

<https://etrakit.largo.com/etrakit/>

1. At the top of the screen, in the drop down box that list contractor, select **PUBLIC**
2. Select **SELECT SET UP ACCOUNT** in the upper left corner
3. Fill in the information and select **CREATE ACCOUNT** at the bottom
4. Save your log in information for future use
5. Select **SEARCH LICENSES** on the left side of screen
6. Search by **LICENSE # - CONTAINS - Enter your BTR number (example: BTR27-0052)**
7. Click on the **BTR NUMBER** under the results line – this will take you to the cart page
8. To add a license, click on **ATTACHMENTS** under the license # in the center of the screen and upload the license. When done click on **CLOSE** at the bottom of the screen.
9. To add to cart for payment click on **ADD TO CART** next to the dollar sign under the license number in the center of the screen.
10. At this time you can review the items, and then click on **PROCEED TO CHECK OUT** at the bottom right side.
11. Review the page, and then click on **PROCEED TO PAYMENT** at the bottom of the screen.
12. Once on this page you will enter your card information, and then click **PAY NOW** at the bottom of the screen.
13. **Once payment is processed, please email the tech you were working with or businesstax@largo.com letting us know that payment has been made so the BTR can be placed into issued status and the certificate can be sent to you.**

**Please note that we do not accept AmEx. The billing address you enter for the card must be correct, or the card will decline. For help please contact the building division at 727-586-7488*