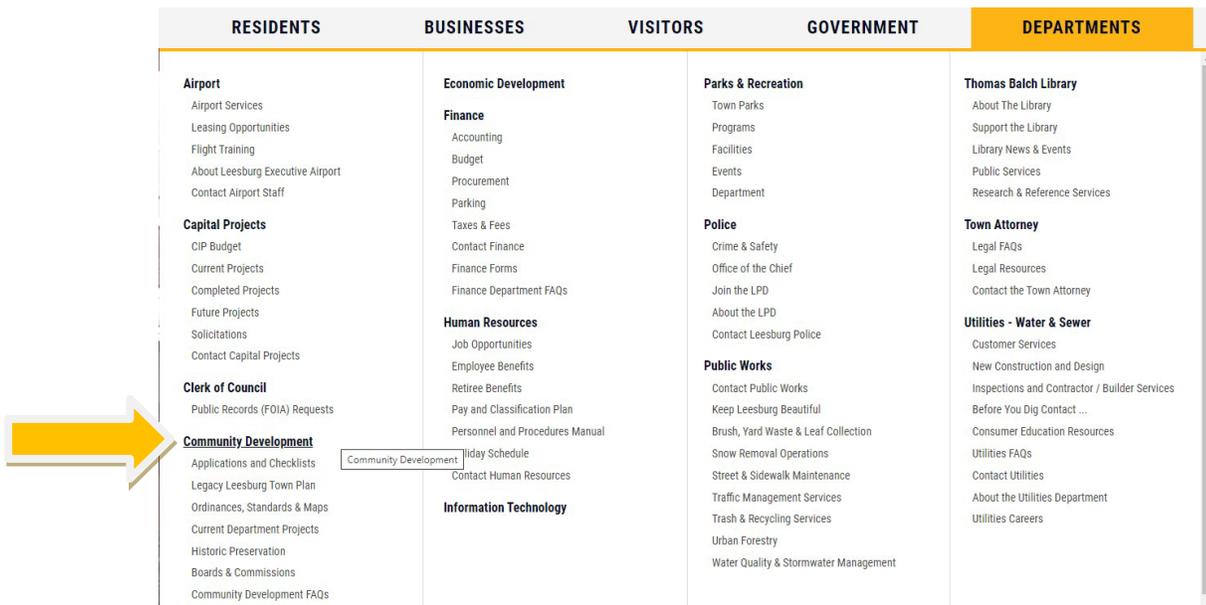


eTRAKiT Public User Account Setup

Quick Guide

If you do not already have eTRAKiT open in your browser:

- Navigate to the Town of Leesburg website: <https://www.leesburgva.gov/>
- Hover over “Departments”
- Click on “Community Development”



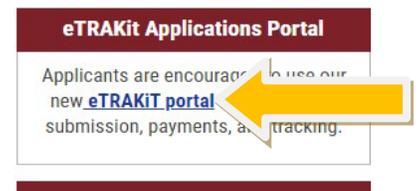
- On the Community Development Homepage, click on the [eTRAKiT Portal](#) link on the right side of the page. eTRAKiT will open in a new browser page.

Community Development

Font Size: [Share & Bookmark](#) [Feedback](#) [Print](#)

Improving the quality of life for Leesburg's citizens through stewardship of the natural and built environments.

The Department of Community Development was created in September 2023 by the merger of the departments of Planning & Zoning and Plan Review. The department works to assure our community's quality of life, today and into the future, through the Town's comprehensive land use planning and development processes.



Once you have eTRAKiT open in your browser:

- Along the top of the page, click on "Setup an Account"

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

- Enter name, address and email

Create New Public User Account

* Required fields

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Profile

| | |
|----------------------|--------------------------------|
| Company Name: | <input type="text"/> |
| * First Name: | <input type="text"/> |
| * Last Name: | <input type="text"/> |
| * Address: | <input type="text"/> |
| * City: | <input type="text"/> |
| * State: | <input type="text" value="v"/> |
| * Zip: | <input type="text" value="-"/> |
| * Email: | <input type="text"/> |

- Create a username and password, noting the password rules:
 - Username example: Jsmith23
 - Password example: Leesburg25!

Username and Password

| | | |
|----------------------------|---|--|
| * | Log-In Name: (letters/numbers only) | <input type="text"/> |
| | Password Rules: | |
| | | Password must be between 8 and 64 characters |
| | | At least one number. |
| | | At least one lower & upper case letter. |
| | | At least one special character. |
| | | Note: Password is case sensitive. |
| * Password: | | <input type="text"/> |
| * Confirm Password: | | <input type="text"/> |

- Set up your security question then click on “Create Account”:

Security Question

| | |
|----------------------------------|---------------------------------|
| Security Question: | What was your childhood nickn ▼ |
| * Secret Answer: | <input type="text"/> |
| * Re-enter Secret Answer: | <input type="text"/> |

CREATE ACCOUNT

- Once your account is set up, you will now be able to apply for a permit or project.