How to: Lodging License

1.0 Getting Started: Be prepared before you log in

1.1 Know that

- eTRAKiT will timeout after 20 minutes if you have not completed your application. When you sign-in again click *continue*. You will have to re-enter most information.

- **Do not use the browser back button.**

1.2 Set up an Account

- A User Name and Password are required to obtain a license for all Environmental Health licenses.
- Click "Setup An Account" as a Public Registered user.
- If you have any questions please contact us in one of the following ways:

In Person	Bismarck-Burleigh Public Health
	Environmental Health Division
	500 E. Front Ave.
	Bismarck ND 58504
By Phone	(701)355-3400
By Email	asattler@bismarcknd.gov

1.3 Payment

eTRAKiT will only accept VISA, MasterCard, and Discover card payments. Environmental Health does **not** accept billing accounts.

1.4 Submittal Requirements

Prior to beginning the application process, have all required submittal items ready to upload electronically. The following items are required when applying for a new lodging license:

- Scale floor plans of facility

2.0 How to Access eTRAKiT

2.1 The website address for eTRAKiT is http://etrakit.bismarcknd.gov/etrakit3/ You may also access eTRAKiT through the City of Bismarck homepage at www.bismarcknd.gov and click on the *eTRAKiT Online System* link in the left margin.

3.0 User Login

3.1 Click "Setup an Account" to create your free account.

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4.0 To Apply for a License

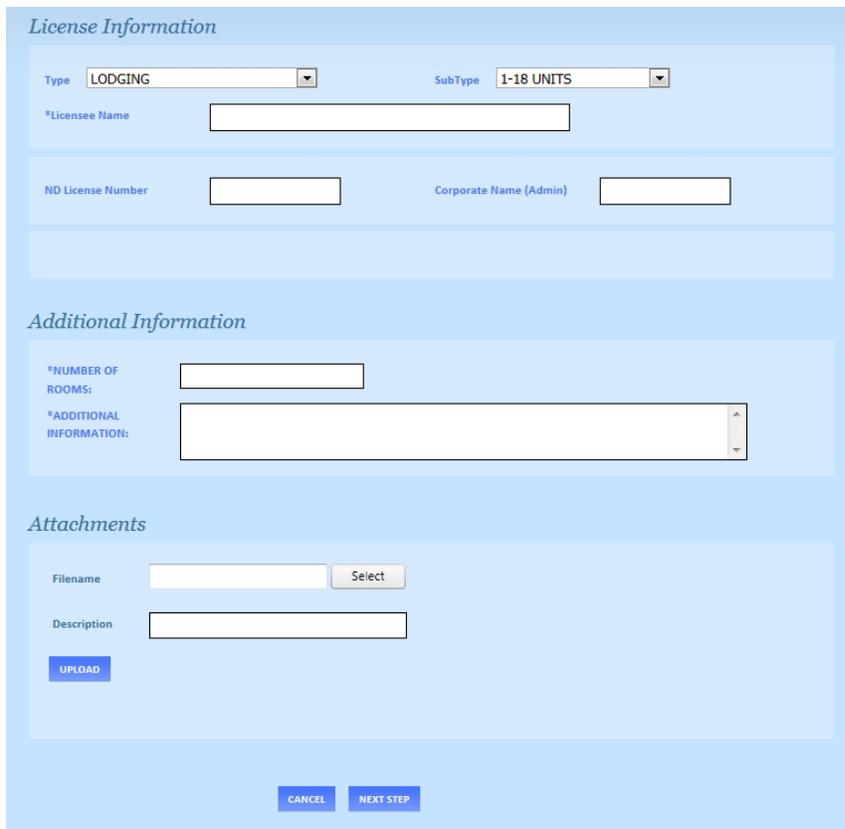**4.1** Select Apply for New Licenses from the Menu in the left margin.

4.2 License Application Step 1 Enter License Information

4.2.1 Select License Type and SubType from drop down menu.

4.2.2 Licensee Name: Enter name of Applicant

4.2.3 Additional Information

a) Enter exact number of rooms
b) Any other information you feel is important

4.2.4 Upload Required Submittal Items as stated in **1.4** above. Label with appropriate title.

- Scale floor plans of the facility

4.2.5 Upload the Required Submittal Items by clicking [Select]. Find the file you want to upload on your computer. Select the file. Then type in the file description including the address of the property.

4.2.6 Click Upload.
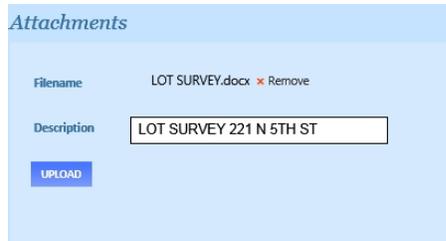
Attachments

Filename   LOT SURVEY.docx ✕ Remove

Description   LOT SURVEY 221 N 5TH ST

UPLOAD

4.2.7 Once the attachment has been uploaded, the file will be listed to the right, under the Attachments heading. The process may be repeated to add additional files. Or, if the wrong file was uploaded, it may be deleted using the associated Delete button.

Attachments

Filename   CTPR_020915.pdf ✕ Remove

Description   ANTICIPATED MENU

UPLOAD

Attachments:
CTPR020915.pdf   DELETE
FLOOR PLANS
CTPR020915_01.pdf   DELETE
EQUIPMENT
CTPR020915_02.pdf   DELETE
FLOOR AND WALL COVERING

4.2.8 Click Next Step.

4.3 Step 2 Address/Contact Information

4.3.1 Enter part of the address and Search. Select the correct address or "Not Listed"

License Address

Enter all or part of the address and press search

1020 E   SEARCH   NOT LISTED

Select address below
1020 E C AV
1020 E CAPITOL AV
1020 E CENTRAL AV
1020 E HIGHLAND ACRE RD
1020 E INDIANA AV
1020 E LASALLE DR
1020 E TURNPIKE AV

Print Name As
Email Address
Phone (__) ___-____
Fax (__) ___-____
Emergency (__) ___-____

3

4.3.2 Print name as: Name of Applicant

4.3.3 E-mail address of facility

4.3.4 Phone number of facility

4.3.5 Fill in other information which applies

4.4 Step 3   Review and Submit

4.4.1 If everything is correct click Next Step.

4.5 Step 4 To Pay for a License

4.6.1 The City of Bismarck accepts VISA, MasterCard and Discover credit cards.

4.6.2 From Checkout Summary select PAY NOW. Enter credit card information and select Process Payment. Upon approval the Applicant will be able to print a receipt and a receipt will be emailed to the Applicant's email address.

4.6.3 Once application has been submitted someone from Environmental Health will be in contact with you.