Third Party Payer Tutorial

The person or entity that is paying for the application fees will set up an online account with the Texas Licensing System. (Here is the link *https://licensing.hpc.state.tx.us/datamart/mainMenu.do*) When setting up the account you will be asked if you want to accept payment requests from third parties. I have attached an image below for reference.

User Registration

Enter your details and press "Next".

Press "Previous" to return to the previous screen.

Press "Cancel" to cancel this registration and return to the main menu.

Account Owner Contact Information

* First Name:

Middle Name:

* Last Name:

Account Login

* Email (this will be your userid):   (e.g. name@domain.com)

Password Recovery (In case you forget your password, you will be required to answer this question to obtain a new temporary password.)

* Secret Question:

Select a predefined question: Where were you born?

Or write your own question:

* Secret Answer:

Third Party Payer

Accept payment requests from third parties?   ☐ (what's this?)

Security Measures (This helps to prevent automated registrations.)

* Type the characters from the picture to the right. (Insert a space only between the two words.)

56   62859959

reCAPTCHA™
stop spam.
read books.

Once you have set up the account, if you go to main menu and select "view user profile" you will see at the bottom your payer number. Here is another image for reference,

Main Menu

Logged in as **Account, Trai**

View User Profile

Press "Back" to go to the main menu.

Personal Information

User ID

User ID: [Edit]

Password

Password: ********   [Edit]

Secret Question and Answer

Secret Question: [Edit]

Third Party Payments

Payer Number

Accept Payment Requests   **Yes**   [Turn Off]   (what's this?)

Ba

Your payer number would be provided in the highlighted area. Now that you have set up the payer account the applicants can submit their applications and select "To Third Party" as their payment method.

Online Application Payment

Press "To Third Party", if available, to direct an application to a third party for payment.

Press "Take Back", if available, to take the application back from a third party.

Select the applications you wish to pay for and press "Next" to continue

Press "Show Fee Details" to show a breakdown of the fee amounts

Press "Main Menu" to return to the main menu

Application Number	Description	License Number	License Type	Applicant Name	Fee		
	Initial Technician		Pharmacy - Technician		$75.00	☑	To Third Party

Payment Method   ◉ Credit Card

Next   Main Menu

The system would then prompt them to input your payer number that is on your user profile as the paying entity.

Online Application Payment Request

Press "Save" to submit this application to a third party for payment.

Press "Cancel" to return to the previous screen.

Application Description:	**Initial Technician**
Total Amount Due:	**$75.00**
* Payer Number:	

Save   Cancel App

Once the applicants hit "save" the information is sent to you, the paying entity's account, and you will have a list of applications that the applicants "paid" for with your payer number. This list will be under "pay for online application" on your account as the paying entity. You can then pay for the application fees from your account.