

How to: Fire Daycare

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

Create a User Name and Password to apply for permits and to view detailed information. Click "Setup An Account" to create your free account. If you have any questions please contact the Fire Department in one of the following ways:

In Person Fire Department
1020 E Central Avenue
Bismarck, ND 58501-1936

By Phone (701)355-1400

By Email rkunda@bismarcknd.gov

1.3 Payment

eTRAKiT will only accept VISA, MasterCard, and Discover card payments.

1.4 Submittal Requirements

There are no required submittals for a Fire Daycare Residential Permit.

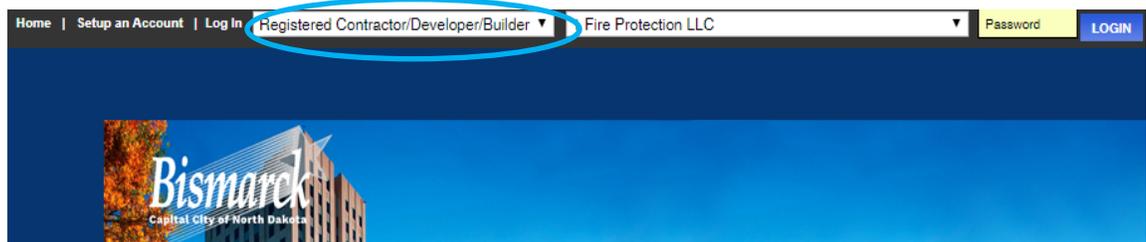
2.0 How to Access eTRAKiT

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 *services* link and the *on-line Permits - eTRAKiT* link.

3.0 Log In one of two ways

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

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



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

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

My Dashboard

- Permits
 - Apply
 - Search
 - New Fees
 - Fees Estimator
 - View on Map
- Projects
 - Search Projects
 - Pay Fees
 - View on Map
- Contractor
 - View 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.



4.0 To Apply for a Permit

4.1 Select Apply for a Permit from the Menu in the left margin.



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

4.3 Step 1 Enter Permit Information

4.3.1 Select Permit Type and SubType from drop down menu.

4.3.2 Enter 'DAYCARE RESIDENTIAL INSPECTION' in CAPS describing work to be completed.

4.3.3 Enter "0" for Job Value.

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The screenshot shows the 'Permit Application' interface. At the top, a progress bar indicates four steps: STEP 1 PERMIT INFORMATION (highlighted in blue), STEP 2, STEP 3, and STEP 4. Below the progress bar, the section is titled 'Permit Type Information'. It contains the following fields:

- PERMIT Type: FIRE DAYCARE RESIDENTIAL (dropdown menu)
- *PERMIT Subtype: RENEWAL (dropdown menu)
- *Short Description: DAYCARE CENTER INSPECTION (text input field)
- *Job Value: \$0.00 (text input field)

4.3.4 Enter part of the address and click Search. Then select the correct address for the permit.

The screenshot shows the 'Location' search interface. It prompts the user to 'Enter part or all of your address and press search'. Below this, there is a 'Search By' dropdown menu set to 'Address' and a text input field containing '221 N'. A blue 'SEARCH' button is to the right. Below the search bar, a list of addresses is displayed under the heading 'Select address below':

- 1221 N 3RD ST - ADDRESS
- 1221 N PARKVIEW DR - ADDRESS
- 1221 N WASHINGTON ST - ADDRESS
- 221 N 11TH ST - ADDRESS
- 221 N 23RD ST - ADDRESS
- 221 N 5TH ST AUDITOR - ADDRESS
- 221 NEW YORK ST - ADDRESS
- 7221 N WASHINGTON ST - ADDRESS

4.3.5 Check the box if you are a property owner.

4.3.6 There are no submittal requirements for this permit/inspection.

4.3.7 Click Next Step.

4.4 Step 2 Contact Information

4.4.1 Enter or confirm Owner and Applicant Contact Information then click Next Step. Please **note the applicant's email** address will be the primary contact during application, review, and inspection processes.

The screenshot shows the 'Permit Application' interface for Step 2: CONTACT INFORMATION. The progress bar at the top shows STEP 1, STEP 2 CONTACT INFORMATION (highlighted in blue), STEP 3, and STEP 4. Below the progress bar, the section is titled 'Application for a FIRE DAYCARE RESIDENTIAL Permit'. Underneath, the section is titled 'Applicant Information'. It contains the following fields:

- *Name: Ron Kunda
- *Phone: (701) 355-1410
- Address: 1020 E Central Ave
- *Email Address: rkunda@bismarcknd.gov
- City: Bismarck
- State: ND
- Zip: 58501 - []

4.5 Step 3 Review and Submit

If everything is correct click Next Step.

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Permit Application

STEP 1 STEP 2 **STEP 3 REVIEW AND SUBMIT** STEP 4

Application for a FIRE DAYCARE RESIDENTIAL Permit

Permit Information [EDIT](#)

Type	FIRE DAYCARE RESIDENTIAL
Subtype	RENEWAL
Description	DAYCARE CENTER INSP...
Job Value	0

Location [EDIT](#)

1020 APPLE WY

Contacts [EDIT](#)

Applicant Information

Ron Kunda (701) 355-1410
1020 E Central Ave rkunda@bismarcknd.gov
Bismarck, ND 58501

Owner Information

Ron Kunda
rkunda@bismarcknd.gov

Contractor Information

Fee Information

Type	Amount
FIRE DAYCARE	\$35.00
FIRE DAYCARE INSPECTION F...	35.00
Total Fees	\$35.00

Attachments

To upload additional attachments click [Here](#)

Review the information prior to submitting.

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

5.0 Payment

5.1 Payment Option 1 Credit Card (Public Option)

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.

Total Fees: **\$35.00**

Total Payment: **\$35.00**

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](#)

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5.2 Payment Option 2 Bill Me (Registered User Only)

5.2.1 Daycare Providers who have not been set up for billing with the City of Bismarck can register by contacting the Fire 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.



The screenshot shows a 'Checkout Summary' page. At the top, it says 'PROJECT' followed by a redacted box and '221 N 5TH ST'. Below this is a table with three columns: 'Description', 'Quantity', and 'Amount'. The first row has a redacted description, a quantity of '1', and an amount of '\$50.00'. Below the table, it shows 'Total Fees: \$50.00' and 'Total: \$50.00'. At the bottom, there are three buttons: 'BACK TO SHOPPING CART', 'PROCEED TO PAYMENT', and 'BILL ME'. The 'BILL ME' button is circled in blue.

Description	Quantity	Amount
[Redacted]	1	\$50.00
Total Fees:		\$50.00
Total:		\$50.00

The above image does not show accurate fee information for this permit

Thank you for your participation in our eTRAKiT online digital application process.