

## How to: Tanning 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](mailto: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 tanning license:

- a) Scale floor plans of facility
- b) Choice of floor covering in body art rooms
- c) Type of sanitizer used in 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](http://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.



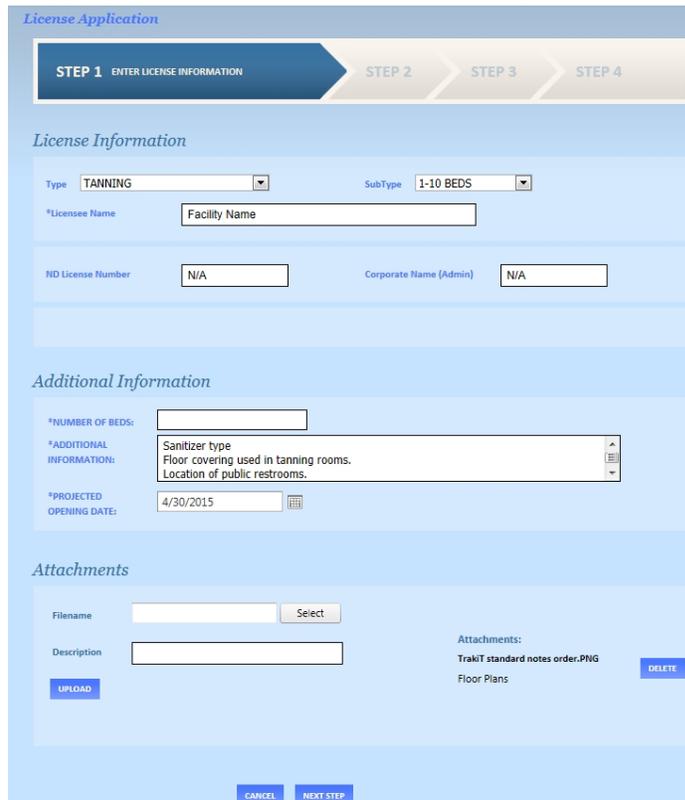
### 4.2 License Application Step 1 Enter License Information

4.2.1 Select License Type and SubType from drop down menu.

4.2.2 Enter facility name in licensee name box.

4.2.3 Additional Information: The following information must be entered

- Type of floor covering used in tanning rooms
- Type of sanitizer used in facility
- Any other information you feel is important

A screenshot of the 'License Application' web form, specifically Step 1: 'ENTER LICENSE INFORMATION'. The form is titled 'License Application' and has a progress bar at the top with four steps: STEP 1 (active), STEP 2, STEP 3, and STEP 4. The 'License Information' section includes:

- Type: TANNING (dropdown)
- SubType: 1-10 BEDS (dropdown)
- \*Licensee Name: Facility Name (text input)
- ND License Number: N/A (text input)
- Corporate Name (Admin): N/A (text input)

The 'Additional Information' section includes:

- \*NUMBER OF BEDS: (text input)
- \*ADDITIONAL INFORMATION: A text area containing 'Sanitizer type', 'Floor covering used in tanning rooms.', and 'Location of public restrooms.' with a scroll bar.
- \*PROJECTED OPENING DATE: 4/30/2015 (calendar icon)

The 'Attachments' section includes:

- Filename: (text input) with a 'Select' button.
- Description: (text input)
- Attachments: Trakt standard notes order.PNG and Floor Plans (list of files) with a 'DELETE' button.
- Buttons: 'UPLOAD' and 'DELETE'.

At the bottom of the form are 'CANCEL' and 'NEXT STEP' buttons.

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

- Scale floor plans of 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 form titled "Attachments" with a light blue background. It contains the following fields and buttons:

- Filename:** LOT SURVEY.docx × Remove
- Description:** A text input field containing "LOT SURVEY 221 N 5TH ST".
- UPLOAD:** A blue 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 with a list of files and a form for uploading a new one.

**Attachments:**

- CTPR020915.pdf **DELETE**
- FLOOR PLANS **DELETE**
- CTPR020915\_01.pdf **DELETE**
- EQUIPMENT **DELETE**
- CTPR020915\_02.pdf **DELETE**
- FLOOR AND WALL COVERING **DELETE**

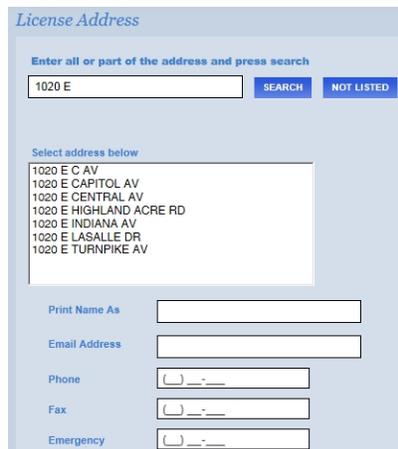
**Upload Form:**

- Filename:** CTPR\_020915.pdf × Remove
- Description:** A text input field containing "ANTICIPATED MENU".
- UPLOAD:** A blue button.

**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" with a light blue background. It contains the following fields and buttons:

- Enter all or part of the address and press search:** A text input field containing "1020 E", a **SEARCH** button, and a **NOT LISTED** button.
- Select address below:** 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, 1020 E TURNPIKE AV.
- Print Name As:** A text input field.
- Email Address:** A text input field.
- Phone:** A text input field with a format ( ) \_ - \_.
- Fax:** A text input field with a format ( ) \_ - \_.
- Emergency:** A text input field with a format ( ) \_ - \_.

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**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** 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 TANNING License*  
Review the information below prior to submitting the application

License Information		License Address	
Type	TANNING	1020 E CENTRAL AV	
Subtype	1-10 BEDS	BISMARCK, ND 58501	
Licensee	Facility Name	Print Name As	Facility name
ND License Number	N/A	Email Address	e-mail address
Corporate Name (Admin)	N/A	Phone	(701) 355-1400

Additional Information		Mailing Address	
NUMBER OF BEDS	5	1020 E CENTRAL AV	
ADDITIONAL INFORMATION	Sanitizer type Floor covering used in tanning rooms. Location of public restrooms.	BISMARCK, ND 58501	
PROJECTED OPENING DATE	4/30/2015		

Fees		Contacts	
Type	TANNING	Owner Information	
Amount	\$100.00	Applicant Information	
Total Fees	\$100.00	Business Owner Information	

Attachments	
Attachments:	
Trakit standard notes order.PNG	<input type="button" value="DELETE"/>
Floor Plans	
To upload additional attachments click <a href="#">Here</a>	

### 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.