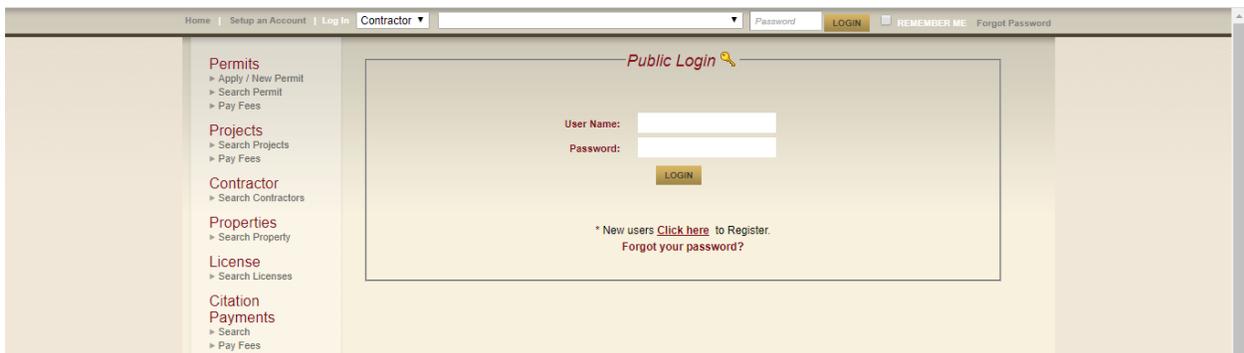**TrakIt: Paying for Your Planning Applications Online**

Thank you for your application. Staff has reviewed your submittal and set up your project with the correct types/subtypes based on the information submitted. Your attached invoice shows your project number(s) and amount(s) due. Below are the instructions on how to pay online.
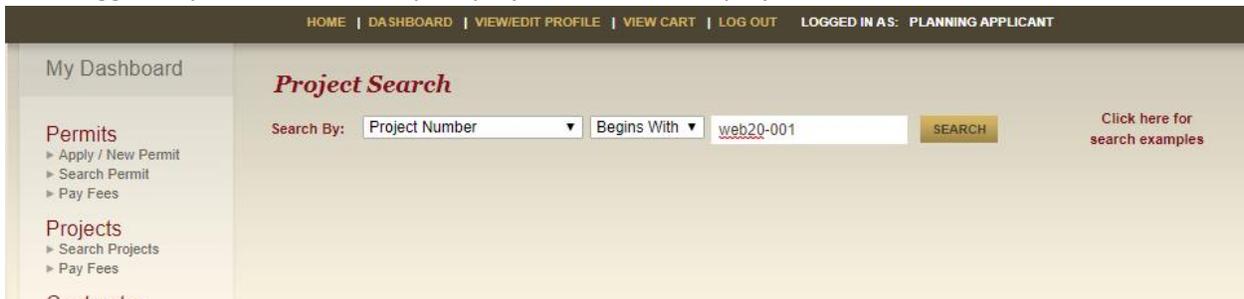
Go back to where you initially applied: https://epermits.cityofsanrafael.org/etrakit3 The page should look like the page below. Under the "Projects" header select "Search"

You will need to log in again

Once logged in you will search for your projects. Select each project listed on the attached invoice.

Project #WEB20-001

📎 Attachment

| Project Info | Site Info | Contacts (2) | Fees $0.00 | Inspections | Conditions ▸ |

| Chronology |

Description:	planning application description
Type:	PLANNING APPLICATION ONLINE
Subtype:	
Planner:	
Status:	SUBMITTED
Applied:	4/6/2020
Approved:	
Closed:	
Expired:	
Status:	
Complete:	

Linked Activities:

⊟ Project(s)

TEL20-002	TELECOMMUNICATION PERMIT	SUBMITTED
ED20-010	ED	APPROVED

Click on each project number under Linked Activities individually. The Fees due for each project number are shown under the fees tab and should match the attached invoice. Hit "Add to Cart" on for each project.

This will add the fee(s) to your shopping cart so that you are ready to pay.

Make sure the fees you are paying for are checked and Select "Proceed to Checkout" You will then see your payment Summary. If everything looks correct, select "Proceed to Payment"

Fill in payment details and select "Pay Now"

A copy of your invoice will be visible under attachments on the online record:

SAMPLE INVOICE

SAN RAFAEL
THE CITY WITH A MISSION

INVOICE / RECEIPT

Date:	4/8/2020
Application Number:	WEB20-001 1
Address:	1400 5TH AVE
APN	01120312
Applicant:	Test User
Owner:	Test User
Project Description:	planning application description

FEES DUE

Project Number	Description	Code	Amount
ED20-010	DESIGN REVIEW - STAFF/ADMIN	3138	$1,167.00
TEL20-002	ADMINISTRATIVE REVIEW	3122	$398.00
		TOTAL Fees Charged:	$1565.00
		Payments Received:	$0.00
		Balance Due:	$1565.00

WHEN VALIDATED BELOW, THIS IS YOUR RECEIPT

Refund requests must be made in writing and will be subject to a 20% processing fee.

- — - — - — - — - — - — - — - — - — - — - — - — - — - — - —