

How to: Renew Arborist 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 Setup an Account

You must be a registered eTRAKiT user to use the eTRAKiT software. Contractors licensed with the State of North Dakota can register and take advantage of the BILL ME option by contacting the City of Bismarck Forestry Division one of the following ways:

In Person	Public Works Building Forestry Division 601 S 26 th St. Bismarck, ND 58506-5503
By Phone	(701) 355-1700 option 3
By Email	bpske@bismarcknd.gov

If you are a **new** Tree Service to Bismarck, please contact the Forestry Division. The City Forester will setup a time for you to take the practical exam to become a Licensed Commercial Arborist to begin doing tree work in the city of Bismarck. [Click here](#) for more information on becoming a Licensed Commercial Arborist.

1.3 Payment

If you want to be billed by the City of Bismarck first open an account by contacting Public Works Forestry Division. eTRAKiT will otherwise only accept VISA, MasterCard, and Discover card payments.

1.4 Submittal Requirements

There are no required submittals to renew Arborist License.

2.0 How to Access eTRAKiT

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 Log In one of two ways

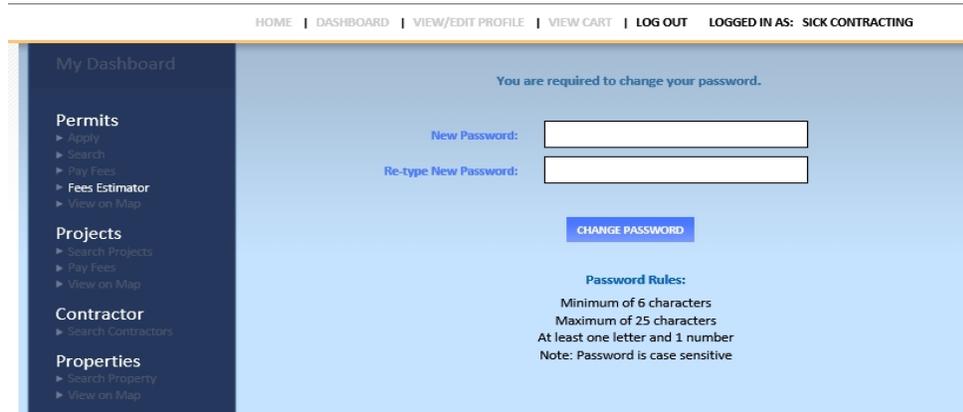
3.1 Registered User Login (able to use BILL ME option having called Forestry and registered)

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



How to: Renew Arborist License

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



HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: SICK CONTRACTING

My Dashboard

- Permits
 - Apply
 - Search
 - Pay Fees
 - Fees Estimator
 - View on Map
- Projects
 - Search Projects
 - Pay Fees
 - View on Map
- Contractor
 - Search Contractors
- Properties
 - Search Property
 - View on Map

You are required to change your password.

New Password:

Re-type New Password:

CHANGE PASSWORD

Password Rules:
Minimum of 6 characters
Maximum of 25 characters
At least one letter and 1 number
Note: Password is case sensitive

3.2 Public User Login Option to pay by credit card

3.2.1 Click “Setup an Account” to create your free account.



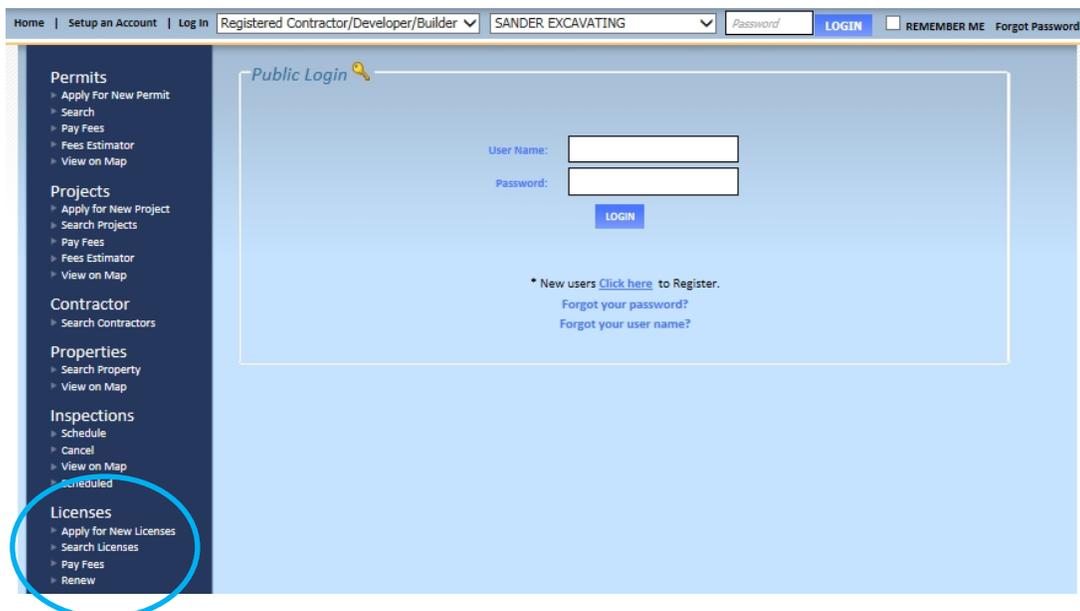
Home | **Setup an Account** | Log In | Public | Username | Password | LOGIN

BISMARCK

Image showing a golfer, a tractor, and a woman with a baby.

4.0 To Renew your License

4.1 Select Renew from the Licenses Menu in the left margin.



Home | Setup an Account | Log In | Registered Contractor/Developer/Builder | SANDER EXCAVATING | Password | LOGIN | REMEMBER ME | Forgot Password

Public Login

User Name:

Password:

LOGIN

* New users [Click here](#) to Register.
[Forgot your password?](#)
[Forgot your user name?](#)

- Permits
 - Apply For New Permit
 - Search
 - Pay Fees
 - Fees Estimator
 - View on Map
- Projects
 - Apply for New Project
 - Search Projects
 - Pay Fees
 - Fees Estimator
 - View on Map
- Contractor
 - Search Contractors
- Properties
 - Search Property
 - View on Map
- Inspections
 - Schedule
 - Cancel
 - View on Map
 - Scheduled
- Licenses**
 - Apply for New Licenses
 - Search Licenses
 - Pay Fees
 - Renew

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

4.3 License Renewal Process Step 1 **Confirm Renewal Eligibility**

How to: Renew Arborist License

4.3.1 Click Renew License.

License Renewal Process

STEP 1 CONFIRM RENEWAL ELIGIBILITY STEP 2 STEP 3 STEP 4

Please check that you have all required documents before continuing with this renewal.

License #ARBL2015-00001

Licensee Name: Advanced Tree Service, Inc
License Type: ARBORIST LICENSE
Business Street Name: 103 W B AV
City, State, Zip: BISMARCK, ND 58501

CANCEL RENEW LICENSE

4.4 Step 2 Update General License Details

4.4.1 Enter or confirm the information and make updates as needed. Click Next Step.

License Renewal Process

STEP 1 STEP 2 UPDATE GENERAL LICENSE DETAILS STEP 3 STEP 4

License Information

General Info

ND License Number	<input type="text"/>	Corporate Name (Admin)	<input type="text"/>
N/A	<input type="text"/>	Number of Employees	<input type="text"/>
Assigned To	<input type="text"/>	N/A	<input type="text"/>

Attachments

Filename

Description

CANCEL NEXT STEP

4.5 Step 3 Contact Information

How to: Renew Arborist License

4.5.1 Verify that all the Contact Information is correct and click Next Step.

License Renewal Process

STEP 1 STEP 2 **STEP 3 CONTACT INFORMATION** STEP 4

Address Information

License Address: 103 W B AV BISMARCK, ND 58501
*License Phone: () - () - ()
License Fax: () - () - ()
Emergency Phone: () - () - ()

Mailing Information

Copy From License Address

*Mailing Address: 103 W AVENUE B
*City: BISMARCK *State: ND *Zip: 58501-3602

Contacts

Owner Information

Name: []
Address: 103 W AVENUE B
City: BISMARCK State: ND Zip: 58501-3602
Phone: () - () - ()
Fax: () - () - ()
Email: []

Applicant Information

Name: Advanced Tree Service, Inc
Address: 103 W Avenue B
City: Bismarck State: ND Zip: 58501
Phone: (701) 323-0646
Fax: () - () - ()
Email: []

Business Owner Information

Name: Advanced Tree Service, Inc
Address: 103 W Avenue B
City: Bismarck State: ND Zip: 58501
Phone: (701) 323-0646
Fax: () - () - ()
Email: []

CANCEL PREVIOUS STEP **NEXT STEP**

4.6 Step 4 To Pay for a Permit

4.6.1 Verify that all the Contact Information is correct and click Next Step.

License Renewal Process

STEP 1 STEP 2 STEP 3 **STEP 4 REVIEW & PAYMENT**

Review the information below prior to submitting the application

Phone Information [EDIT]

Phone: (701) 323-0646
Fax:
Emergency Phone:

General Information [EDIT]

ND License Number: 34703
Corporate Name (Admin): N/A
Number of Employees:
Assigned To: N/A

Mailing Address [EDIT]

103 W AVENUE B
BISMARCK, ND 58501-3602

Contacts [EDIT]

Owner Information
CHURCHILL, STANLEY J & LODY (701) 323-0646
103 W AVENUE B
BISMARCK, ND 58501-3602

Applicant Information
Advanced Tree Service, Inc (701) 323-0646
103 W Avenue B
Bismarck, ND 58501

Business Owner Information
Advanced Tree Service, Inc (701) 323-0646
103 W Avenue B
Bismarck, ND 58501

CANCEL PREVIOUS STEP **NEXT STEP**

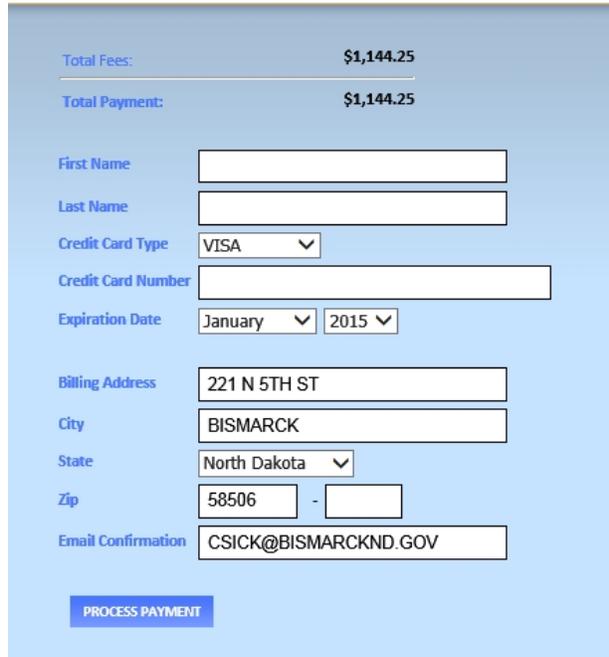
5.0 Payment Options

How to: Renew Arborist License

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 payment form with the following fields and values:

Total Fees:	\$1,144.25
Total Payment:	\$1,144.25
First Name	<input type="text"/>
Last Name	<input type="text"/>
Credit Card Type	VISA
Credit Card Number	<input type="text"/>
Expiration Date	January 2015
Billing Address	221 N 5TH ST
City	BISMARCK
State	North Dakota
Zip	58506 - <input type="text"/>
Email Confirmation	CSICK@BISMARCKND.GOV

At the bottom of the form is a blue button labeled "PROCESS PAYMENT".

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 Public Works Department.

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.