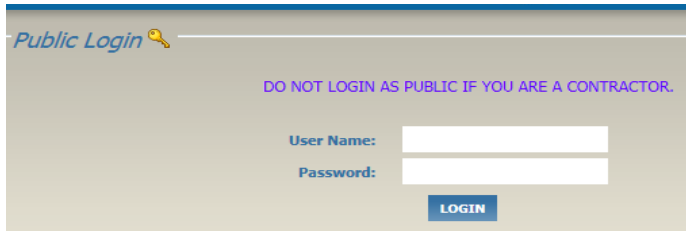


## Instructions for renewing and paying for your rental business license online.

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



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



**Public Login** 🔑

DO NOT LOGIN AS PUBLIC IF YOU ARE A CONTRACTOR.

User Name:

Password:

**LOGIN**

1. Set up account or click here to create a new user login.
2. Fill in profile and Username and Password:



**Profile**

- First Name:  Your first name
- Last Name:  Your last name
- Address:  your address
- City:  your City
- State:
- Zip:  111111 -
- Email:  youremail@gmail.com
- Phone:  ( ) - - -  Ext

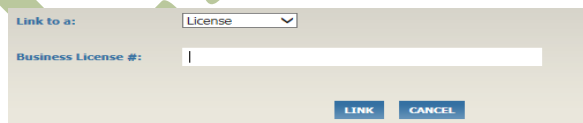
**Username and Password**

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



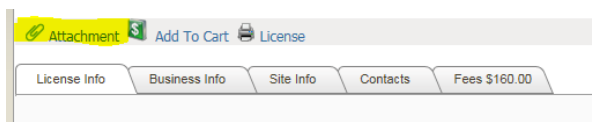
Link to a:  License




Business License #:

**LINK** **CANCEL**

5. Upload your completed renewal application by clicking the **paper clip**  “Attachment” and follow the prompts; or fax your completed application to 952-895-4512.

Mail in your application within 10 day to City of Burnsville Attn: Rental License 100 Civic Center Pkwy, Burnsville, MN 55337.



 Attachment  Add To Cart  License

License Info Business Info Site Info Contacts Fees \$160.00

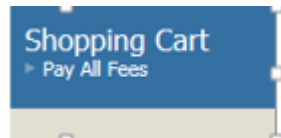
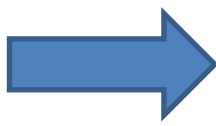
# Instructions for renewing and paying for your Rental business license online.

6. Double click and select the “license number”. If you own several properties you can add several licenses.



My Active Licenses								1 total record(s)	
LICENSE NO.	ADDRESS	TYPE	STATUS	FEES DUE	RENEW				
RS13-12810	14917 CO R...	RENTAL	ACTIVE	\$160.00					

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 you payment is complete you will receive a payment Summary like the below:  
\*The picture below is an example and not intended as a receipt and the example will not reflect the current license fees.

**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

LICENSE	RS-1039	13003 OLIVER AVE BURNSVILLE, MN 55337	
		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

\*The picture above is an example and not intended as a receipt and the example will not reflect the current license fees.

Note: Your license is UNDER REVIEW until your license renewal application is received, payment has been verified and a rental inspections has been completed. After which time you will receive an e-mail instructing you to print your license.