How to: Swimming Pool 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 swimming pool license:

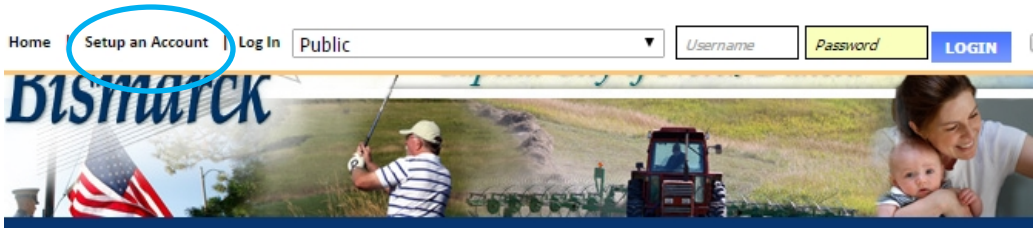
a) Scale floor plans of facility
b) CPO Information, if known
c) Pool Information
   - Gallons, filter type, disinfectant type

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.



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.

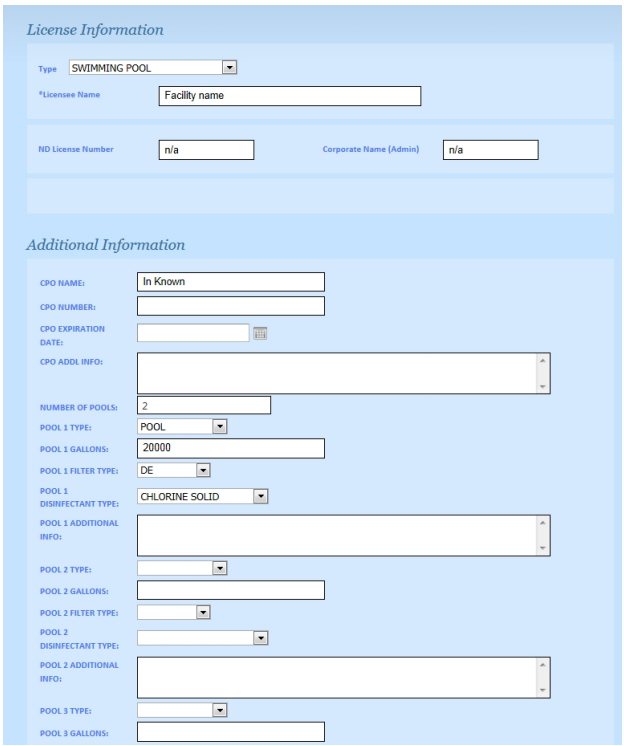
4.2.2 Enter facility name in licensee name box.

4.2.3 Enter CPO Information, if known

4.2.4 Enter exact number of pools

4.2.5 Enter information for each pool

- If more than 6 pools need to be entered, contact Environmental Health

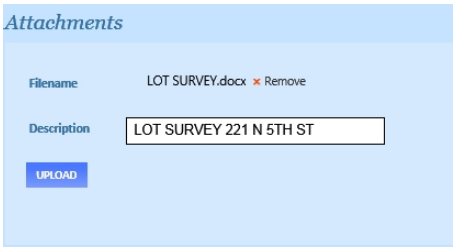


4.2.6 Upload Required Submittal Items as stated in **1.4** above. Label with appropriate titles.

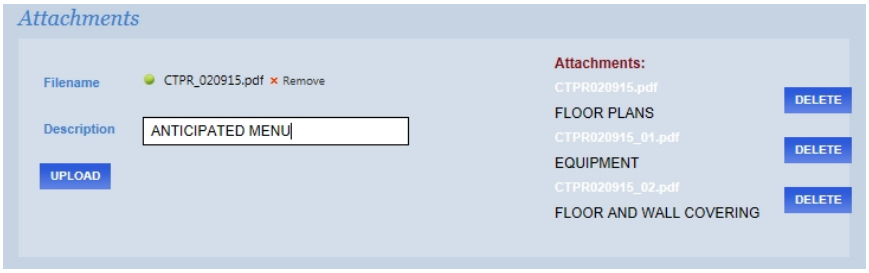
- Scale floor plans of facility

4.2.7 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.

4.2.8 Click Upload.



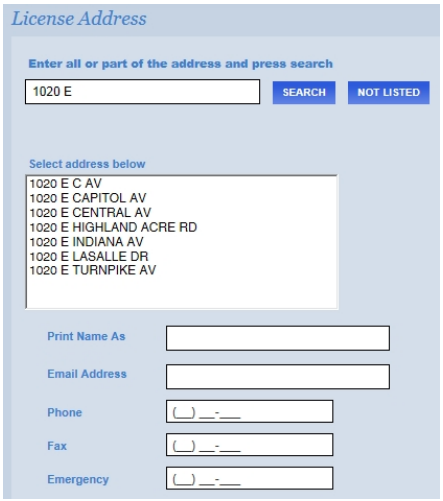
4.2.9 Once the attachment has been uploaded, the file will be listed to the right, under the Attachments heading. The process may be repeated to add additional files. Or, if the wrong file was uploaded, it may be deleted using the associated Delete button.



4.2.10 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"

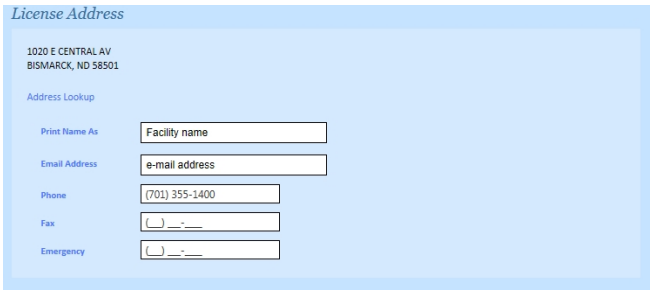


4.3.2 Print name as: How you want facility listed on license

4.3.3 E-mail address of facility

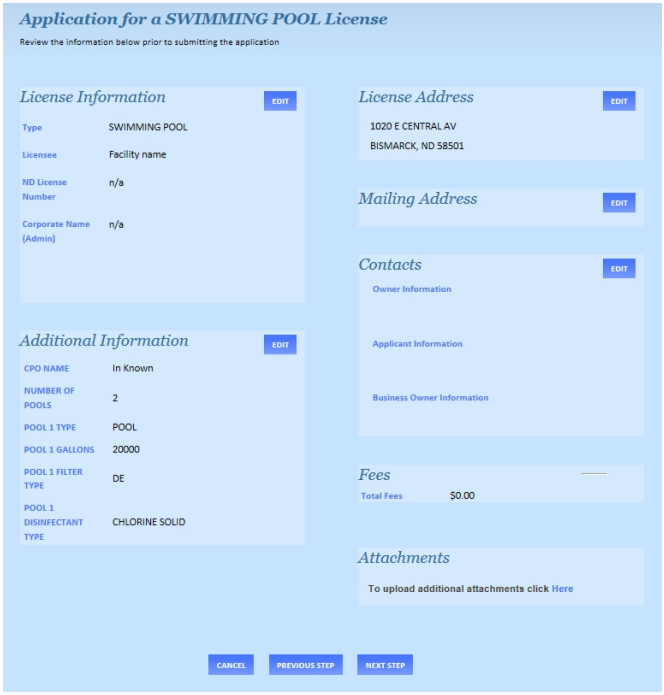
4.3.4 Phone number of facility

4.3.5 Fill in other information which applies



4.4 Step 3 Review and Submit

4.4.1 If everything is correct click 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.