

## TO LOGIN GO TO

<https://morganhill.trakit.net/etrakit3>

## CONTRACTOR LOGIN

Contractors that have obtained and signed for permits will automatically be provided with a login and temporary password at time of issuance. If your contractor license number is not reflected on the front of this permit card, please setup a PUBLIC User Account to login.

Log In **Contractor** Username Password LOGIN

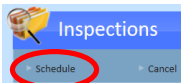
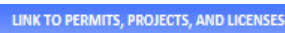
At the top of the web page enter a Username and Password then select **LOGIN**

1. Username will be your Contractors License Number
2. Temporary Password for first time users will be: **MH123456** (Note: Password is Case Sensitive)

Note: First time users will be prompted to reset password. A security question and answer will need to be provided in order to reset your password in the future. At top of page under "VIEW/EDIT PROFILE" please add an email to account profile. Password reset will not be available if an email is missing from account profile.

## PUBLIC LOGIN

Property Owners or first time users will be required to setup a PUBLIC user account in order to setup an inspection.

1. To setup a User Account, select "Setup an Account" at top of web page. Home | **Setup an Account** | Log In
2. Select **PUBLIC REGISTRATION**
3. Enter your Profile and Username/Password information under "Create New Public User Account"
4. Select **CONTINUE**
5. Under "Inspections" select "Schedule" 
6. Under "My Dashboard" select "Link To Permits" 
7. Enter Permit # then select **LINK** (Example: BRES2018-0000)

Note: To login into your account after initial set up, select "Public" from "Log In" dropdown list, enter your Username and Password, then select **LINK**

Log In **Public** Username Password LOGIN

Accidentally linked to wrong permit? Select  to "Unlink Permit"

## My Active Permits

| PERMIT NO.    | ADDRESS       | TYPE                 | STATUS | INSPECTION |
|---------------|---------------|----------------------|--------|------------|
| BRES2018-0000 | 17575 PEAK... | Building Residential | ISSUED | Request    |

Permits linked to your account will appear on your dashboard under "**My Active Permits**"


Note: Permits not having a passing inspection within 180 days from date of issuance or from date of last passing inspection will become inactive and will no longer appear under "**My Active Permits**". Please contact the Building Division to apply for a permit extension or to check on the status of a permit.

## TO SCHEDULE AN INSPECTION

1. Select "**Request**" under "Inspection" column


| ADDRESS | TYPE | STATUS | INSPECTION |
|---------|------|--------|------------|
|---------|------|--------|------------|

2. Select "Inspection Type" from dropdown menu

Inspection Type: BUILDING FINAL\*\* 

Note: Use dropdown tab to change inspection type

3. Select a date from "Requested Date" dropdown menu

Requested Date: 8/22/2018 

Note: If the date being requested doesn't appear in menu, it is no longer available. Cut-off time for next day inspections is 3:30 PM.


4. Select a "Time" from dropdown menu "AM, PM or ANY"  
AM inspections are from 8am to 12pm, and PM inspections are from 12pm to 4pm.

Note: We will try to accommodate AM/PM inspection requests, but we cannot guarantee them.

5. Select **ADD INSPECTION**
6. Select **SUBMIT** at bottom of page when you are finished selecting inspections needed.


If you don't select "**Submit**" your inspection will not be scheduled.

| Inspection Type  | Request Date | Time | Delete |
|------------------|--------------|------|--------|
| BUILDING FINAL** | 8/22/2018    | AM   | Delete |

 **SUBMIT** **RESET**

List of scheduled inspections will then appear under "**My Active Inspections**"


### My Active Inspections

| REC NO        | REC TYPE | REC STATUS | ADDRESS       | INSPECTION       | DATE      | CANCEL  |
|---------------|----------|------------|---------------|------------------|-----------|---|
| BRES2018-0000 | PERMIT   | ISSUED     | 17575 PEAK... | BUILDING FINAL** | 8/22/2018 |  |

## TO CANCEL AN INSPECTION

1. Select  under "Cancel" column

1 total record(s)

| ADDRESS       | INSPECTION       | DATE      | CANCEL  |
|---------------|------------------|-----------|---|
| 17575 PEAK... | BUILDING FINAL** | 8/22/2018 |  |

2. Select "OK" under webpage message

Message from webpage

Are you sure you want to unschedule this inspection?

**OK** Cancel

Note: Cancellation request cut-off time is 11:00 PM the day prior to the scheduled inspection.

## SCHEDULED INSPECTIONS

Inspection time frames (typically a one hour window) will be provided by 8AM on the day of the scheduled inspection.

1. To view your scheduled inspection time frame, select permit number under "REC NO"

### My Active Inspections

| REC NO        | REC TYPE | REC STATUS |
|---------------|----------|------------|
| BRES2018-0000 | PERMIT   | ISSUED     |

2. Select "Inspections" tab

Permit Info Site Info **Inspections(6)**

3. Select "More Info" under the scheduled inspection
4. Inspection time frame will be available under "Remarks"

## NEW

You may also now obtain a time frame of your inspection by going to inspection HOME page and select "Daily Scheduled Inspections" link.

To see a list of **Daily Scheduled Inspections** click [here](#).