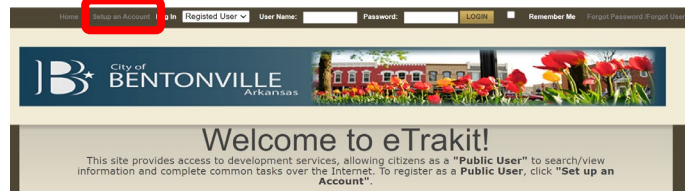




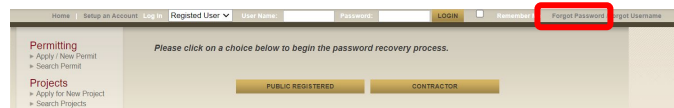
Create a Public Account in eTrakit

1. Go to website: <https://trakitweb.bentonvillear.com/etrakit/> or search “Bentonville eTrakit” in your web browser.
2. Click on the **Setup an Account** link (top of screen).



3. Complete the form. Items with * are required.
Enter and confirm a new password following the Password Rules. You will also need to choose a Security Question and Answer.
4. Click **Create Account** at bottom.

5. Click **Forgot Password** at top.



6. Click **Public Registered**.



7. Enter username and click **Reset Password**.

8. Check your email and following instructions.
9. Click **Save and Login**.
10. Once your password has been set, click **Continue**.
11. You will be redirected to the eTrakit homepage.
12. To begin registration, under Business Registry click **Apply for New License**. (Note this is not a license, but is the module used within the eTrakit system.)

