

How to: Temporary 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 Temporary Food 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.



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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 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(s)
- Location of food prep
- Equipment planning to use on site
- Number of units

A screenshot of a web form titled 'License Information'. The form is divided into several sections. The top section, 'License Information', contains a dropdown menu for 'Type' set to 'TEMPORARY FOOD', a text input for '*Licensee Name' with a placeholder 'Name', and two text inputs for 'ND License Number' and 'Corporate Name (Admin)'. Below this is the 'Additional Information' section, which includes: 'DATE/LOCATION OF EVENTS' (a text input with 'Date/location'), 'INTENDED MENU' (a text input with 'Menu'), 'LIST OF FOOD SUPPLIERS' (a text input with 'Supplier'), 'LOCATION OF FOOD PREP' (a text input with 'Location'), 'EQUIPMENT USED' (a text input with 'Equipment'), and 'NUMBER OF UNITS' (a text input with '1'). The bottom section, 'Attachments', has a 'Filename' input with a 'Select' button, a 'Description' input, and an 'UPLOAD' button. At the very bottom of the form are 'CANCEL' and 'NEXT STEP' buttons.

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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 Enter mailing address

4.3.4 Enter owner information

4.4 Step 3 Review and Submit

4.4.1 If everything is correct click Next Step.

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

License Information [EDIT](#)

Type: TEMPORARY FOOD
Licensee Name
ND License Number
Corporate Name (Admin)

Additional Information [EDIT](#)

DATE/LOCATION OF EVENTS: Date/location
INTENDED MENU: Menu
LIST OF FOOD SUPPLIERS: Supplier
LOCATION OF FOOD PREP: Location
EQUIPMENT USED: Equipment
NUMBER OF UNITS: 1

License Address [EDIT](#)

Mailing Address [EDIT](#)

Contacts [EDIT](#)

Owner Information
Applicant Information
Business Owner Information

Fees

Type	TEMPORARY FOOD PERMIT
Amount	\$65.00
Total Fees	\$65.00

Attachments

To upload additional attachments click [Here](#)

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

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