

How to: Sign License and Renewal Application

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 Setup an Account

Create a User Name and Password to apply for licenses and to view detailed information. Click "Setup An Account" to create your free account. Contractors licensed with the State of North Dakota can register to pay by invoice by contacting the City of Bismarck Building Inspections Division in one of the following ways:

In Person	City/County Building Community Development Department Building Inspections Division 221 N 5 th St. Bismarck, ND 58506-5503
By Phone	(701)355-1465
By Email	buildinginspections@bismarcknd.gov

1.3 Payment

If you want to be billed by the City of Bismarck first open an account by contacting Building Inspections at 701-355-1465. eTRAKiT will otherwise only accept VISA, MasterCard, and Discover card payments.

1.4 Submittal Requirements

Prior to beginning the application process, have all required submittal items ready to upload electronically. Required submittal items can be found [HERE](#).

2.0 How to Access eTRAKiT

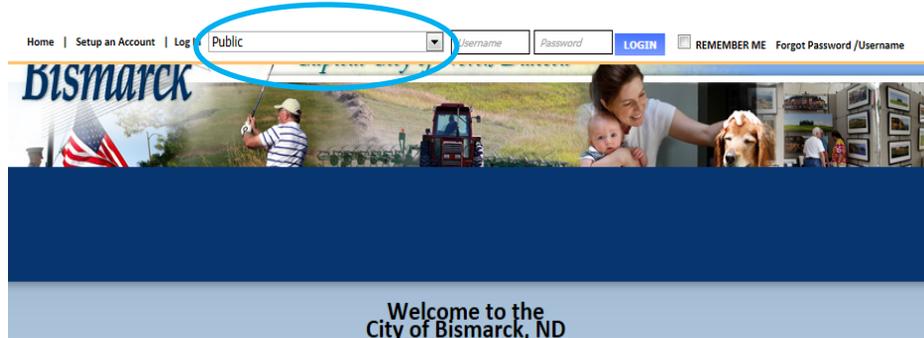
- 2.1** The website address for eTRAKiT is <https://trakitapi.bismarcknd.gov/etrakit/> You may also access eTRAKiT through the City of Bismarck homepage at www.bismarcknd.gov and click on the *eTRAKiT Online System* link in the left margin.

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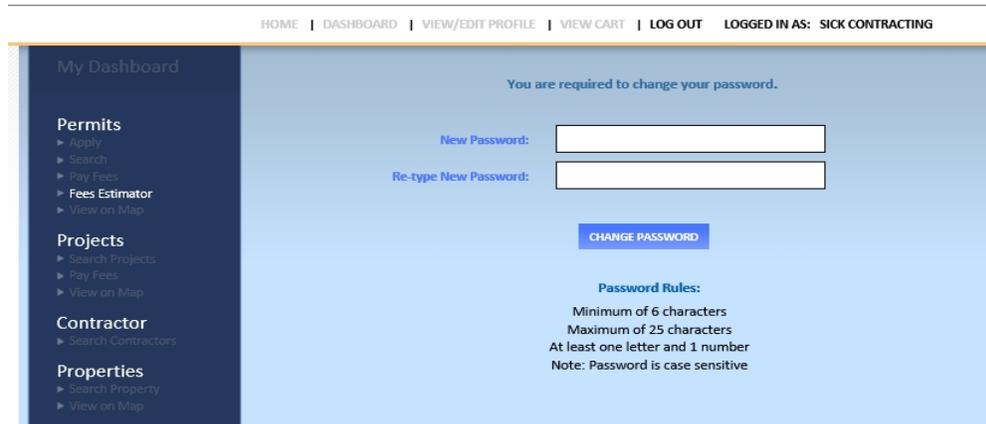
3.0 Log In one of two ways

3.1 Registered User Login (able to use BILL ME option having called Building Inspections and registered)

3.1.1 Change login type to *Registered Contractor/Developer/Builder*. Choose Contractor Name from Username drop down list, and enter password.



3.1.2 Click **LOGIN** button and you will be directed to change your password only the first time you login.



3.2 Public User Login Option to pay by credit card

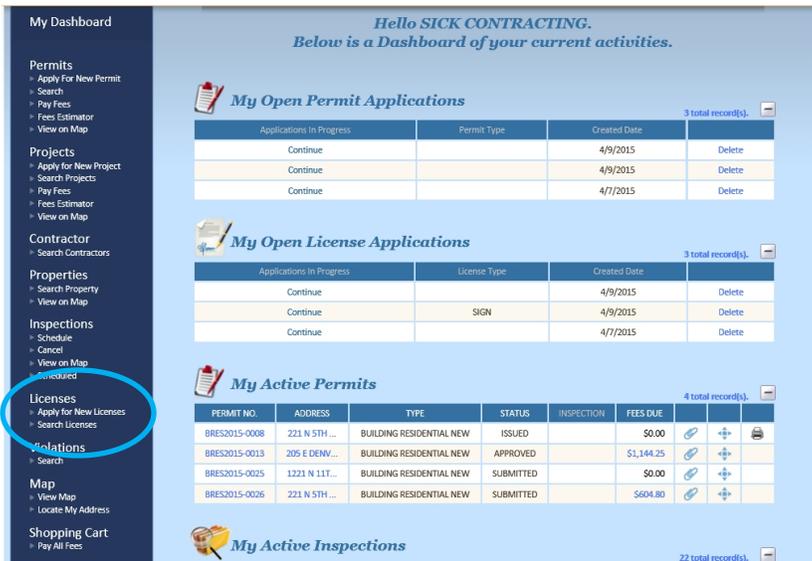
3.2.1 Click "Setup an Account" to create your free account.



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4.0 To Apply for or Renew a Sign License

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



4.2 Sign License Application Step 1 Enter Sign Information

4.2.1 Select Type and Subtype from drop down menus.

- Use New Sign Installer for new licenses.
- Use Renew Sign Installer for existing licenses that have expired.

4.2.2 Enter Licensee Name

4.2.3 Enter ND License Number.

The screenshot shows a multi-step process bar with 'STEP 1 ENTER LICENSE INFORMATION' selected. Below the bar is the 'License Information' form with the following fields:

- Type: SIGN (dropdown menu)
- SubType: NEW SIGN INSTALLER (dropdown menu)
- *Licensee Name: [text input field]
- ND License Number: [text input field]
- Corporate Name (Admin): [text input field]

4.2.4 Upload Required Submittal Items outlined in 1.4 above. Save documents with appropriate titles.

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.

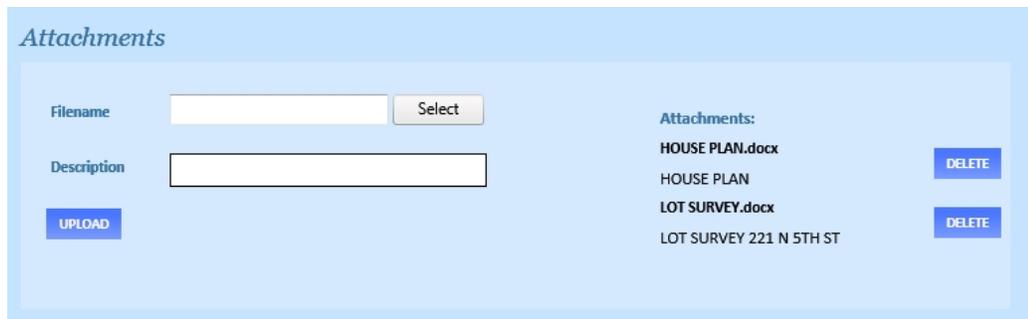
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4.2.6 Click Upload.



The screenshot shows a light blue box titled "Attachments". Inside, there is a "Filename" field with a green dot icon, the text "CERTIFICATE OF LIABILITY INSURANCE.pdf", and a red "x" icon with the word "Remove". Below that is a "Description" field containing the text "CERTIFICATE OF LIABILITY" and a red "x" icon. At the bottom left of the box is a blue "UPLOAD" button.

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.

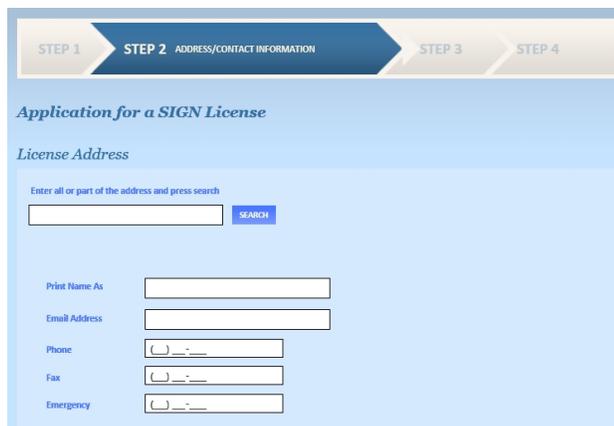


The screenshot shows a light blue box titled "Attachments". On the left, there is a "Filename" field with a "Select" button, a "Description" field, and a blue "UPLOAD" button. On the right, under the heading "Attachments:", there is a list of files: "HOUSE PLAN.docx", "HOUSE PLAN", "LOT SURVEY.docx", and "LOT SURVEY 221 N 5TH ST". Each file has a blue "DELETE" button next to it.

4.2.8 Click Next Step.

4.3 Step 2 Address and Contact Information

4.3.1 Enter the Name, Email Address and Phone Number of the primary contact for the License.



The screenshot shows a form titled "Application for a SIGN License". At the top, there is a progress bar with four steps: "STEP 1", "STEP 2 ADDRESS/CONTACT INFORMATION" (which is highlighted), "STEP 3", and "STEP 4". Below the progress bar, the form is titled "License Address". There is a search field with the text "Enter all or part of the address and press search" and a blue "SEARCH" button. Below the search field, there are five input fields: "Print Name As", "Email Address", "Phone", "Fax", and "Emergency". Each field has a small icon to its left.

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4.3.2 Enter Mailing Address and confirm additional Contact Information

Mailing Address

Same as License Address

Street Number City

Street Name State

Suite Zip -

Applicant Information

Name Phone

Address Email Address

City

State Zip -

[CLEAR](#)

4.4 Step 3 Review and Submit

4.4.1 If everything is correct click Next Step.

License Application

STEP 1 → STEP 2 → **STEP 3 REVIEW AND SUBMIT** → STEP 4

Application for a SIGN License
Review the information below prior to submitting the application

License Information [edit](#)

Type	SIGN
Subtype	RENEW SIGN INSTALLER
Licensee	SICK CONTRACTING
ND License Number	1311
Corporate Name (Address)	

License Address [edit](#)

Point Name/In	Cheryl Sick
Email Address	csick@bismarcknd.gov
Phone	(701) 355-1465

Mailing Address [edit](#)

221 N 5th St
Bismarck, ND 58506 - 6550

Additional Information [edit](#)

Contacts [edit](#)

Applicant Information

SICK CONTRACTING	(701) 355-1465
221 N 5TH ST	CSICK@BISMARCKND.GOV
BISMARCK, ND 58506	

Owner Information

Office Information

Owner/CI Information

Contractor Information

SICK CONTRACTING	(701) 355-1465
221 N 5TH ST	CSICK@BISMARCKND.GOV
BISMARCK, ND 58506	

Fees

Type	SIGN
Amount	\$30.00
Total Fees	\$10.00

Attachments

No upload additional attachments click [Here](#)

[CANCEL](#) [PREVIOUS STEP](#) [NEXT STEP](#)

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4.5 Step 4 To Pay for a License

The screenshot shows a checkout summary for Step 4: PAYMENT. At the top, a progress bar indicates the current step. Below it, a table lists the items to be purchased. The table has three columns: Description, Quantity, and Amount. There is one item: SIGN LICENSE, with a quantity of 1 and an amount of \$10.00. Below the table, the total amount due is \$10.00. At the bottom, there are three buttons: BACK TO STEP ONE, PAY NOW, and BILL ME.

Description	Quantity	Amount
SIGN SIGN LICENSE	1	\$10.00 10.00

Fees Due: \$10.00
Total: \$10.00

5.0 Payment Options

5.1 Payment Option 1 Credit Card

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

5.1.2 From Checkout Summary select Proceed to Payment. Enter credit card information and select Process Payment. Upon approval a receipt will be emailed to the Applicant's email address.

The screenshot shows a credit card payment form. At the top, it displays the total fees and total payment, both at \$1,144.25. Below this, there are several input fields: First Name, Last Name, Credit Card Type (set to VISA), Credit Card Number, Expiration Date (set to January 2015), Billing Address (221 N 5TH ST), City (BISMARCK), State (North Dakota), Zip (58506), and Email Confirmation (CSICK@BISMARCKND.GOV). A PROCESS PAYMENT button is located at the bottom.

5.2 Payment Option 2 Bill Me (Contractors Only)

5.2.1 Contractors who have not been set up for billing with the City of Bismarck can register by contacting the Building Inspections Division.

5.2.2 From the Checkout Summary select Bill Me. The Fiscal Department will generate an invoice to be received in the US Postal mail.