

TO LOGIN GO TO

<https://morg-trk.aspgov.com/eTRAKiT/>

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** User Name: 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. Enter your Profile and Username/Password information under "Create New Public User Account"
 3. Select **CONTINUE**
 4. Select "Dashboard" at top of web page to link permit to you account.
- HOME | **DASHBOARD** | VIEW/EDIT PROFILE
5. Select **LINK TO PERMITS, PROJECTS, AND LICENSES**
 6. 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 "LOGIN"

Home | Setup an Account | Log In **Public** User Name: Password: **LOGIN**

Contractor

Accidentally linked to wrong permit? Select **✖** under "Unlink" column

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 365 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
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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	
BUILDING FINAL**	8/22/2018	AM	Delete
SUBMIT RESET			

List of scheduled inspections will then appear under "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 unschedule webpage message

morg-trk.aspgov.com says

Are you sure you want to unschedule this inspection?

OK

Cancel

Note: Cancellation request cut-off time is 11:45 PM the day prior to the scheduled inspection.

SCHEDULED INSPECTIONS

Inspection time frames (typically a one hour window) will be provided by 8:00 AM on the day of the scheduled inspection.

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

EXAMPLE

View Daily Scheduled Inspections here.

NOTES

NEED HELP

For additional assistance please contact the Building Division at permits@morganhill.ca.gov