

Registered User (AEC) Login Procedure for eTRAKIT

To apply for select permits and/or planning projects, a “Registered User – AEC” account is required. The login will provide the user with access to all the permits and projects that the user is associated with as a contact and allow the user to apply for new permits and projects, pay fees for select permit types.

1. Fill out the [eTrakit: AEC Request Form](#) on the city’s website. Provide your company name and contact information (name, address, phone number, and email address). *For large special event permits, contact the Community Services Department at cs@delmar.ca.us.*
2. The planning department will reply to you with an “AEC Number”. This is the username you will use to login to e-TRAKIT.
3. From a web browser, go to www.delmar.ca.us/etrakit
4. In the upper left corner, click on **Forgot Password**.



5. Click **Contractor**.

*Please click a choice below to begin the password recovery process.
To reset your password for the "Registered User - AEC" login that is required to apply for a planning project or permit,
select "Contractor."*



6. Type in the email address that is associated with your registered user account. Click **Reset Password**.

Forgot Password

To begin the process for getting your password please enter your USER NAME below and click the RESET PASSWORD button.

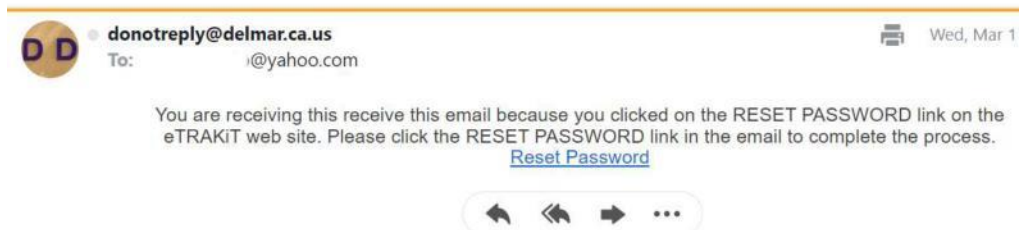
Enter email address:

RESET PASSWORD

7. Check your email for a password reset link. The email is sent from donotreply@delmar.ca.us. If you do not see the email within a few minutes, check your Spam or Junk email folder.

Forgot Password

You will receive an email with instructions for resetting your password. Click the RESET PASSWORD link in the email to complete the process.



8. Click on the **Reset Password** link in the email. Follow the steps to reset the password.
9. Make note of the AEC Number, password, and security question. Next time you login, be sure to log in as a **Registered User – AEC**

Home | Setup an Account Log In Registered User - AEC User Name: AEC1111 Password: **LOGIN** Remember Me