

## How to: Sign License and Renewal Application

### 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 licenses and to view detailed information. Click “Setup An Account” to create your free account. Contractors licensed with the State of North Dakota can register to pay by invoice by contacting the City of Bismarck Building Inspections Division in one of the following ways:

In Person	City/County Building Community Development Department Building Inspections Division 221 N 5 <sup>th</sup> St. Bismarck, ND 58506-5503
By Phone	(701)355-1465
By Email	<a href="mailto:buildinginspections@bismarcknd.gov">buildinginspections@bismarcknd.gov</a>

#### 1.3 Payment

If you want to be billed by the City of Bismarck first open an account by contacting Building Inspections at 701-355-1465. eTRAKiT will otherwise only accept VISA, MasterCard, and Discover card payments.

#### 1.4 Submittal Requirements

Prior to beginning the application process, have all required submittal items ready to upload electronically. Required submittal items can be found [HERE](#).

### 2.0 How to Access eTRAKiT

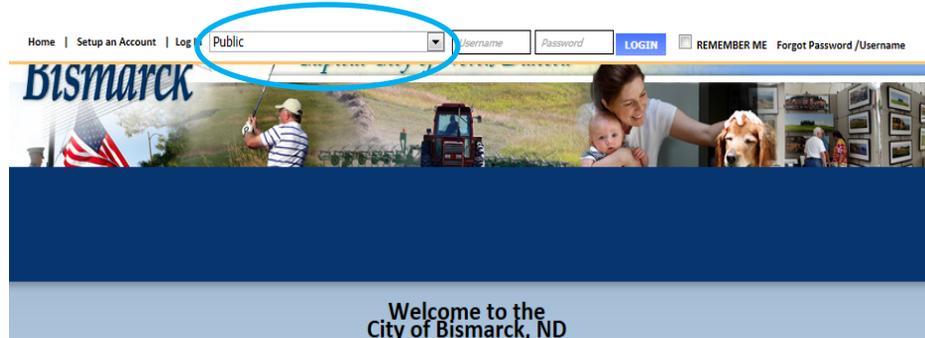
- 2.1** The website address for eTRAKiT is <https://trakitapi.bismarcknd.gov/etrakit/> You may also access eTRAKiT through the City of Bismarck homepage at [www.bismarcknd.gov](http://www.bismarcknd.gov) and click on the *eTRAKiT Online System* link in the left margin.

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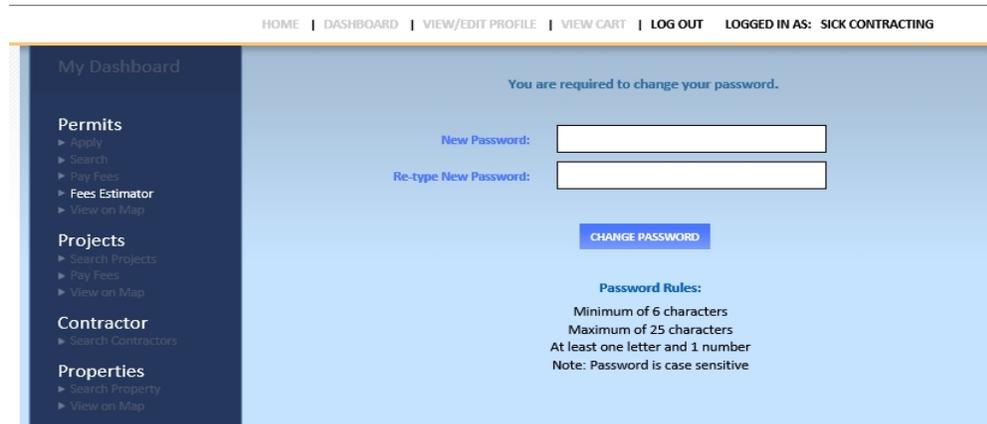
### 3.0 Log In one of two ways

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

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



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



3.2 Public User Login Option to pay by credit card

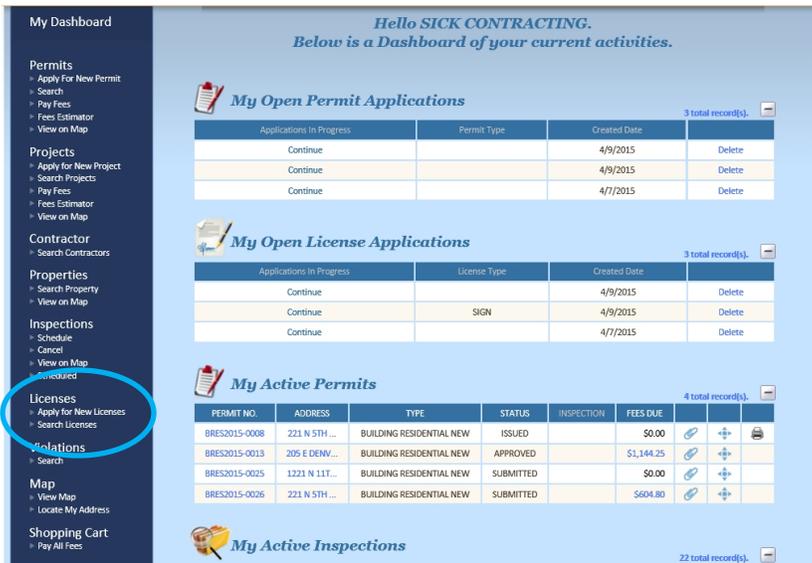
3.2.1 Click "Setup an Account" to create your free account.



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## 4.0 To Apply for or Renew a Sign License

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



## 4.2 Sign License Application Step 1 Enter Sign Information

4.2.1 Select Type and Subtype from drop down menus.

- Use New Sign Installer for new licenses.
- Use Renew Sign Installer for existing licenses that have expired.

4.2.2 Enter Licensee Name

4.2.3 Enter ND License Number.

The screenshot shows the 'STEP 1 ENTER LICENSE INFORMATION' form. At the top, there is a progress bar with four steps: STEP 1 (selected), STEP 2, STEP 3, and STEP 4. Below the progress bar, the form is titled 'License Information'. It contains the following fields:

- Type: SIGN (dropdown menu)
- SubType: NEW SIGN INSTALLER (dropdown menu)
- \*Licensee Name: [text input field]
- ND License Number: [text input field]
- Corporate Name (Admin): [text input field]

4.2.4 Upload Required Submittal Items outlined in 1.4 above. Save documents with appropriate titles.

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.

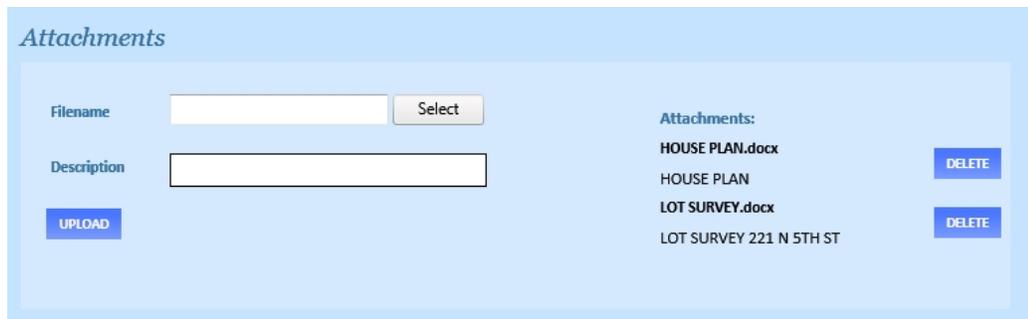
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### 4.2.6 Click Upload.



The screenshot shows a light blue box titled "Attachments". Inside, there is a "Filename" field with a green dot icon, the text "CERTIFICATE OF LIABILITY INSURANCE.pdf", and a red "x" icon with the word "Remove". Below it is a "Description" field containing the text "CERTIFICATE OF LIABILITY" and a red "x" icon. At the bottom left of the box 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.

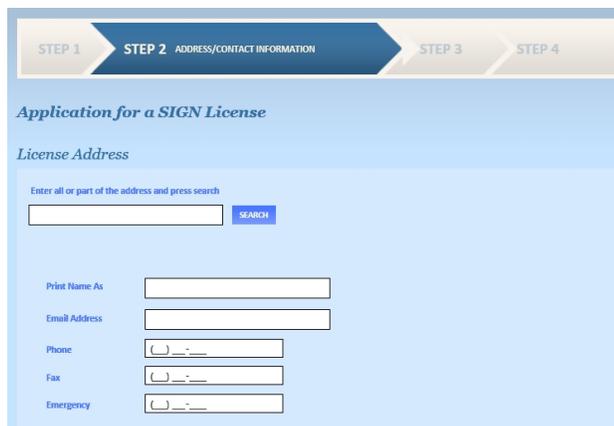


The screenshot shows a light blue box titled "Attachments". On the left, there is a "Filename" field with a "Select" button, a "Description" field, and a blue "UPLOAD" button. On the right, under the heading "Attachments:", there is a list of files: "HOUSE PLAN.docx", "HOUSE PLAN", "LOT SURVEY.docx", and "LOT SURVEY 221 N 5TH ST". Each file has a blue "DELETE" button next to it.

### 4.2.8 Click Next Step.

## 4.3 Step 2 Address and Contact Information

4.3.1 Enter the Name, Email Address and Phone Number of the primary contact for the License.



The screenshot shows a form titled "Application for a SIGN License". At the top, there is a progress bar with four steps: "STEP 1", "STEP 2 ADDRESS/CONTACT INFORMATION" (which is highlighted), "STEP 3", and "STEP 4". Below the progress bar, the form is titled "License Address". There is a search field with the text "Enter all or part of the address and press search" and a blue "SEARCH" button. Below the search field, there are five input fields: "Print Name As", "Email Address", "Phone", "Fax", and "Emergency". Each field has a small icon to its left.

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## 4.3.2 Enter Mailing Address and confirm additional Contact Information

*Mailing Address*

Same as License Address

Street Number  City

Street Name  State

Suite  Zip  -

*Applicant Information*

Name  Phone

Address  Email Address

City

State  Zip  -

[CLEAR](#)

## 4.4 Step 3 Review and Submit

### 4.4.1 If everything is correct click Next Step.

*License Application*

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

**Application for a SIGN License**  
Review the information below prior to submitting the application

*License Information* [edit](#)

Type	SIGN
Subtype	RENEW SIGN INSTALLER
Licensee	SICK CONTRACTING
ND License Number	1311
Corporate Name (Address)	

*License Address* [edit](#)

Point Name/In	Cheryl Sick
Email Address	csick@bismarcknd.gov
Phone	(701) 355-1465

*Mailing Address* [edit](#)

221 N 5th St  
Bismarck, ND 58506 - 6550

*Additional Information* [edit](#)

*Contacts* [edit](#)

**Applicant Information**

SICK CONTRACTING	(701) 355-1465
221 N 5TH ST	CSICK@BISMARCKND.GOV
BISMARCK, ND 58506	

**Owner Information**

**Office Information**

**Owner/CI Information**

**Contractor Information**

SICK CONTRACTING	(701) 355-1465
221 N 5TH ST	CSICK@BISMARCKND.GOV
BISMARCK, ND 58506	

**Fees**

Type	SIGN
Amount	\$30.00
<b>Total Fees</b>	\$10.00

*Attachments*

No upload additional attachments click [Here](#)

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

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### 4.5 Step 4 To Pay for a License

The screenshot shows a checkout summary for Step 4: PAYMENT. At the top, a progress bar indicates the current step. Below it, a table lists the items to be purchased. The total amount due is \$10.00.

Description	Quantity	Amount
SIGN	1	\$10.00
SIGN LICENSE		10.00

Fees Due: \$10.00  
Total: \$10.00

Buttons: BACK TO STEP ONE, PAY NOW, BILL ME

## 5.0 Payment Options

### 5.1 Payment Option 1 Credit Card

**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.

The screenshot shows a credit card payment form. It includes fields for personal information, credit card details, and billing address. A 'PROCESS PAYMENT' button is at the bottom.

Total Fees: \$1,144.25  
Total Payment: \$1,144.25

First Name:   
Last Name:   
Credit Card Type: VISA  
Credit Card Number:   
Expiration Date: January 2015  
Billing Address: 221 N 5TH ST  
City: BISMARCK  
State: North Dakota  
Zip: 58506  
Email Confirmation: CSICK@BISMARCKND.GOV

PROCESS PAYMENT

### 5.2 Payment Option 2 Bill Me (Contractors Only)

**5.2.1** Contractors who have not been set up for billing with the City of Bismarck can register by contacting the Building Inspections Division.

**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.