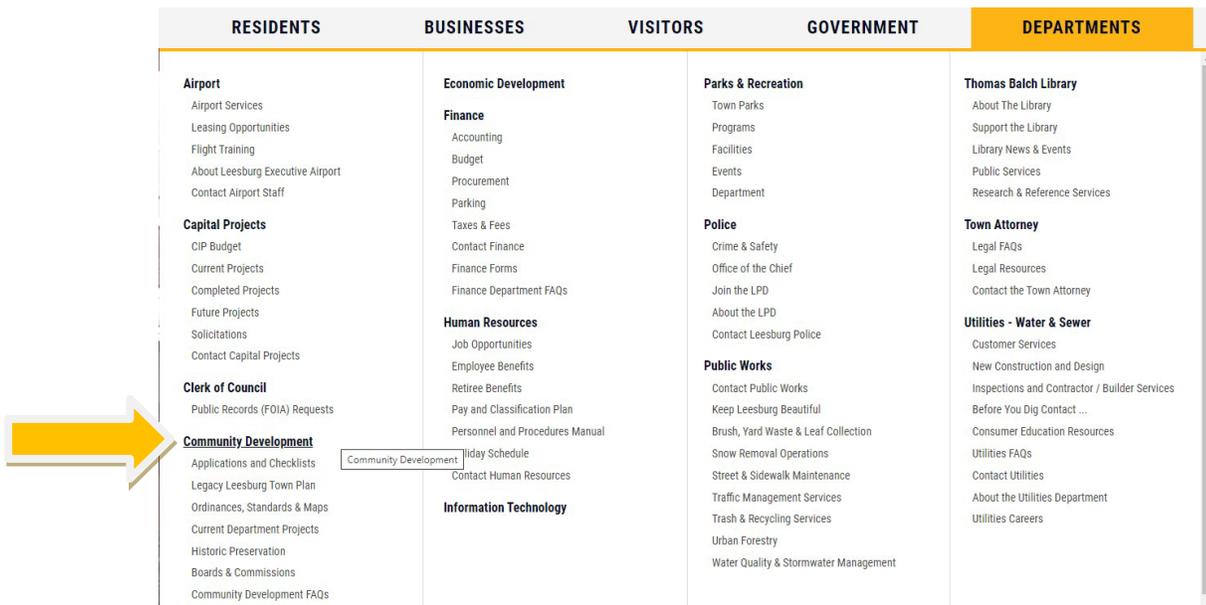**eTRAKiT Public User Account Setup**

Quick Guide

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

- Navigate to the Town of Leesburg website: htps://www.leesburgva.gov/

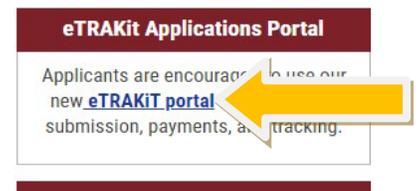- Hover over "Departments"

- 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.

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 ⌄ | User Name: | | Password: | | **LOGIN** |

- Enter name, address and email

Create New Public User Account
Required fields

The Town of Leesburg, VA makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Utilization of this website indicates understanding and acceptance of this statement.

─Profile─

Company Name:	
＊ **First Name:**	
＊ **Last Name:**	
＊ **Address:**	
＊ **City:**	
＊ **State:**	⌄
＊ **Zip:**	-
＊ **Email:**	

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

─Username and Password─

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

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:**	
＊ **Confirm Password:**	

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

Security Question: What was your childhood nickn ⌄

*   **Secret Answer:**

*   **Re-enter Secret Answer:**

CREATE ACCOUNT

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