



# PROFESSIONAL ACCOUNT (AEC RECORD) SETUP GUIDELINES

City of Sausalito  
420 Litho Street | Sausalito, CA 94965 | (415) 289-4106 | [mlockett@sausalito.gov](mailto:mlockett@sausalito.gov)

## **GETTING STARTED**

In order to have access to a Professional Account within eTRAKiT, you must first be registered with the City of Sausalito as an AEC Record (AEC stands for Architects, Engineers, and Contractors).

Please be advised of the following:

- If you are a professional working with a company/firm, an AEC Record is assigned to the company/firm. A single username and password will be used by all professionals working with that entity.
- If you are a professional working independent of a company/firm/etc., or, an Owner/Builder, an AEC Record is assigned for your individual use.

## **REQUIRED INFORMATION**

The following information is required to be submitted for setup of an AEC Record:

1. Account Type (i.e.; Architect, Business Owner, Contractor, Designer, Engineer, Land Surveyor, Owner/Builder, or Public Utilities)
2. Company Name
3. Phone Number
4. Address
5. Contact/Representative Name
6. Contact/Representative Email
7. California State Licensing Board Number – Contractors Only

## **SUBMITTING AN AEC RECORD SETUP REQUEST**

There are two options for submitting a request for AEC Record setup:

- In-person during normal counter hours at the [Community Development Department](#) located in Sausalito City Hall (420 Litho Street)
- Via email to [mlockett@sausalito.gov](mailto:mlockett@sausalito.gov)

Upon submission, Staff will review your AEC Record setup request. Once your AEC Record has been setup, you will receive directions for completing the setup of your Professional Account within eTRAKiT.



# PROFESSIONAL ACCOUNT (AEC RECORD) SETUP REQUEST FORM

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420 Litho Street | Sausalito, CA 94965 | (415) 289-4106 |  
[mlockett@sausalito.gov](mailto:mlockett@sausalito.gov)

## REQUIRED INFORMATION

ACCOUNT TYPE	
COMPANY NAME	
PHONE NUMBER	
ADDRESS	
CONTACT/REPRESENTATIVE NAME	
CONTACT/REPRESENTATIVE EMAIL	
CONTRACTORS: STATE LICENSE #	

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