

## How to: Temp Retail 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](mailto: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 Noise 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](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: Temp Retail Food License

### 4.0 To Apply for a License

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



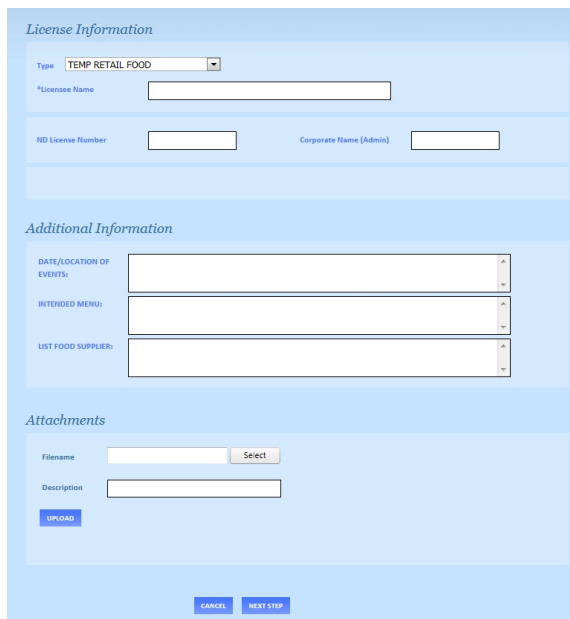
### 4.2 License Application Step 1 Enter License Information

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

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 'TEMP RETAIL FOOD'), a text input for '\*Licensee Name', and two text inputs for 'RD License Number' and 'Corporate Name (Admin)'. The second section, 'Additional Information', contains three text input fields: 'DATE/LOCATION OF EVENTS', 'INTENDED MENU', and 'LIST FOOD SUPPLIER'. The third section, 'Attachments', contains a 'Filename' input with a 'Select' button, a 'Description' input, 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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### 4.3 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 E-mail address of facility
- 4.3.4 Phone number of facility
- 4.3.5 Enter mailing address
- 4.3.6 Enter owner information

### 4.4 Step 3 Review and Submit

- 4.4.1 If everything is correct click Next Step.

**Application for a TEMP RETAIL FOOD License**  
Review the information below prior to submitting the application

**License Information** [EDIT]

Type	TEMP RETAIL FOOD
Licensee	name
ND License Number	
Corporate Name (Admin)	

**License Address** [EDIT]

**Mailing Address** [EDIT]

**Contacts** [EDIT]

- Owner Information
- Applicant Information
- Business Owner Information

**Additional Information** [EDIT]

**Fees**

Type	TEMPORARY RETAIL FOOD MARKET - 6 MONTHS
Amount	\$100.00
Total Fees	\$100.00

**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.