Procedure to "Setup an Account" on the Mesa County Online Permit Website to submit an Underground and Utility Permit, Annual Aerial Permit or Surface Alteration Permit

This procedure is intended to serve as a guide to assist utility company staff, private contractors, H. O. A.'s and tree trimming companies to "Setup an Account" on the Mesa County Online Permit Website. This is the **required first step** to complete before you can apply online for a Right of Way (ROW) permit. **The information in your account needs to be entered in a specific way to insure that the finished permit and billing information is correct.**

1. Open a web browser on any PC or mobile device that is connected to the internet and browse to https://etrakit.mesacounty.us/etrakit3/
2. At the top of the web page, click on the "Setup an Account" link.
3. There are several applicant scenarios to consider when creating an account. Each enter their account information slightly differently.
   a. Utility company staff member who pulls permits for their company.
   b. Private contractor who pulls permits on behalf of a utility company.
   c. Tree trimming company who pulls an annual permit for their company.
4. In general, there are a few things to keep in mind when filling in the online form to create an account. The form fields are listed below with specifics as what to enter.
   a. Company name - enter your company name
   b. First name - enter the company name you are pulling permits for. Note - include a space and a dash or hyphen at the end of the company name.
   c. Last name - enter your first and last name
   d. Address, City, State and Zip Code - enter the billing address for the permits you are submitting.
   e. Email - enter your email address
   f. Phone - enter your office phone number
   g. Log-in-name - enter the name you'll use to login to your account. Note - enter letters and numbers only with no spaces.
   h. Password - enter a password you'll use to login to your account. Note - enter 6-15 characters, letters and numbers only, no spaces or special characters.
   Refer to the example account application on the following page.

5. Fill out the online form based on your applicant scenario shown above in step 3.
6. When you have filled in all the fields in the form, click on the "Create Account" link at the bottom of the form. You will then be taken to your account dashboard. Use the "Login" and "Logout" link at the top of the web page to use your account accordingly.

Example Account Application

Profile

Company Name:	Grand Valley Power
* First Name:	Grand Valley Power -
* Last Name:	John Smith
* Address:	P.O. Box 123
* City:	Grand Junction
* State:	Colorado ▼
* Zip:	81501 -
* Email:	john.smith@gmail.com
* Phone:	(555) 555-5555
Ext	

Username and Password

* Log-In Name: (letters/numbers only)	johnsmith123
* Password:	●●●●●●●●●●●●
	(6 to 15 letters/numbers only)
* Confirm Password:	●●●●●●●●●●●●

CREATE ACCOUNT