Agency Login and Review setup

Agencies have a different log in page than the public and contractors. 
https://permit9.littletongov.org/eTRAKiT/agency/agencylogin.aspx

Agency user accounts are like City of Littleton user accounts. A User ID is needed to log in. The User ID is not what the agency is used to seeing as their User Name.

Find Agency User ID
Open Spreadsheet Referral Agency UserID and Email and search for email address or User Name. Column A will show the UserID the agency needs to log in with.

The password will either be their old password or the default password is Littleton1!

If neither are working, will need to send email to Help@littletongov.org to have the Agency TRAKiT password reset manually.
Adding review to project
In TRAKiT9, navigate to the project and click Add Reviews in the ‘Reviews’ section.

Open the + next to Agencies and select appropriate agency and click Add.
A window will then pop up to show the email that will go to the reviewer.

Update your script to include,

“eTRAKiT has gone through an upgrade at the City of Littleton. Please use the following User ID as your Username when logging in at https://permit9.littletongov.org/eTRAKiT/agency/agencylogin.aspx

**USER ID = CDOT**

Reference the Spreadsheet **Referral Agency UserID and Email** (instructions in step above)