

How to: Special Pet 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

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 special pet license:

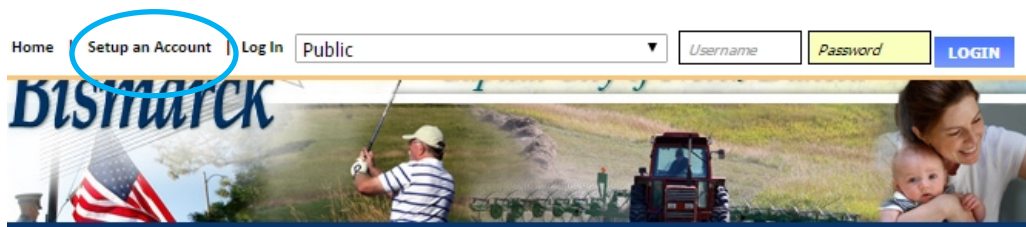
- Vaccination records for all animals
- Spay/Neuter records for all animals

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

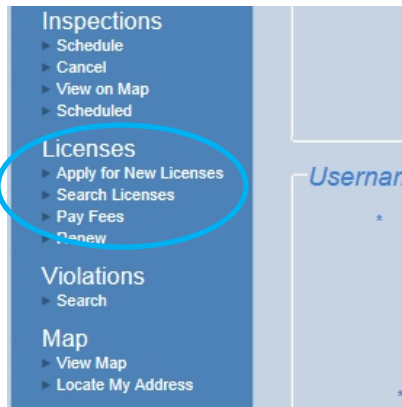
3.1 Click “Setup an Account” to create your free account.



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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.



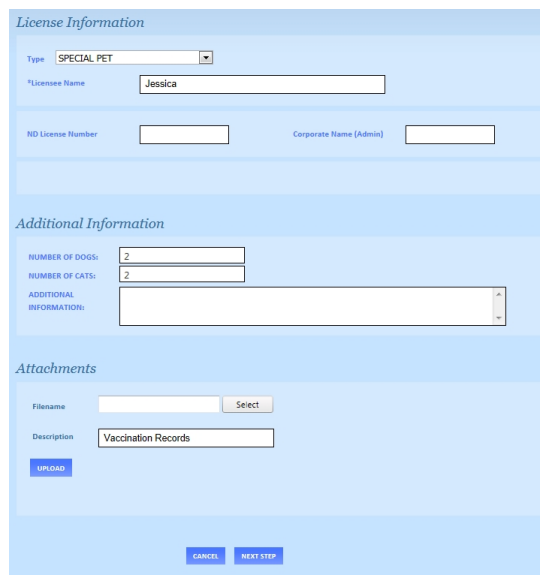
4.2 License Application Step 1 Enter License Information

4.2.1 Select License Type and SubType from drop down menu.

4.2.2 Licensee Name: Enter name of Applicant

4.2.3 Additional Information: The following information must be entered:

- Enter exact number of dogs. Enter "0" if no dogs
- Enter exact number of cats. Enter "0" if no cats
- Any other information you feel is important

A screenshot of a web form titled 'License Information'. The form is divided into three main sections. The first section, 'License Information', contains a dropdown menu for 'Type' set to 'SPECIAL PET', a text input for '*Licensee Name' with the value 'Jessica', and two empty text inputs for 'ND License Number' and 'Corporate Name (Admin)'. The second section, 'Additional Information', contains two text inputs for 'NUMBER OF DOGS' and 'NUMBER OF CATS', both with the value '2', and a larger text area for 'ADDITIONAL INFORMATION'. The third section, 'Attachments', contains a 'Filename' input with a 'Select' button, a 'Description' input with the value 'Vaccination Records', and an 'UPLOAD' button. At the bottom of the form are 'CANCEL' and 'NEXT STEP' buttons.

4.2.4 Click Next Step.

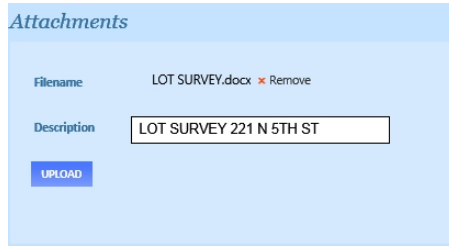
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4.2.5 Upload Required Submittal Items as stated in **1.4** above. Label with appropriate titles.

- Vaccination records for all animals
- Spay/Neuter records for all animals

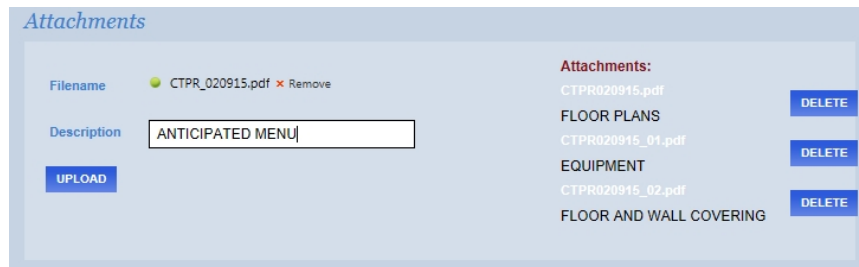
4.2.6 Upload the Required Submittal Items by clicking **Select**. Find the file you want to upload on your computer. Select the file. Then type in the file description including the address of the property.

4.2.7 Click Upload.



The screenshot shows a light blue form titled "Attachments". It contains a "Filename" field with the text "LOT SURVEY.docx" and a "Remove" link. Below it is a "Description" text input field containing "LOT SURVEY 221 N 5TH ST". At the bottom left of the form is a blue "UPLOAD" button.

4.2.8 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 the interface. On the left is the upload form with "Filename" "CTPR_020915.pdf" and "Description" "ANTICIPATED MENU|". On the right is a list of uploaded attachments, each with a "DELETE" button:

Attachments:	Action
CTPR020915.pdf	DELETE
FLOOR PLANS	
CTPR020915_01.pdf	DELETE
EQUIPMENT	
CTPR020915_02.pdf	DELETE
FLOOR AND WALL COVERING	

4.2.9 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 the "License Address" search form. It has a search input field with "1020 E" entered, a "SEARCH" button, and a "NOT LISTED" button. Below the search field is a list of addresses to select from:

Select address below

- 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

Below the list are input fields for "Print Name As", "Email Address", "Phone", "Fax", and "Emergency", each with a corresponding form field.

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4.3.2 Print name as: Name of applicant

4.3.3 E-mail address of facility

4.3.4 Phone number of facility

4.3.5 Fill in other information which applies

The screenshot shows a form titled "License Address" with the following content:

1020 E CENTRAL AV
BISMARCK, ND 58501

Address Lookup

Print Name As: Facility name

Email Address: e-mail address

Phone: (701) 355-1400

Fax: () - -

Emergency: () - -

4.4 Step 3 Review and Submit

4.4.1 If everything is correct click Next Step.

The screenshot shows a review page titled "Application for a SPECIAL PET License" with the instruction "Review the information below prior to submitting the application".

License Information (EDIT)

Type: SPECIAL PET
Licensee: Jessica
ND License Number:
Corporate Name (Admin):

License Address (EDIT)

Mailing Address (EDIT)

Contacts (EDIT)

Owner Information
Applicant Information

Additional Information (EDIT)

NUMBER OF DOGS: 2
NUMBER OF CATS: 2

Fees

Total Fees: \$0.00

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.