

## How to: Mobile 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.
- **NOTE: If you have more than one mobile unit, there is a fee for each unit and you must fill out a separate application for each.**
- 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

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 mobile food service license:

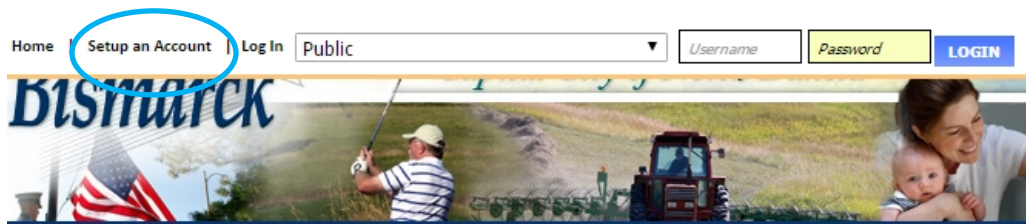
- Commissary Agreement Form
- Floor plans of mobile unit

### 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

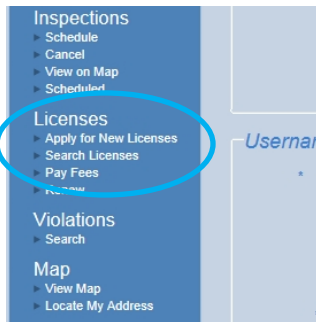
3.1 Click "Setup an Account" to create your free account.



## How to: Mobile 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

**NOTE: If you have more than one mobile unit, there is a fee for each unit and you must fill out a separate application for each.**

4.2.1 Select License Type from drop down menu.

4.2.2 Enter facility name in licensee name box.

4.2.3 Additional Information - check each of the boxes that apply to facility

- a) Commissary Name
- b) Commissary Address
- c) Commissary Owner
- d) Commissary Contact Number

A screenshot of a web form titled 'License Information'. The form is divided into three main sections: 'License Information', 'Additional Information', and 'Attachments'.  
1. 'License Information' section: Contains a 'Type' dropdown menu set to 'MOBILE FOOD', a '\*Licensee Name' text box with 'Name of Facility' entered, and two empty text boxes for 'ND License Number' and 'Corporate Name (Admin)'.  
2. 'Additional Information' section: Contains four text boxes for 'COMMISSARY NAME: name', 'COMMISSARY ADDRESS: address', 'COMMISSARY OWNER: owner', and 'CONTACT NUMBER: number'.  
3. 'Attachments' section: Contains a 'Filename' text box with a 'Select' button, a 'Description' text box, and an 'UPLOAD' button.  
At the bottom of the form are 'CANCEL' and 'NEXT STEP' buttons.

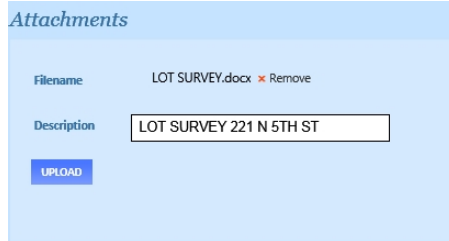
## How to: Mobile Food License

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

- Scale floor plans of mobile unit
- Commissary Agreement Form

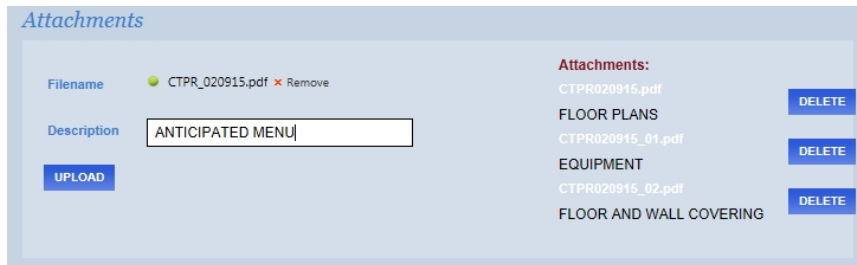
**4.2.5** Upload the Required Submittal Items by clicking **Select**. Find the file you want to upload on your computer. Select the file. Then type in the file description including the address of the property.

**4.2.6** Click Upload.



The screenshot shows a light blue box titled "Attachments". Inside, there is a "Filename" field containing "LOT SURVEY.docx" with a red "x" and "Remove" text to its right. Below that is a "Description" text input field containing "LOT SURVEY 221 N 5TH ST". 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 the "Attachments" section of a form. On the left, there is an "Attachments" form with a "Filename" field containing "CTPR\_020915.pdf" with a green circle and "Remove" text to its right, and a "Description" text input field containing "ANTICIPATED MENU". A blue "UPLOAD" button is at the bottom left. On the right, under the heading "Attachments:", there is a list of four items, each with a blue "DELETE" button to its right: "CTPR020915.pdf", "FLOOR PLANS", "CTPR020915\_01.pdf", and "EQUIPMENT". The last two items, "CTPR020915\_02.pdf" and "FLOOR AND WALL COVERING", are partially visible at the bottom of the list.

**4.2.8** Click Next Step.

### 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** Enter mailing address

**4.3.4** Enter owner information

## How to: Mobile Food License

### 4.4 Step 3 Review and Submit

4.4.1 If everything is correct click Next Step.

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

<b>License Information</b> <a href="#">EDIT</a>	<b>License Address</b> <a href="#">EDIT</a>
Type MOBILE FOOD	
Licensee Name	
ND License Number	
Corporate Name (Admin)	
	<b>Mailing Address</b> <a href="#">EDIT</a>
	<b>Contacts</b> <a href="#">EDIT</a>
	Owner Information
	Applicant Information
	Business Owner Information
<b>Additional Information</b> <a href="#">EDIT</a>	
COMMISSARY NAME Name	
COMMISSARY ADDRESS address	
COMMISSARY OWNER owner	
CONTACT NUMBER number	
	<b>Fees</b>
	Type MOBILE FOOD PERMIT
	Amount \$150.00
	Total Fees \$150.00

**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.