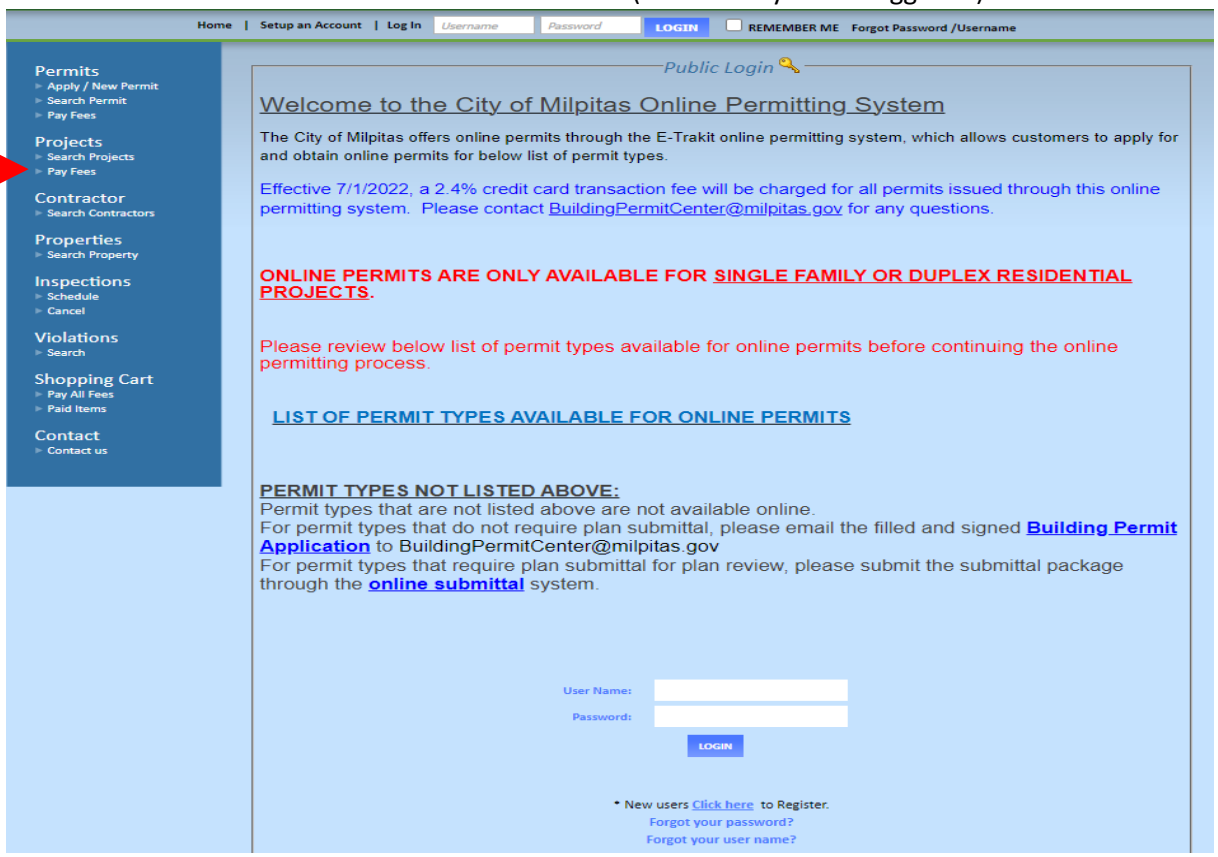
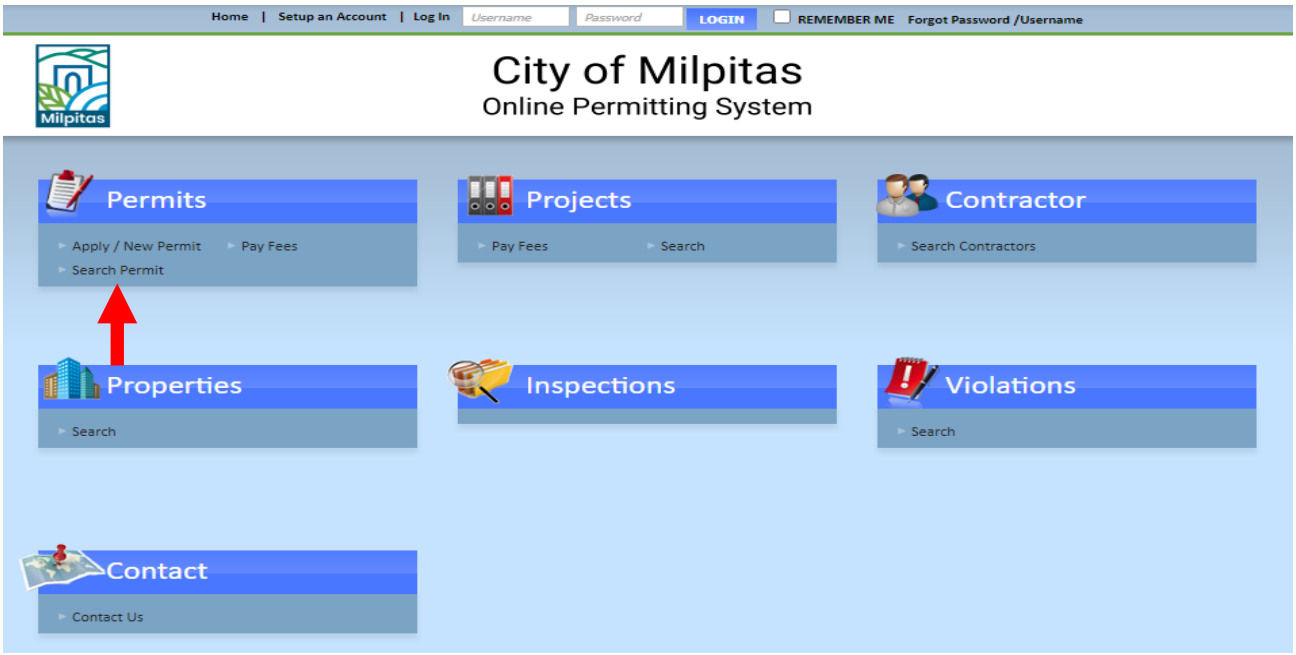
How to View Inspections Status on E-Trakit

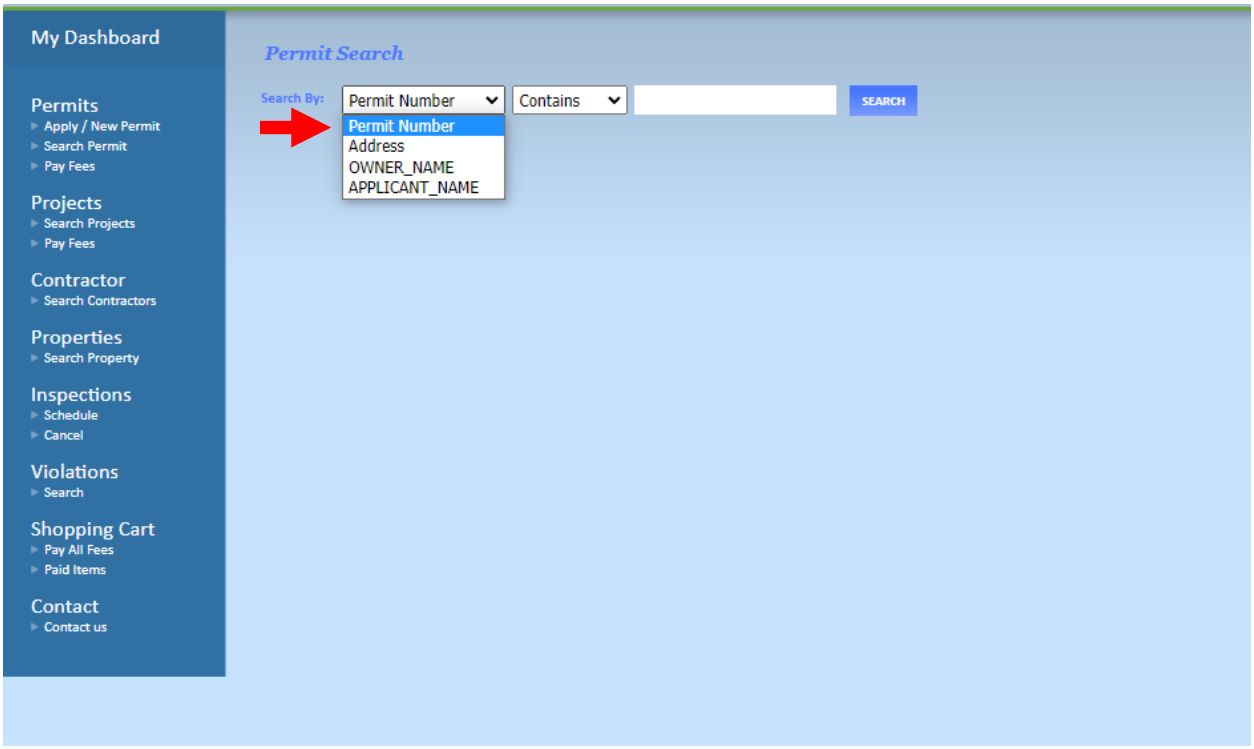
1. Make sure you are logged in to your account.
2. To set up an account go to: https://trakit.ci.milpitas.ca.gov/ETRAKIT3/publicUserAccount.aspx?action=npa
   a. Obtain a username and password.
   b. Complete the required fields.
   c. Click on Create Account
3. Click on "Search Permits" under the **Permits** section (make sure you are logged in)



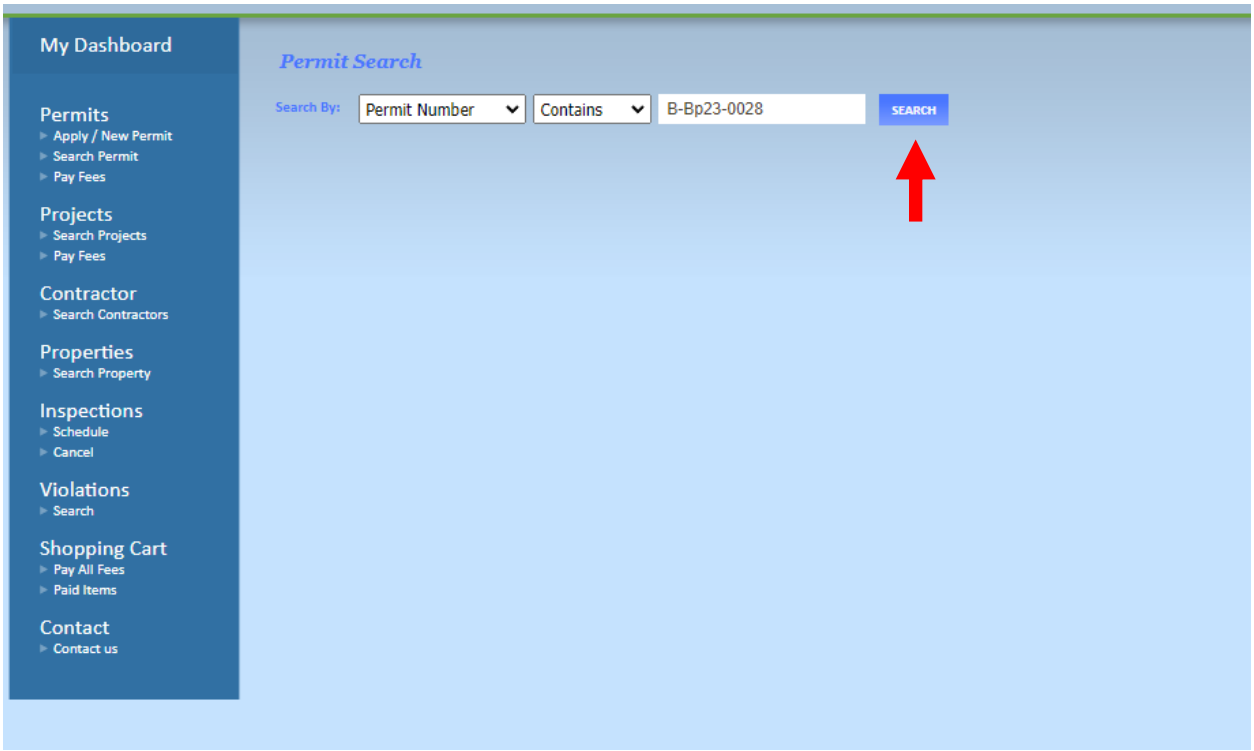
OR



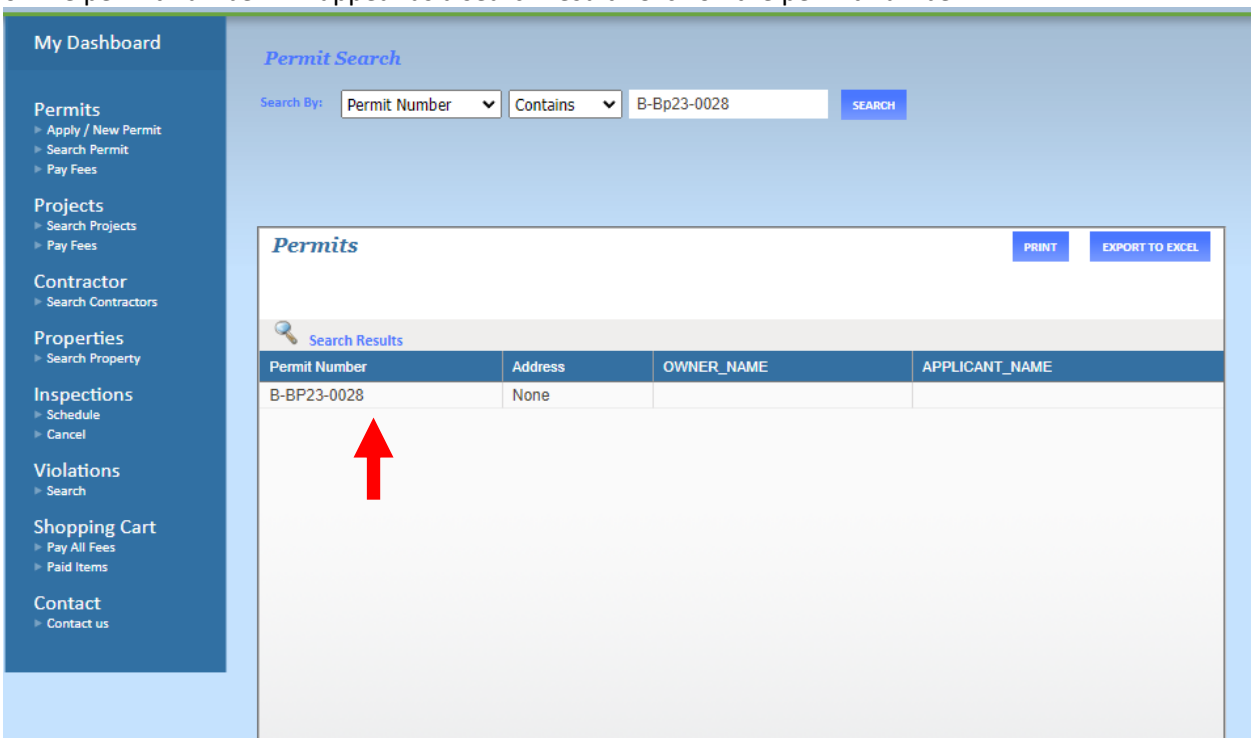
4. Change the drop down to “Permit Number”



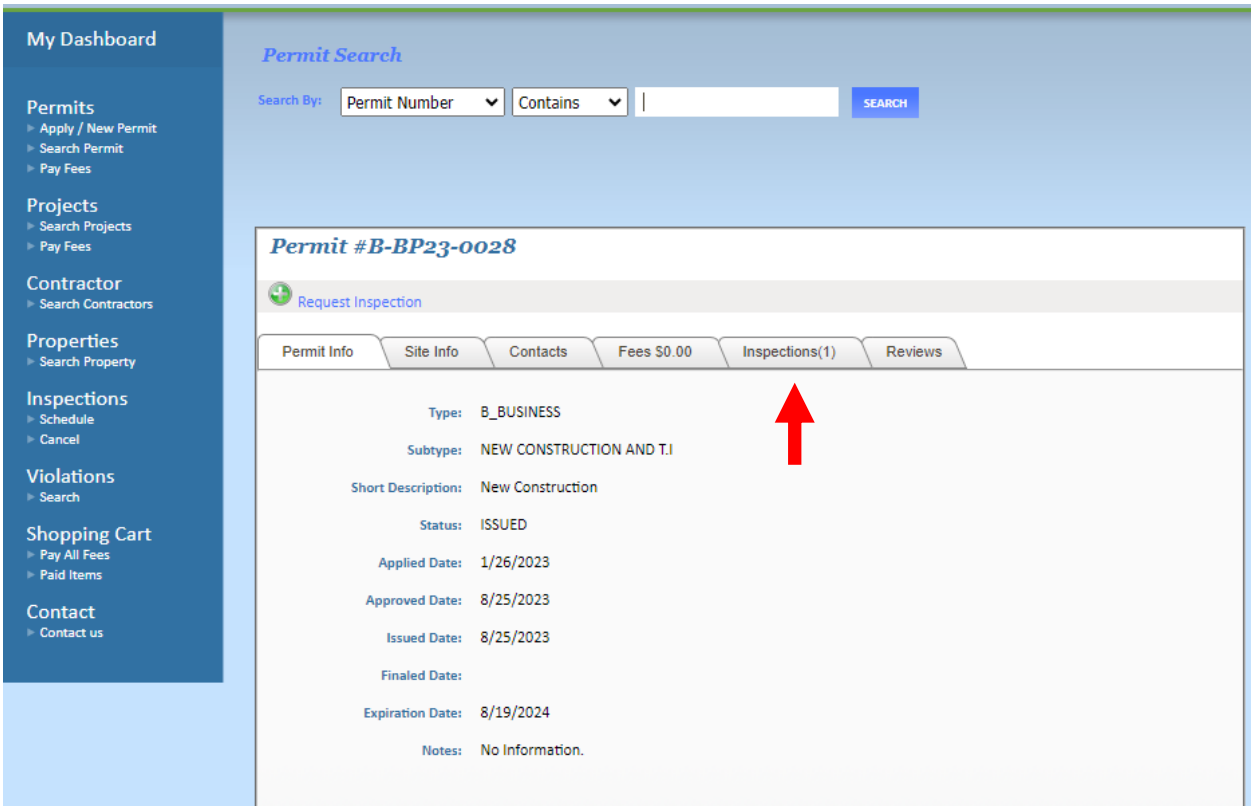
5. Type in the permit number in the last box and click “Search”



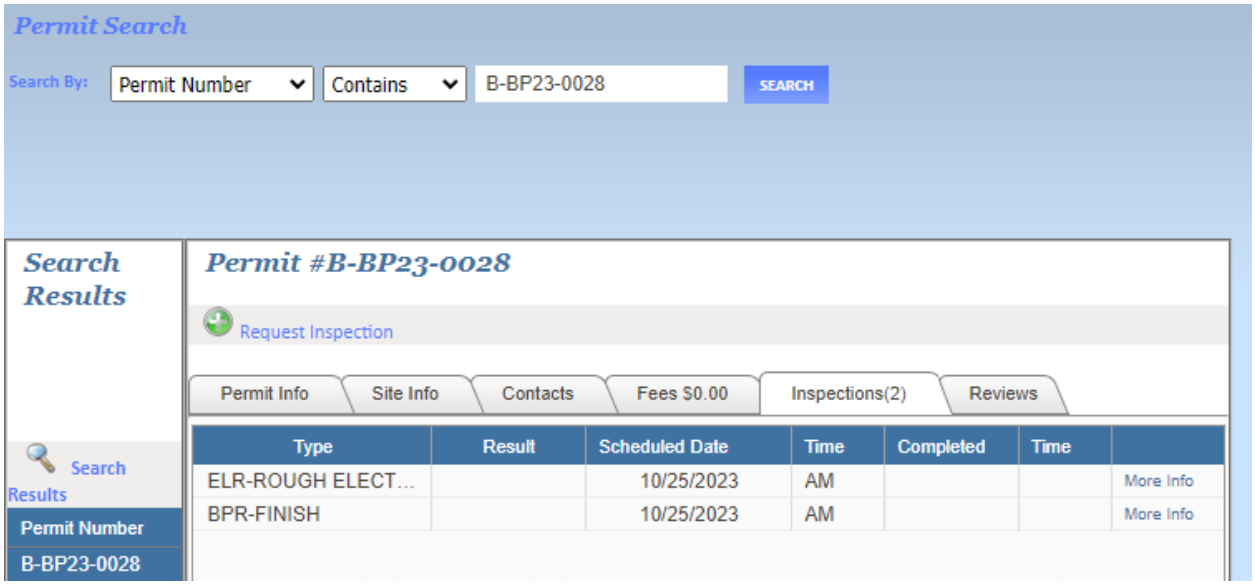
6. The permit number will appear as a search result. Click on the permit number.



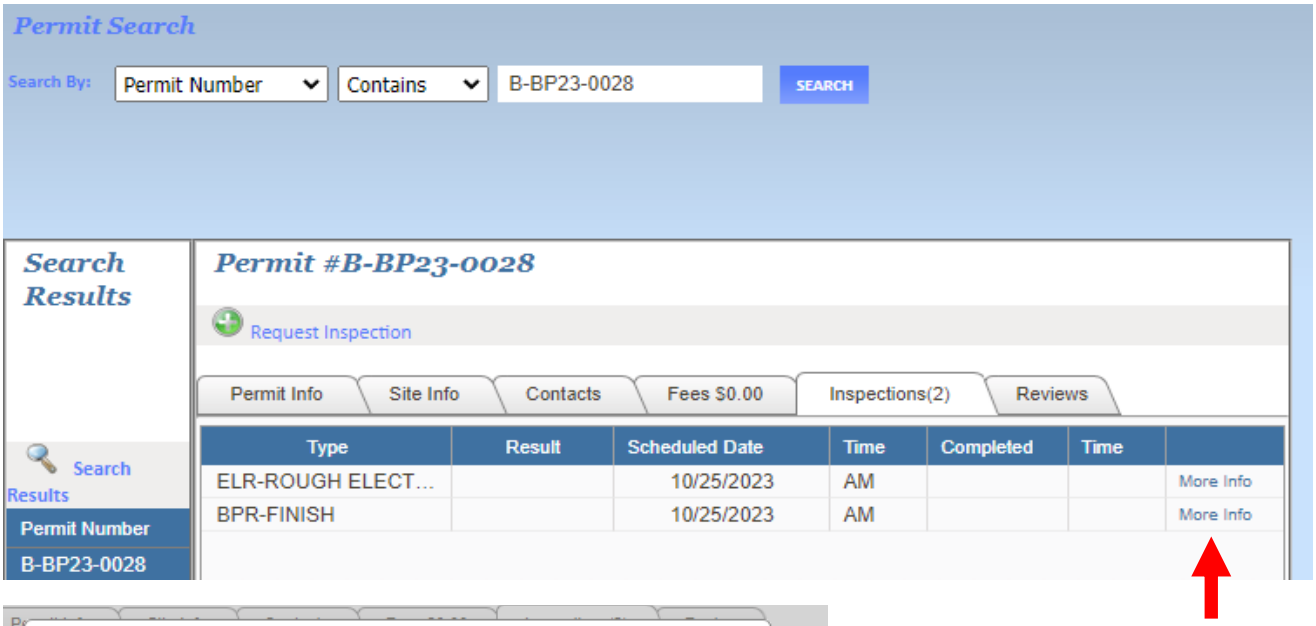
7. Click on the “Inspections” Tab

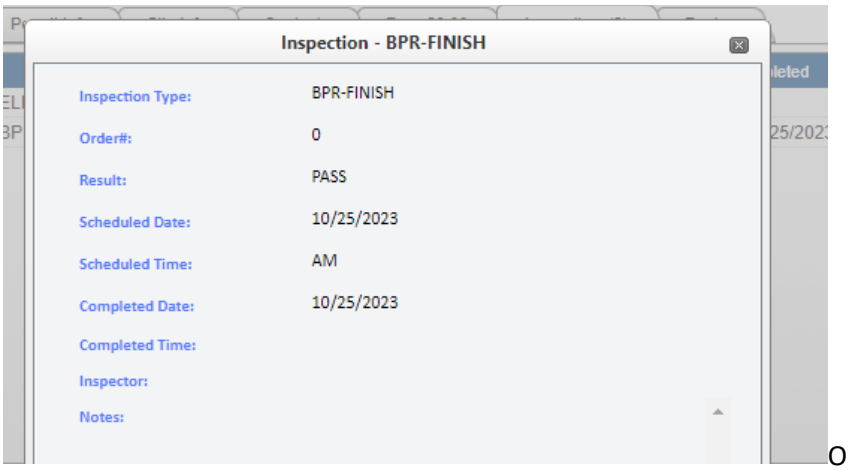


8. Listed will be all the inspection that have been scheduled for that permit number.



9. You can click on “More Info” to view the additional information related to your inspection like the inspector’s name, completion date, result of inspection and any notes the inspector may have had.





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