Summary'. The receipt includes the following information:

**Payment Summary**  
Please print your receipt for your records. You will receive an email once the permit has been approved and issued.  
The Transaction is Approved

Authorization Code: 339WQ  
Receipt No: W38-04461  
Payment Method: CREDIT  
Paid Date: 7/2/2019

AMOUNT	DESCRIPTION	AMOUNT
	HEALTH RESG. VID FEE	\$30.00
	CREDIT CARD FEE	\$1.00
	<b>SUB TOTAL:</b>	<b>\$31.00</b>
<b>TOTAL AMOUNT PAID:</b>		<b>\$51.00</b>

Company: CEIV Associates  
Address: STE 200  
City, State, Zip: CARLSBAD, CA 92011  
Phone: (760) 431-2020  
Email: cfauto@ceivassociates.gov

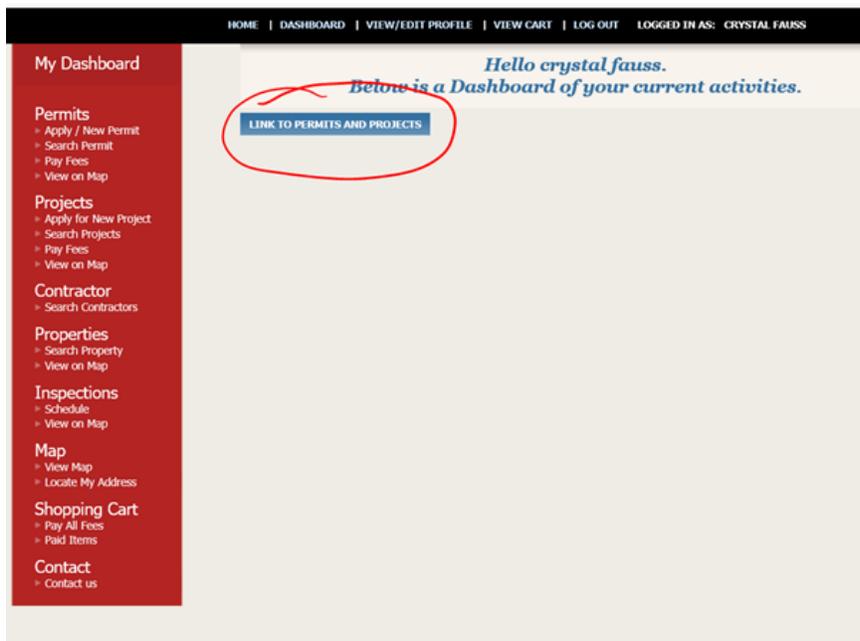
The City of Carlsbad, CA makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Utilization of the website indicates understanding and acceptance of this statement.

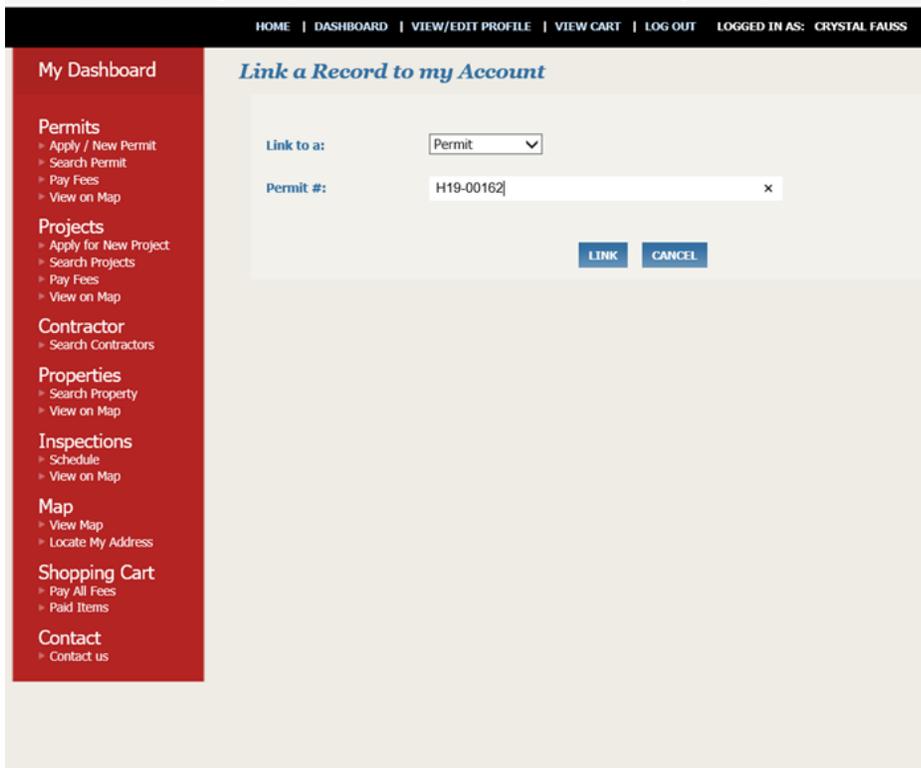
Note: e-Trakit also sends auto email after payment: “Thank you for using the City of Frisco online payment system to pay your permit and project related fees. If you have any questions about this transaction please contact the front desk [bicsr@friscotexas.gov](mailto:bicsr@friscotexas.gov)”. Concerns regarding the system itself can be directed here.

9. Health Permit placard will be emailed separately once we run a report (Trakit Reports – Permit Trak - COF-Account Activity – Permits Not Issue [CBO\_RPT19-A]) that shows all online permit payments received. Only look at ‘H’ permits that are collected by ‘ETRAKIT’. If collected by a person, THEY are responsible for ‘Issuing’ and it is assumed placard has been given.

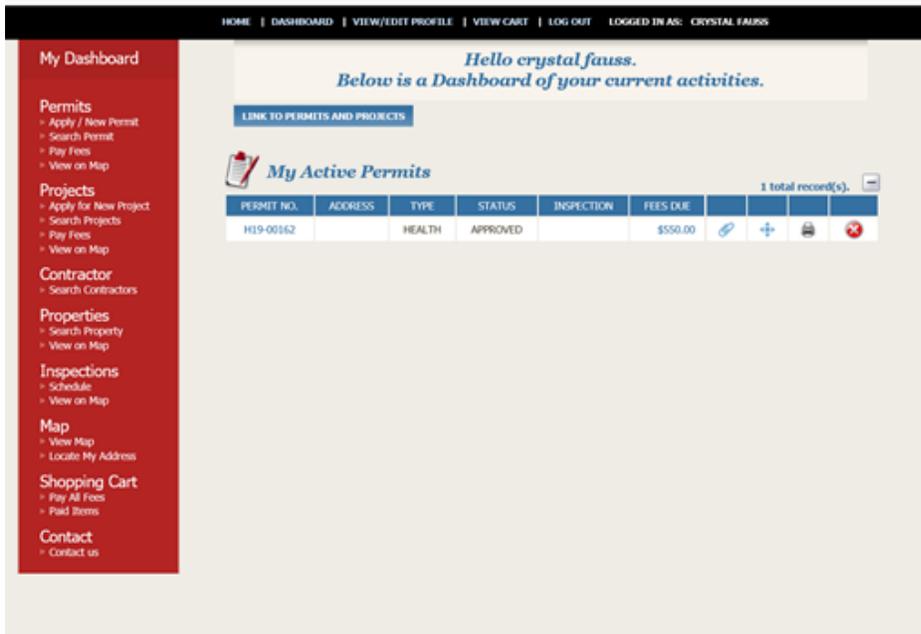
Remind the applicant that placard is required to be posted conspicuously to the public at the food establishment location in Frisco.

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’.





Your dashboard should look similar.



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

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

My Dashboard

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» Apply for New Project  
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**Contractor**  
» Search Contractors

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» Search Property  
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**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 Active Permits** 1 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE				
H19-00162		HEALTH	APPROVED		\$550.00				

Please contact us at 972-292-5304 with questions.