

## How to: Door to Door 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 Administration 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 Administration 221 N 5 <sup>th</sup> Street 4 <sup>th</sup> Floor Bismarck ND 58501
By Phone	(701) 355-1300
By Email	<a href="mailto:mschroeder@bismarcknd.gov">mschroeder@bismarcknd.gov</a>

#### 1.3 Payment

eTRAKiT will only accept VISA, MasterCard, and Discover card payments. Administration does **not** accept billing accounts. The Door to Door Company fee for all new and annual renewals is \$200.00, with an additional \$25.00 per person that will be going door to door.

#### 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 Door to Door license:

- a) Door to Door License application – request this by calling Administration
- b) An 8 ½ x 11” color copy of a Government issued ID, such as Driver License, Passport or Military ID
- c) A North Dakota Transient Merchant License for each person selling Door to Door. This is for all merchants located outside of North Dakota.

### 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.



## How to: Door to Door License

### 4.0 To Apply for a License

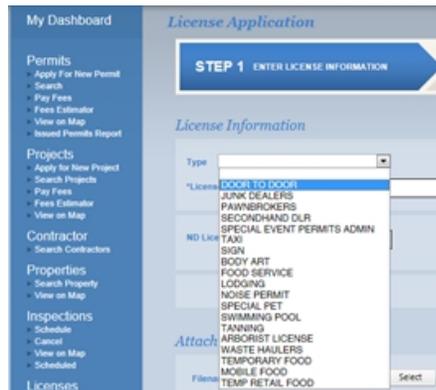
4.1 Select Apply for New Licenses from the Menu in the left margin.



### 4.2 License Application Step 1 Enter License Information

(Any active Licenses you may have will be shown in the main screen under *My Active Licenses*.)

4.2.1 Select License Type, and SubType from drop down menus



4.2.2 Enter the doing business as (DBA) name in licensee name box.

4.2.3 Enter corporate name if applicable

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

- a) Door to Door License application
- b) DL\_ [name of applicant]
- c) TL\_ [name of applicant]

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 name of the applicant (e.g. *DL\_John Smith*).

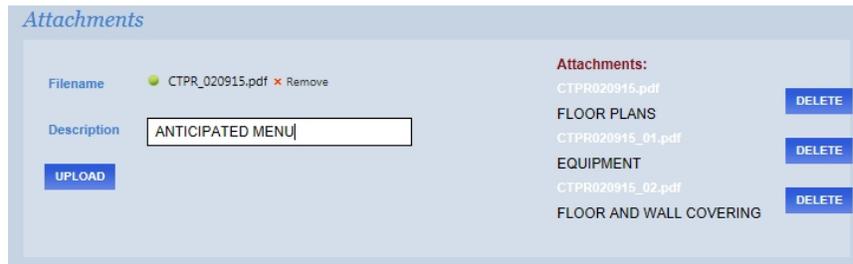
4.2.6 Click Upload.

## How to: Door to Door License



The screenshot shows a form titled "Attachments" with a light blue background. It contains a "Filename" field with the text "LOT SURVEY.docx" and a "Remove" link. Below it is a "Description" text box containing "LOT SURVEY 221 N 5TH ST". At the bottom left 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 a form. On the left, there is an "Upload" form with "Filename" "CTPR\_020915.pdf" and "Description" "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". It has a search bar with "1020 E" entered and "SEARCH" and "NOT LISTED" buttons. Below the search bar is 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". Below the list are input fields for "Print Name As", "Email Address", "Phone", "Fax", and "Emergency", each with a corresponding form field.

- 4.3.2** Print name as: How you want business listed on license

- 4.3.3** E-mail address of business if applicable

- 4.3.4** Phone number of business

- 4.3.5** Emergency Number: type in the after-hours phone number for the business

- 4.3.6** Fill in other information which applies

## How to: Door to Door License

*License Address*

1020 E CENTRAL AV  
BISMARCK, ND 58501

Address Lookup

Print Name As	<input type="text" value="Facility name"/>
Email Address	<input type="text" value="e-mail address"/>
Phone	<input type="text" value="(701) 355-1400"/>
Fax	<input type="text" value="( ) - -"/>
Emergency	<input type="text" value="( ) - -"/>

### 4.4 Step 3 Review and Submit

4.4.1 If everything is correct click Next Step.

*Application for a DOOR TO DOOR License*

Review the information below prior to submitting the application

<p><i>License Information</i> <a href="#">EDIT</a></p> <p>Type DOOR TO DOOR</p> <p>Subtype ORIGINAL APPLICATION</p> <p>Licensee DOOR TO DOOR SALES CO</p> <p>ND License Number</p> <p>Corporate Name (Admin)</p>	<p><i>License Address</i> <a href="#">EDIT</a></p> <p>Print Name As JOHN SMITH</p> <p>Phone (123) 456-7890</p>						
<p><i>Additional Information</i> <a href="#">EDIT</a></p> <p>ETRAKIT SALES PERSON 1-2</p> <p>SALES PERSON 1 NAME JOHN SMITH</p> <p>DRIVERS LICENSE YES</p> <p>TRANSIENT LICENSE YES</p> <p>PERSONAL INFORMATION YES</p> <p>NOTES ENTER BIRTH DATE, RACE, SEX, PERMANENT ADDRESS, PERSONAL PHONE #, CURRENT LOCAL ADDRESS AND PHONE #</p> <p>DRIVERS LICENSE NO</p> <p>TRANSIENT LICENSE NO</p> <p>PERSONAL INFORMATION NO</p>	<p><i>Mailing Address</i> <a href="#">EDIT</a></p> <p>123 ANYWHERE ST UPTOWN, ND 58500</p> <p><i>Contacts</i> <a href="#">EDIT</a></p> <p><i>Applicant Information</i></p> <p>MS APPLICANT (987) 654-3210</p> <p>987 SOMEWHERE ST DOWNTOWN, ND 58500</p> <p><i>Owner Information</i></p> <p>MR OWNER (564) 798-1203</p> <p>456 EVERYWHERE WAY MIDTOWN, ND 58501</p> <p><i>Fees</i></p> <table><tr><td>Type</td><td>APPLICANT FEE</td></tr><tr><td>Amount</td><td>\$0.00</td></tr><tr><td><b>Total Fees</b></td><td><b>\$0.00</b></td></tr></table> <p><i>Attachments</i></p> <p>To upload additional attachments click <a href="#">Here</a></p>	Type	APPLICANT FEE	Amount	\$0.00	<b>Total Fees</b>	<b>\$0.00</b>
Type	APPLICANT FEE						
Amount	\$0.00						
<b>Total Fees</b>	<b>\$0.00</b>						

### 4.5 Step 4 To Pay for a License

## How to: Door to Door License

4.5.1 The City of Bismarck accepts VISA, MasterCard and Discover credit cards.

License Application

STEP 1 > STEP 2 > STEP 3 > **STEP 4 PAYMENT**

Checkout Summary

JUNK DEALERS		
Description	Quantity	Amount
JUNK DEALER LICENSE	1	\$50.00

Fees Due: \$50.00

Total: \$50.00

[BACK TO STEP ONE](#) [PAY NOW](#)

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.

License Application

STEP 1 > STEP 2 > STEP 3 > **STEP 4 PAYMENT**

Total Fees: \$50.00  
Total Payment: \$50.00

First Name:   
Last Name:   
Credit Card Type:   
Credit Card Number:   
Expiration Date:    
Billing Address:   
City:   
State:   
Zip:  -   
Email Confirmation:

[BACK TO STEP ONE](#) [PROCESS PAYMENT](#)

4.5.3 Once application has been submitted someone from Administration will be in contact with you.