

How to: Pawn/Secondhand/Junk Dealer 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 5th Street
4th Floor
Bismarck ND 58501

By Phone (701) 355-1300

By Email mschroeder@bismarcknd.gov

1.3 Payment

eTRAKiT will only accept VISA, MasterCard, and Discover card payments. Administration does **not** accept billing accounts. The Pawnbroker License is \$75.00/year. The Secondhand Dealer License is \$50.00/year. The Junk Dealer License is \$25.00/year.

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 Pawnbroker/Secondhand/Junk Dealer license:

- a) Pawnbroker/Secondhand/Junk Dealer License application – request this by calling Administration

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

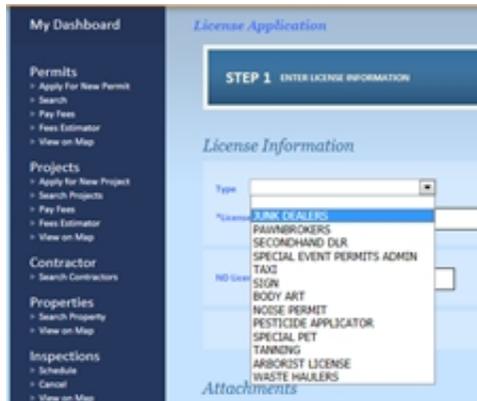
4.1 Select Apply for New Licenses from the Menu in the left margin.



4.2 License Application Step 1 Enter License Information

(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) Pawnbroker/Secondhand/Junk Dealer License application

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.

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4.2.6 Click Upload.



The screenshot shows a form titled "Attachments" with a light blue header. Below the header, there is a "Filename" field containing "LOT SURVEY.docx" with a red "x" and the word "Remove" next to it. Below that is a "Description" text box 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 a form. On the left, there is an "Upload" form with "Filename" set to "CTPR_020915.pdf" (with a green dot and "Remove" button) and "Description" set to "ANTICIPATED MENU". A blue "UPLOAD" button is at the bottom left. 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" with a light blue header. Below the header, there is a text box with the instruction "Enter all or part of the address and press search" and a "SEARCH" button. The text box contains "1020 E". To the right of the text box is a "NOT LISTED" button. Below the search section, there is a "Select address below" section 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". Below the list, there are five input fields: "Print Name As", "Email Address", "Phone", "Fax", and "Emergency", each with a corresponding input box.

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

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4.3.6 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 JUNK DEALERS License

Review the information below prior to submitting the application

<p><i>License Information</i> EDIT</p> <p>Type JUNK DEALERS</p> <p>Subtype RENEW LICENSE</p> <p>Licensee DUFFY'S HOCKEY STUFF</p> <p>ND License Number 123456</p> <p>Corporate Name (Admin)</p>	<p><i>License Address</i> EDIT</p> <p>1001 E FRONT AV BISMARCK, ND 58504</p> <p>Print Name As DUFFY'S HOCKEY STUFF</p> <p>Email Address duffys@bis.midco.net</p> <p>Phone (701) 123-4567</p> <p>Fax (702) 123-4567</p> <p>Emergency (703) 123-4567</p>
<p><i>Additional Information</i> EDIT</p>	<p><i>Mailing Address</i> EDIT</p> <p>1001 E FRONT AV BISMARCK, ND 58504</p>
<p><i>Contacts</i> EDIT</p> <p>Applicant Information</p> <p>Mrs. Applicant (701) 123-4567 123 Her Way Bismarck, ND 58501</p> <p>Owner Information</p> <p>Mr. Owner (701) 987-6543 987 His Way Bismarck, ND 58501</p>	<p><i>Fees</i></p> <p>Type JUNK DEALER LICENSE</p> <p>Amount \$50.00</p> <hr/> <p>Total Fees \$50.00</p> <p><i>Attachments</i></p> <p>To upload additional attachments click Here</p>

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

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4.5 Step 4 To Pay for a License

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

The screenshot shows the 'License Application' interface at the 'STEP 4 PAYMENT' stage. A progress bar at the top indicates the current step. Below it, a 'Checkout Summary' table lists the items to be purchased. At the bottom, there are two buttons: 'BACK TO STEP ONE' and 'PAY NOW'.

Description	Quantity	Amount
JUNK DEALER LICENSE	1	\$50.00

Fees Due: \$50.00
Total: \$50.00

4.5.2 From Checkout Summary select . 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.

The screenshot shows the 'License Application' interface at the 'STEP 4 PAYMENT' stage. It displays the total fees and payment amount, followed by a form to enter credit card and billing information. At the bottom, there are two buttons: 'BACK TO STEP ONE' and 'PROCESS 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:

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