

## Instructions for renewing and paying for your rental business license online.

In the URL enter: <https://etrakit.burnsville.org/eTRAKiT3/> Click on “set up your account” or ‘New users click here your profile:



Home | Setup an Account | Log In Public     REMEMBER ME [Forgot Password](#)



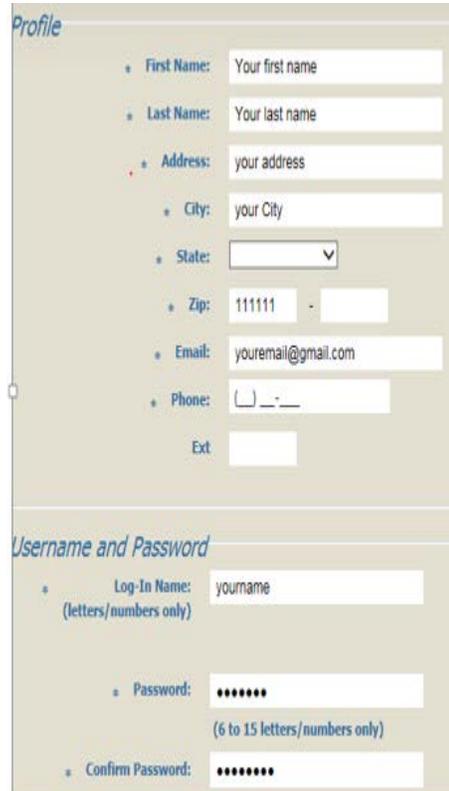
*Public Login* 

DO NOT LOGIN AS PUBLIC IF YOU ARE A CONTRACTOR.

User Name:

Password:

1. Set up account or click here to create a new user login.



*Profile*

- First Name:
- Last Name:
- Address:
- City:
- State:
- Zip:  -
- Email:
- Phone:
- Ext

*Username and Password*

- Log-In Name:   
(letters/numbers only)
- Password:   
(6 to 15 letters/numbers only)
- Confirm Password:

2. Fill in profile and Username and Password:

3. Select the license tab lower right hand corner:



4. Use the drop down menu to select by license or address then click search for license. When you license comes up, double click the license.

5. Upload your completed renewal application by selecting “Attachment” and follow the prompts; or fax your completed application to 952-895-4512. Or mail in your application within 10 day to City of Burnsville Attn: Rental License 100 Civic Center Pkwy, Burnsville, MN 55337.



6. Double click Select the “license”



7. You can choose to pay all fees in the shopping cart on the left hand side



Total Fees: \$920.00    Balance Due: \$160.00    **Pay All Fees**

Or pay all fees at the bottom of the screen

8. Select to “proceed to Payment” **PROCEED TO CHECKOUT** then **PROCEED TO PAYMENT** . Enter your payment information, then select **PROCESS PAYMENT**

9. When your payment is complete you will receive a payment Summary like the below:

**Payment Summary**

The Transaction is Approved  
Credit Card number: \*\*\*\* \* 1111  
Authorization Code: 2016042522401719632  
Receipt No: WEB10716  
Payment Method: CREDIT  
Amount Paid: \$160.00  
Paid Date: 4/25/2016

<b>LICENSE</b>	<b>RS-1039</b>	<b>13003 OLIVER AVE BURNSVILLE, MN 55337</b>	
		RENTAL LICENSE	\$160.00
		<b>SUB TOTAL:</b>	<b>\$160.00</b>
<b>TOTAL AMOUNT PAID:</b>			<b>\$160.00</b>

[PRINT SUMMARY](#)

Name: card test  
Address: 100 civic ctr dr

Note: Your license is pending until your license renewal application is received and payment information has been verified, rental inspection is complete. After which time you will receive an e-mail instructing you to print your license.