How to…..

Renew your Business License in eTRAKIT
There are 2 ways to get to the new inspection scheduling website.

- From the web address bar type the following: https://etrakit.yolocounty.org/etrakit/
- Go to the Planning Division webpage on www.yolocounty.org
The eTRAKIT website allows you to view multiple items

- **PERMITS**: Information about permits in the different stages of the permit process with Yolo County
- **PROJECTS**: Information about projects submitted though the Planning Department
- **CONTRACTORS**: Information on Contractors
- **PROPERTIES**: Information about parcels, including permit history
- **INSPECTIONS**: Schedule, View and Cancel Inspections
- **LICENSE**: Information about Business Licenses in Yolo County
- **VIOLATIONS**: Information about current Code cases in Yolo County
Renewing Your Business License

- Go to eTRAKIT
- Select “Log In” and “Public”
- Enter Your Username and Password

If you do not have an account, select “Setup an Account”.
Follow the prompts to set up your online account.
Visit [http://www.yolocounty.org/community-services/planning-public-works/how-to](http://www.yolocounty.org/community-services/planning-public-works/how-to) for instructions to create your account.
Renewing Your Business License

Step One:
Link your Business License to your account.

Step Two:
Type in your License number and click the “LINK” button.
Renewing Your Business License

After clicking “LINK” the license will show on you “Dashboard”

![My Active Licenses Table]

<table>
<thead>
<tr>
<th>LICENSE NO.</th>
<th>ADDRESS</th>
<th>TYPE</th>
<th>STATUS</th>
<th>FEES DUE</th>
<th>RENEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRW-999999</td>
<td>292 West B...</td>
<td>STORAGE</td>
<td>EXPIRED</td>
<td>$0.01</td>
<td></td>
</tr>
</tbody>
</table>
Select the “RENEW” icon and follow the prompts to verify your License information.
STEP ONE: This first step shows you basic information about your license. Click “RENEW LICENSE” to start renewing your license.

License Renewal Process

Please confirm the information below and make corrections if necessary. Items marked with * are required. If an item needs to be changed and is not allowed online, please call the Business License Division at 530-666-8775.

License #CRW-999999

- **Business Name:** CRW SAMPLE COMPANY
- **Business Type:** STORAGE
- **Owner Name:** OWNER YOLO
- **Business Street Name:** 292 West Beamer Street
- **City, State, Zip:** WOODLAND, CA 95695

[CANCEL] [RENEW LICENSE]
Renewing Your Business License

STEP TWO: If you have any attachments, upload them at this step. If there are no attachments, click “NEXT STEP”
STEP THREE: Review each section. Items marked by * are required fields.

Make changes as necessary. There may be changes that you need to make that may require renewing at the Planning Department. Those fields will not be available to change.

After changes are made, select “NEXT STEP”.
Renewing Your Business License

STEP FOUR: Review your changes for accuracy and completeness.

Once complete, Select “NEXT STEP”
STEP FOUR: Checkout Summary, Verify your License Number and the fees required to renew are shown. Currently the renewal fee is a total of $69.90. Select “PROCEED TO PAYMENT”
STEP FOUR: Enter the information requested to pay for your renewal. This is a credit card only payment system. Card accepted are VISA and MASTERCARD only.

After all information is completed and verified, select “PROCESS PAYMENT”
STEP FOUR: After your payment is processed you will see a Payment Summary and also receive an e-mail of your payment.

Select “PRINT SUMMARY” to for a printed receipt of payment.

Select “VIEW BUSINESS LICENSE” to print your active business license.
Renewing Your Business License

Once the payment has been processed you will receive an e-mail confirmation of your payment. You can then print your license by selecting the print icon 📑.