How to: Temp Retail Food 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

There are no required submittals for an Environmental Health Noise License.

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.

4.0 To Apply for a License

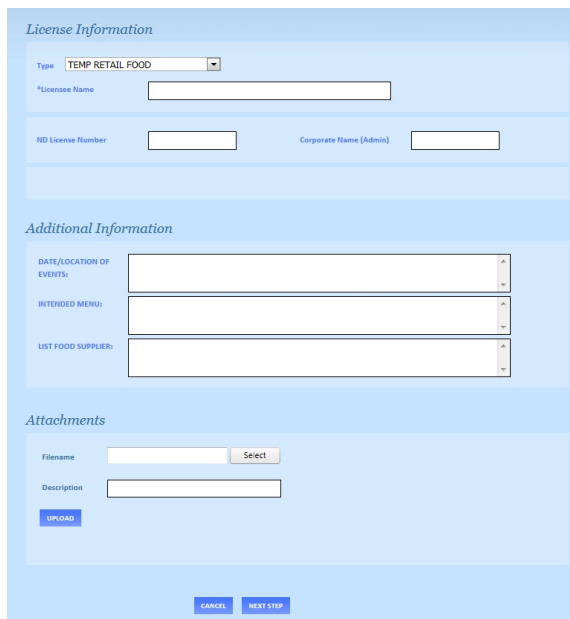**4.1** Select Apply for New Licenses from the Menu in the left margin.

4.2 License Application Step 1   Enter License Information

4.2.1 Select License Type from drop down menu.

4.2.2 Licensee Name: Enter name of applicant

4.2.3 Additional Information: The following information must be entered:

- Date and location of event. If more than one, enter all events.
- Intended menu
- List food supplier

4.2.4 Click Next Step.

4.3 Step 2 Address/Contact Information

4.3.1 SKIP License Address

4.3.2 Print name as: How you want facility listed on license

4.3.3 E-mail address of facility

4.3.4 Phone number of facility

4.3.5 Enter mailing address

4.3.6 Enter owner information

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

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

4.5.2 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.

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