

Creating a New Peddlers-Solicitors License

Effective October 10, 2023: ALL APPLICANTS MUST GET A BACKGROUND CHECK. Please make sure to complete this step before starting the application process.

For step-by-step instructions on getting a background check, please click on the link below:

<https://www.aurora-il.org/Fingerprint-Information>

A user MUST make an account first to apply for a license.

Please allow yourself enough time to complete the application in one attempt as the system times out. The entire application process and payment are completed online. Once the permit is approved and ready for pick up, the City Clerk's Office will send an email to the applicant. Each approved applicant must pick up their own permit in person.

NOTE: A SUBMITTED APPLICATION DOES NOT EQUATE TO AN APPROVED PERMIT

- I. New Users MUST first create an ACCOUNT by selecting the following link:
<https://auro-trk.aspgov.com/eTRAKIT/>
- II. Select "Setup an account" in the upper orange ribbon located on the left-hand corner.
- III. Follow the instructions to complete your Online Account. Previous users may log in using their previous account information.
- IV. Upon Account creation, navigate to your Account "DASHBOARD" from the top ribbon



HOME | **DASHBOARD** | VIEW/EDIT PROFILE | VIEW CART | LOG OUT

- V. From your DASHBOARD Under the Navigation ribbon on the left, select "APPLY FOR NEW LICENSES"



Licenses and Registrations
▶ Apply for New Licenses
▶ Search Licenses
▶ Pay Fees

- VI. From the **STEP 1** License application screen (if at any point you need to gather more information you can hit DASHBOARD and you can get back to your application at a later date)
 - a. License Information area
 - i. Select the "PEDDLER LICENSE" type from the list displayed by selecting the dropdown arrow


License Application

STEP 1 ENTER LICENSE INFORMATION

STEP 2

STEP 3

License Information

Type 

SubType

*Licensee Name

- ii. **Enter the Licensee Name.** This should be the Full legal name of the Solicitor/Peddler.

- b. ADDITIONAL INFO REQUIRED Area
 - i. Complete **ALL** of these Required Fields

ADDITIONAL INFO REQUIRED



PEDDLER GENERAL

*Peddler Driver License or State ID#:

Provide the Peddler /Solicitor's Driver License or State ID#

*Peddler Email:

Provide the Peddler /Solicitor's Email Address

*Peddler Height:

Provide the Peddler /Solicitor's Height (e.g. 6'-2")

*Peddler Vehicle Make:

Provide the Peddler /Solicitor's Make of Vehicle used during solicitation (e.g. Chevy, Dodge, Ford)

*Peddler Vehicle Model:

Provide the Peddler /Solicitor's model of vehicle used during solicitation (e.g. Nova, Colt, Pinto, Caravan, Aerostar)

*Peddler Vehicle Year:

Provide the Peddler /Solicitor's Vehicle year (e.g. 2019)

*Peddler Vehicle Lic Plate Number:

Provide the Peddler /Solicitor's vehicle used during solicitation, State and License Plate number (e.g. IL - SOLIC8R, or IL - PC 123)

*Peddler Supervisors Name:

Provide the Peddler /Solicitor's Supervisors Name

*Peddler Supervisor Phone:

Provide the Peddler /Solicitor's Supervisors Phone Number

*Peddler Supervisor Email:

Provide the Peddler /Solicitor's Supervisor's Email address

VIII. Peddler Solicit

PEDDLER SOLICIT

Are you soliciting as a third party on behalf of another company?

If so, please submit a copy of the contract between you and the third-party company:

IX. Attachments

- a. Hit “select” and find the document on your computer of your Driver’s License OR State ID.
 - i. Enter the Description of Driver’s License OR State ID.
- b. Hit “select” again and find the file of your passport-like photo (taken within the past 90 days)
 - i. Enter the Description of Photo
- c. Hit “select” again and find the file of your Receipt obtained after completing Background heck
 - i. Enter the Description of Receipt
- d. Hit “UPLOAD” to upload documents
- e. To complete **STEP 1** screen, Select “NEXT STEP”

Attachments

Filename

Description

X. From the **STEP 2** ADDRESS / CONTACT INFORMATION

- a. License Information area
 - i. As this type is not Aurora Address Specific, please select “Address Point” from the dropdown

License Application

STEP 1 **STEP 2 ADDRESS/CONTACT INFORMATION** STEP 3

Application for a PEDDLER LICENSE License

License Address

Enter part or all of your ADDRESS POINT address and press search

Search By

Search Value

- ii. Type the word ANYWHERE for the “Search Value” and then press “Search”

b. Address Lookup area

- i. Enter the individual Peddler/Solicitor’s Name, Email address, phone and

Emergency cell number

Print Name As ←

Email Address ←

Phone () - - ←

Fax () - -

Emergency () - - ←

- c. Mailing Address area
 - i. Do not select Same as License Address
 - ii. Fill out the Mailing address for the Peddler/Solicitor

No Same as License Address

Mailing Address

License Address

Street Number City ←

Street Name State ←

Suite Zip ←

- d. Owner Information
 - i. Fill out the Contact information for the Owner

Owner Information

Name Phone () - - ←

Address Email Address

City

State Zip - ←

CLEAR

- e. Business Information
 - i. Fill out the Contact information for the Business

Business Information

Name Phone () - - ←

Address Email Address

City

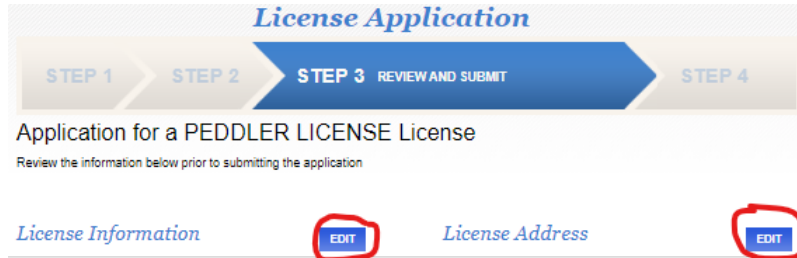
State Zip - ←

CLEAR

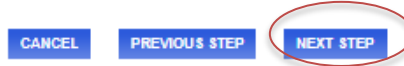
- f. Upon completion of STEP 2
 - i. Select NEXT STEP

CANCEL PREVIOUS STEP **NEXT STEP**

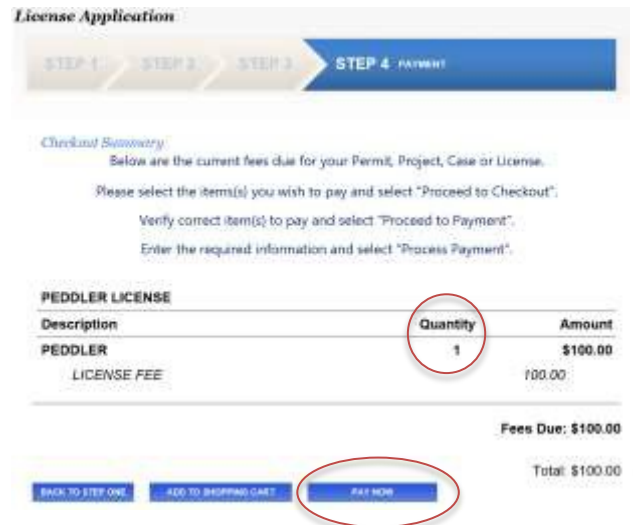
- XI. From the **STEP 3** REVIEW and SUBMIT
 - a. Review the information on this page and confirm prior to submitting
 - i. If in any area you need to revise anything select the EDIT Button
 - ii. If you do not see any of your Uploaded Documents, (Driver License, Photo, flyer, etc.) then you have an opportunity to add them here.



- b. Upon Confirmation of the data select NEXT STEP



- XII. From the **STEP 4** REVIEW and SUBMIT
 - a. Confirm the Fee amount equals the number of months you desire for this license. (\$100 fee for 30-day permit)
 - i. Select "Pay Now" and follow payment directions
 - ii. Print your Receipt for your records



- XIII. Upon payment, the record will change in our system reflecting the payment. We will acknowledge completion of the process with a record-by-record acknowledgement.

- XIV. Upon completion, please navigate back to your DASHBOARD
 - a. Please note that you can select your Peddlers/Solicitors license to verify data, review and payment data by selecting the hyperlink license number from the list at any time.



- XV. Should you have stopped your application process midway, you will find your partially filled information under the "My Open License Application" Section

The screenshot shows a user dashboard for a public user. The top navigation bar includes links for HOME, DASHBOARD, VIEW EDIT PROFILE, VIEW CART, LOG OUT, and LOGGED IN AS: PUBLIC USER. The main content area is titled "Hello Public User. Below is a Dashboard of your current activities." and contains a button labeled "LINK TO PERMITS, PROJECTS, AND LICENSES". Below this is a section titled "My Open License Applications" with a sub-header "Applications In Progress". An orange arrow points to this section. A table below the sub-header lists the application details.

Applications In Progress	License Type	Created Date	
Continue	PEDDLER LICENSE	8/9/2020	Cancel