

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.



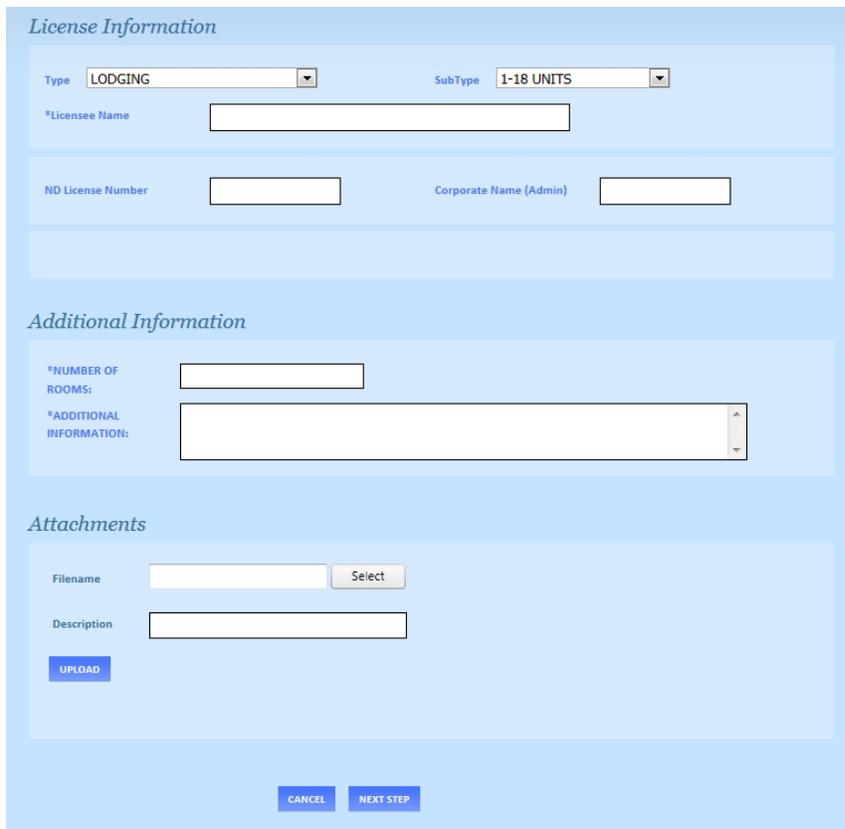
4.2 License Application Step 1 Enter License Information

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

A screenshot of a web form titled 'License Information'. The form is divided into three main sections: 'License Information', 'Additional Information', and 'Attachments'.
1. 'License Information' section: Contains two dropdown menus for 'Type' (set to 'LODGING') and 'SubType' (set to '1-18 UNITS'). Below these are input fields for '*Licensee Name', 'ND License Number', and 'Corporate Name (Admin)'.
2. 'Additional Information' section: Contains an input field for '*NUMBER OF ROOMS:' and a larger text area for '*ADDITIONAL INFORMATION:'.
3. 'Attachments' section: Contains a 'Filename' input field with a 'Select' button, a 'Description' input field, and an 'UPLOAD' button.
At the bottom of the form are two buttons: 'CANCEL' and 'NEXT STEP'.

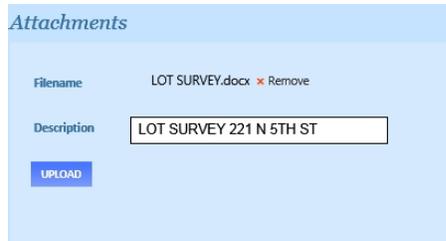
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4.2.4 Upload Required Submittal Items as stated in 1.4 above. Label with appropriate title.

- 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.



The screenshot shows a light blue form titled "Attachments". It contains a "Filename" field with the text "LOT SURVEY.docx" and a small "Remove" link. Below it is a "Description" text input field containing "LOT SURVEY 221 N 5TH ST". At the bottom left of the form 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 the "Attachments" section of the interface. On the left is the upload form from the previous step, but the "Description" field now contains "ANTICIPATED MENU|". On the right, under the heading "Attachments:", there is a list of files: "CTPR020915.pdf", "FLOOR PLANS", "CTPR020915_01.pdf", "EQUIPMENT", "CTPR020915_02.pdf", and "FLOOR AND WALL COVERING". Each file name has a blue "DELETE" button to its right.

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"



The screenshot shows a form titled "License Address". At the top, it says "Enter all or part of the address and press search". Below this is a text input field containing "1020 E", followed by a blue "SEARCH" button and a blue "NOT LISTED" button. Underneath is a section titled "Select address below" with a list of addresses: "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", and "1020 E TURNPIKE AV". At the bottom of the form are five input fields for contact information: "Print Name As", "Email Address", "Phone", "Fax", and "Emergency". Each field has a corresponding label and a small icon.

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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

License Address

1020 E CENTRAL AV
BISMARCK, ND 58501

Address Lookup

Print Name As

Email Address

Phone

Fax

Emergency

4.4 Step 3 Review and Submit

4.4.1 If everything is correct click Next Step.

Application for a LODGING License

Review the information below prior to submitting the application

<p><i>License Information</i> EDIT</p> <p>Type LODGING</p> <p>Subtype 19-35 UNITS</p> <p>Licensee FACILITY NAME</p> <p>ND License Number</p> <p>Corporate Name (Admin)</p>	<p><i>License Address</i> EDIT</p> <p>1020 E CENTRAL AV BISMARCK, ND 58501</p> <p>Print Name As Facility name</p> <p>Email Address email</p>
<p><i>Additional Information</i> EDIT</p> <p>eTRAKIT Lodging</p> <p>NUMBER OF ROOMS 47</p> <p>ADDITIONAL INFORMATION ADDITIONAL INFORMATION</p>	<p><i>Mailing Address</i> EDIT</p> <p><i>Contacts</i> EDIT</p> <p>Owner Information</p> <p>Applicant Information</p> <p>SANDRA'S HOMEBUILDERS (701) 355-1870</p> <p>221 N 5TH ST sbogaczyk@bismarcknd.gov BISMARCK, ND 58506</p> <p>Business Owner Information</p> <p>Contractor Information</p> <p>SANDRA'S HOMEBUILDERS (701) 355-1870</p> <p>221 N 5TH ST sbogaczyk@bismarcknd.gov BISMARCK, ND 58506</p>
	<p><i>Fees</i></p>

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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.