



Planning & Community  
Development

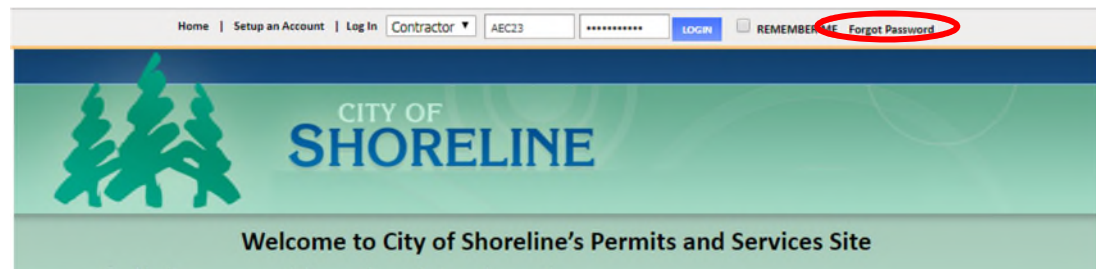
17500 Midvale Avenue North  
Shoreline, WA 98133-4905  
206-801-2500 [phone]  
206-801-2788 [fax]  
pcd@shorelinewa.gov  
www.shorelinewa.gov

# Professional/Contractor Online Account Setup

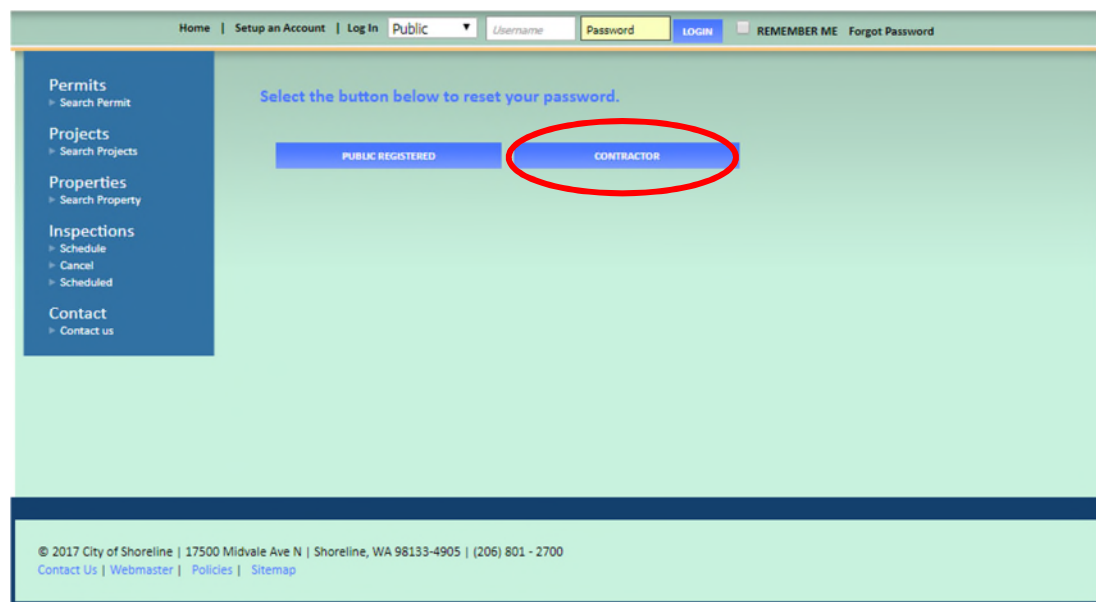
To request an online account contact Permit Services at 206-801-2500 or email [pcd@shorelinewa.gov](mailto:pcd@shorelinewa.gov). When your account has been created you will receive a welcome email with your username, also known as the AEC number.

## Create Password and Secret Question and Answer (SQA)

- 1) Go to our online Permit Services page at:  
<https://services.shorelinewa.gov/etrakit/>
- 2) To create your **Password** and **SQA** click on the **Forgot Password** link in the header in the upper right corner.



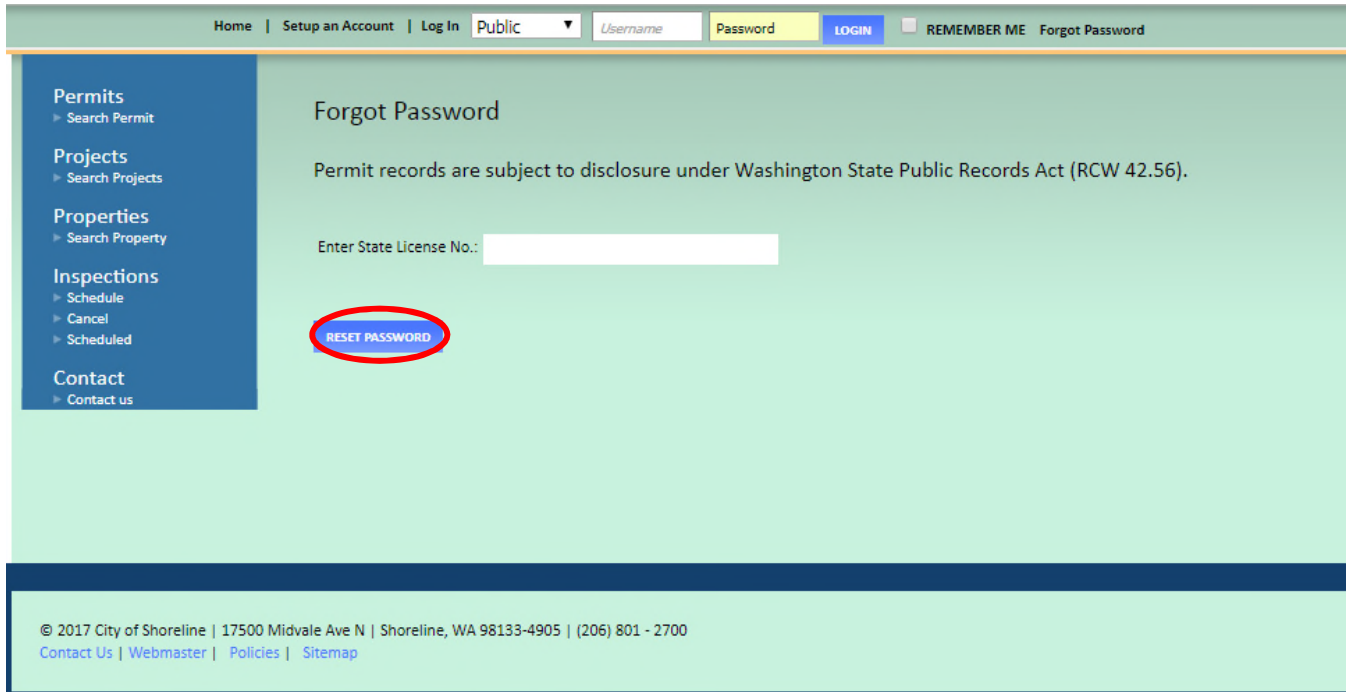
- 3) Select the **Contractor** button



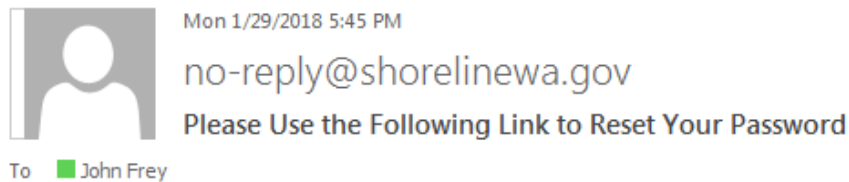
## Hours of Operation:

Monday 8:00 am-5:00 pm  
Tuesday 8:00 am-5:00 pm  
Wednesday 1:00 pm-5:00 pm  
Thursday 8:00 am-5:00 pm  
Friday 8:00 am-5:00 pm  
*Permit Processing Ends at 4:00 pm Daily*

- 4) Enter your username (AEC number) provided to you by Permit Services in the field labeled **Enter State License No.:** then click **Reset Password.**



- 5) An email will be sent to the email address associated with your account created by Permit Services with a link to reset your login.



You are receiving this email because a password reset was requested for your City of Shoreline contractors and professionals online account.

If you initiated this request, please use the link below to reset your password.

[Reset Password](#)

If you did not request this password reset, please contact the Planning and Community Development department at the City of Shoreline at (206) 801-2500 or [pcd@shorelinewa.gov](mailto:pcd@shorelinewa.gov).

Thank you,

The City of Shoreline

6) When you click the reset login link it will take you to the **Reset Login** page. Choose a **Password** and **Secret Question and Answer (SQA)**, then click **Save and Login**.

Reset Login

You are required to change your login.

City Account No.: AEC71

**Password Rules:**  
Password Must be contain minimum 6 and maximum 25 characters.  
At least one number.  
At least one lower & upper case letter.  
At least one special character.  
Note: Password is case sensitive.

New Password:

Confirm Password:

**Security Question**

Security Question: What was your childhood nickname? ▼

Secret Answer:

Re-enter Secret Answer:

SAVE AND LOGIN

After clicking **Save and Login** you will be taken to the confirmation screen below.

Reset Login

Your password has been changed.

CONTINUE

Click **Continue** and you will be taken to your **Dashboard**.

HOME | DASHBOARD | VIEW/EDIT PROFILE | LOG OUT LOGGED IN AS: TEST AEC CONTRACTOR

My Dashboard

Permits  
▶ Search Permit

Projects  
▶ Search Projects

Properties  
▶ Search Property

Contact  
▶ Contact us

Hello Test AEC Contractor.  
Below is a Dashboard of your current activities.

**My Active Permits** 1 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	
COM17-0565	20227 Ball...	COMMERCIAL	SUBMITTED		\$676.50	