

How to: Fire Daycare Center

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 permits and to view detailed information. Click "Setup An Account" to create your free account. If you have any questions please contact the Fire Department in one of the following ways:

In Person Fire Department
1020 E Central Avenue
Bismarck, ND 58501-1936

By Phone (701)355-1400

By Email rkunda@bismarcknd.gov

1.3 Payment

eTRAKiT will only accept VISA, MasterCard, and Discover card payments.

1.4 Submittal Requirements

There are no required submittals for a Fire Daycare Center Inspection.

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 Permit

4.1 Select Apply for a Permit from the Menu in the left margin.



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4.2 Check the box next to “I Agree” and then click Continue.

4.3 Step 1 Enter Permit Information

4.3.1 Select Permit Type and SubType from drop down menu.

4.3.2 Enter ‘DAYCARE CENTER INSPECTION’ in CAPS describing work to be completed.

4.3.3 Enter “0” for Job Value.

The screenshot shows the 'Permit Application' interface. At the top, a progress bar indicates four steps: STEP 1 PERMIT INFORMATION (highlighted in blue), STEP 2, STEP 3, and STEP 4. Below the progress bar, the section is titled 'Permit Type Information'. It contains four fields: 'PERMIT Type' with a dropdown menu set to 'FIRE DAYCARE CENTER', '*PERMIT Subtype:' with a dropdown menu set to 'RENEWAL', '*Short Description:' with a text input field containing 'DAYCARE CENTER INSPECTION', and '*Job Value' with a text input field containing '\$0.00'.

4.3.4 Enter part of the address and click Search. Then select the correct address for the permit.

The screenshot shows the 'Location' search interface. It prompts the user to 'Enter part or all of your address and press search'. There is a 'Search By' dropdown menu set to 'Address' and a text input field containing '221 N'. A blue 'SEARCH' button is to the right. Below the search bar, a list of addresses is displayed under the heading 'Select address below'. The list includes: 1221 N 3RD ST - ADDRESS, 1221 N PARKVIEW DR - ADDRESS, 1221 N WASHINGTON ST - ADDRESS, 221 N 11TH ST - ADDRESS, 221 N 23RD ST - ADDRESS, 221 N 5TH ST AUDITOR - ADDRESS, 221 NEW YORK ST - ADDRESS, and 7221 N WASHINGTON ST - ADDRESS.

4.3.5 Check box if you are a property owner.

4.3.6 There are no submittal requirements for this permit/inspection.

4.3.7 Click Next Step.

4.4 Step 2 Contact Information

4.4.1 Enter or confirm Owner and Applicant Contact Information then click Next Step. Please **note the applicant’s email** address will be the primary contact during application, review, and inspection processes.

The screenshot shows the 'Permit Application' interface at Step 2: Contact Information. The progress bar at the top shows STEP 1, STEP 2 CONTACT INFORMATION (highlighted in blue), STEP 3, and STEP 4. Below the progress bar, the section is titled 'Application for a FIRE DAYCARE CENTER Permit'. Underneath, the section is titled 'Applicant Information'. It contains six fields: '*Name' (Ron Kunda), '*Phone' (701) 355-1410, 'Address' (1020 E Central Ave), '*Email Address' (rkunda@bismarcknd.gov), 'City' (Bismarck), and 'State' (ND). There is also a 'Zip' field with '58501' and a separate field for the zip extension.

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4.5 Step 3 Review and Submit

If everything is correct click Next Step.

The screenshot shows a web interface for a permit application. At the top, a progress bar indicates four steps: STEP 1, STEP 2, STEP 3 (REVIEW AND SUBMIT, highlighted in blue), and STEP 4. Below the progress bar, the title is "Application for a FIRE DAYCARE CENTER Permit".

The main content area is divided into several sections, each with an "EDIT" button:

- Permit Information:** Type: FIRE DAYCARE CENTER; Subtype: RENEWAL; Description: DAYCARE CENTER INSP...; Job Value: 0.
- Location:** Fields for Address, City, Township, County, State, and Zip.
- Contacts:** Applicant Information (Ron Kunda, (701) 355-1410, 1020 E Central Ave, Bismarck, ND 58501, rkunda@bismarcknd.gov); Owner Information (Ron Kunda, rkunda@bismarcknd.gov); Contractor Information.
- Fee Information:** A table showing fees: FIRE DAYCARE (\$35.00) and FIRE DAYCARE CENTER INSP... (35.00), with a Total Fees of \$35.00.
- Attachments:** A link "Here" to upload additional attachments.

At the bottom, there is a "Review the information prior to submitting." message and three buttons: "CANCEL", "PREVIOUS STEP", and "NEXT STEP".

4.6 Step 4 Payment

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.

The screenshot shows a payment form with the following fields and values:

- Total Fees: \$35.00
- Total Payment: \$35.00
- First Name: Ron
- Last Name: Kunda
- Credit Card Type: VISA (dropdown)
- Credit Card Number: [Empty field]
- Expiration Date: January 2015 (dropdowns)
- Billing Address: [Empty field]
- City: [Empty field]
- State: [Empty dropdown]
- Zip: [Empty field] - [Empty field]
- Email Confirmation: rkunda@bismarcknd.gov

At the bottom, there are two buttons: "BACK TO STEP ONE" and "PROCESS PAYMENT".