

Account Registration and Paying Citations

Step 1: Accessing online payment portal

1. In your internet browser type in: Lodi-trk.aspgov.com/etrakit

Step 2: Creating an account

1. Select “Set up an account” on the upper left-hand corner



2. Select “Public registration”
 - a. Enter the required information to create an account
 - b. Select “Create account”
3. You will receive a verification email. After receiving an email verification, you can now sign into your eTrakit Account

Step 3: Login to your account

1. On the upper section of the website, select the “Contractor” drop down and select “Public”



2. Enter your username and password on the upper section of the website. You can also select “Remember Me” if you would like

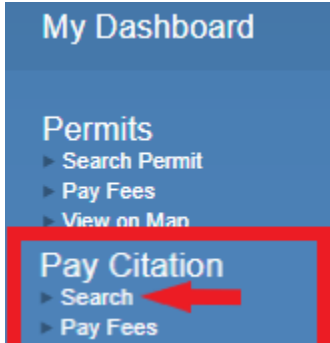


3. Select “Login” *Initial Login may require a Password Reset*

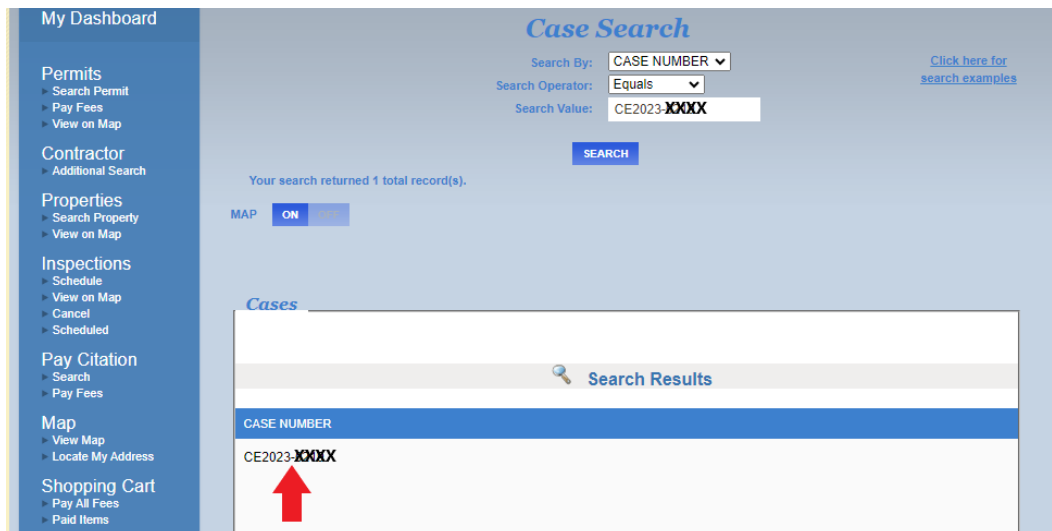
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Step 4: Paying your citation

1. Select "Search" under the Pay Citations tab



2. Enter your case number (CE202X-XXXX) and select "Search"
3. Select your case (CE202X-XXXX)



4. Once your case is selected, select the "Fees" Tab and then select "Pay all fines"

The image shows the "Case Info" page with the "Fees \$200.00" tab selected. Below the tab is a table of fees:

Description	Amount	Paid Date
*ADMIN CITATION	\$100.00	\$100.00
*NON COMPLIANCE	\$100.00	\$100.00

At the bottom of the page, there is a summary: "Charged: \$200.00 Balance Due: \$200.00" and a "Pay All Fees" button. A red arrow points to the "Pay All Fees" button.

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5. Select boxes of which fees you would like to pay and select "Proceed to checkout"

Shopping Cart
Shopping Cart for Online Payments

<input checked="" type="checkbox"/>	Item	Fee Description	Amount Due
<input checked="" type="checkbox"/>	CASE (CE2023-0219)	*ADMIN CITATION	100.00
<input checked="" type="checkbox"/>	CASE (CE2023-0219)	*NON COMPLIANCE	100.00
			Total: \$200.00

[REMOVE SELECTED ITEMS](#) [BACK TO DASHBOARD](#) [VIEW PAID ITEMS](#) [PROCEED TO CHECKOUT](#)

If you choose to pay online, then complete payment of the total amount due is required at the time of payment.

The online payment method is credit card. Only MasterCard, Visa and are accepted.

6. Confirm your address, case number, and payment amount. Select "Pay now"

CASE	CE2023-XXXX 41 NXXOMA DR	
Description	Quantity	Amount
*ADMIN CITATION	1	\$100.00
*1ST ADMIN CITATION		100.00
*NON COMPLIANCE	1	\$100.00
*1ST NON COMPLIANCE		100.00
Total Fees:		\$200.00
Total:		\$200.00

[BACK TO SHOPPING CART](#) [PAY NOW](#)

7. Enter the required credit card information and select "Process payment"

Step 5: (OPTIONAL)

Notify your Community Improvement Officer the citation has been paid

If you need any assistance, please do not hesitate to contact us at the Community Improvement Division, (209) 333-6823