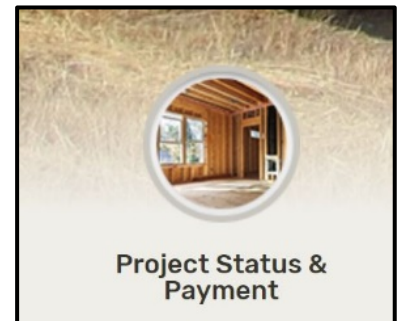


Instructions for Electronic Payment in E-Trakit

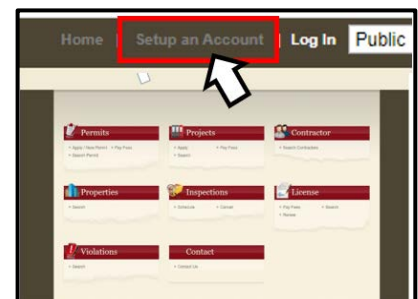
- In order to pay business license in e-trakit, a user must first go to mercedcountypermits.org You can also access e-Trakit by going to the Merced County Community and Economic Development web page <https://www.co.merced.ca.us/1985/Community-and-Economic-Development> and clicking on the “Project Status & Payment” link.
- There, the user must create an account by clicking “Setup an Account” at the top of the page. Please have the business license number ready as they will have to link the business license number to their account.
- Once an account has been successfully created, the applicant will click on “Dashboard” at the top of the page. Click on the yellow tab “LINK TO PERMITS, PROJECTS, AND LICENSES”
- In the “Link to a” dropdown, click the arrow and change to “License”. Enter the business license number and click link.
- Once the link has been established, you will be directed to a new page stating “My Active Licenses” that will have information such as the project number, status of your application and any outstanding fees. Clicking the paperclip icon will allow you to upload any documents needed for your project.

Instructions for Electronic Payment in e-Trakit

1. To go to Merced County’s e-Trakit system you can go to mercedcountypermits.org or, from the Merced County Community & Economic Development home page, you can click the “**Project Status & Payment**” graphic.

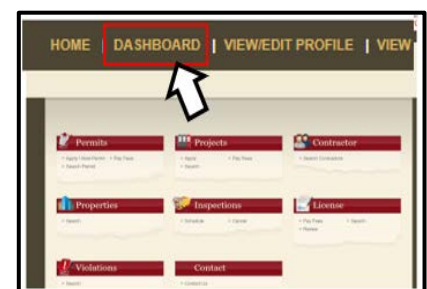


2. From there, you will be redirected to the e-Trakit page where you will be required to setup an account.

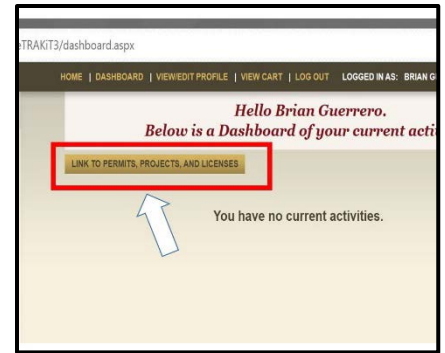


3. Complete the required fields and click “**Create Account**”.

4. You will automatically be logged in and you’ll see links at the top. Click on “**Dashboard**”



- Click on the yellow button that says “**Link to Permits, Projects, and Licenses**”

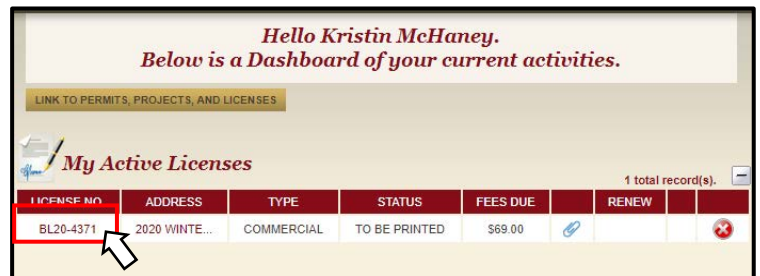


- In the drop down select “**Licenses**” and type in your project number. Then click “**Link**”

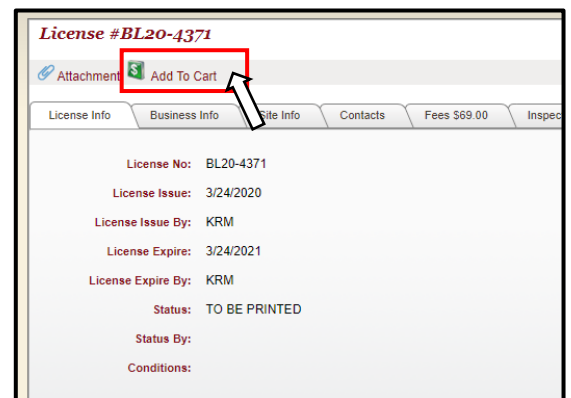


- You will be redirected back to your dashboard, showing the newly linked license.

Under License No., Click your business license number.



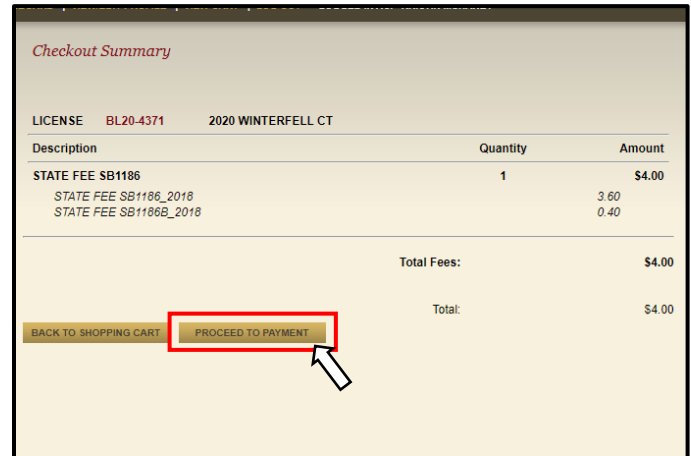
- You will be taken to a new page that shows various details about your project. Select “**Add to Cart**”



9. Select the items you wish to pay for and click “**Proceed to Checkout**”



10. At the checkout summary page, verify that everything is correct and click “**Proceed to Payment**”



11. You will be redirected to our Paygov. Payment system. Enter all required fields, check the “**Customer Accepts**” box and the “**I am not a Robot**” box, then finally click on the “**Make A Payment**” button. Once your transaction is complete, you should get a notification.



For additional assistance please contact the
 Merced County Community & Economic Development Department at 209-385-7654