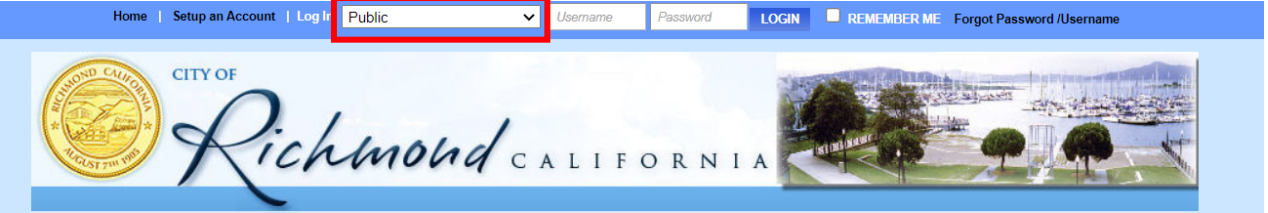




# Set up eTRAKiT account

Step 1: Set up a Public User Account. Be sure to choose “Public at the 1<sup>st</sup> drop down menu (see red box outlined in image).



Home | Setup an Account | Log In | **Public** | Username | Password | LOGIN | REMEMBER ME | Forgot Password /Username

 CITY OF *Richmond* CALIFORNIA 

Welcome to:  
**COR CONNECT Online Services and Permitting System**  
Issue, Application and Payment Web Portal

**Business License Tax Payers**  
City Council placed a measure on the November 3, 2020 ballot that was approved by the voters, which changes the Business License Tax calculation methodology to be based on gross receipts in the City of Richmond effective January 1, 2022. For more information click here for the Measure U Gross Receipts Business License Tax reference page.

This site allows citizens and contractors to submit applications, issues or complaints, view the status of applications and pay outstanding fees.  
[How to use COR Connect for questions, complaints, compliments?](#)

**[First Time Users and On-line Application Instructions and Required Forms](#)** [Click here](#)  
**[Usuarios por primera vez e instrucciones de solicitud en linea y formularios obligatorios](#)** [haga clic aqui](#)

For a list of document prefixes and meaning [Click here](#)

A Public User (Homeowner, Community Member) account allows for scheduling inspections, uploading/downloading PDF documents, and to pay fees. To set up an account click on Public Account Setup to register.

For contractors, registered design professionals or licensed trade professionals doing business within the City of Richmond, please select Contractor/Landlord/Utility from the drop down menu above, enter your company name. If you are one of the above trades and not registered with the City of Richmond, please contact the appropriate department to set up your account.  
Please feel free to contact us  
Or stop by City Hall at 450 Civic Center Plaza, Richmond, CA 94804

To schedule a Building Division Inspection use the Interactive Voice Response (IVR) system call (800) 231-6881 and follow the series of prompts or login to your account here to schedule.

**Use Google Chrome for submitting applications and uploading documents.**  
For **MAC/Safari Users** please download and use Google Chrome from the App Store.

**To Pay Fees or to Apply you must login to your account .**

**Start by making a selection from below:**

# Set up eTRAKiT account

Step 2: Click on “Setup an Account” and continue to fill in all fields.

Home | Setup an Account | Log In Public Username Password LOGIN REMEMBER ME Forgot Password /Username

### Create New Public User Account

\* Required fields

Note: Your privacy is important to the City of Richmond. We ask for the minimum amount of information required to establish an account. Email information will be used for city purposes only.

#### Profile

\* First Name: Jane

\* Last Name: Doe

Address: 123 Richmond Way

City: Richmond

State: California

Zip: 94804 -

\* Email: jane.doe@gmail.com

Phone: (510) 123-4567

Ext:

#### Username and Password

\* Log-In Name: janedoe1232  
(letters/numbers only)

\* Password: .....  
(6 to 15 letters/numbers only)

\* Confirm Password: ..... Passwords do not match

CREATE ACCOUNT