



Instructions for Third Party Payer with the Online Licensing System

The Online Licensing System allows third party payments for applications. Below are the instructions for the Applicant receiving payment and for the Third Party Payer who will be submitting the payment.

Instructions for the Third Party Payer

The individual who will be submitting the payment for the applicants must create an account with the [Online Licensing System](#). During the registration of the account, check the box under Third Party Payer that asks “Accept payment request from third parties?”

Third Party Payer

Accept payment requests from third parties? [\(what's this?\)](#)

If this was not done during the initial registration of the online account, the user can go to “Update Profile” located at the top right hand corner and “Turn On” accept payment requests under Third Party Payments. The individual will still need to go to this page to retrieve their payer number. An example is provided below.

Third Party Payments

Payer Number	#####		
Accept Payment Requests	No	(what's this?)	Turn On

This number will need to be provided to the applicant(s) in order for the payment request to be sent to the appropriate third party.

Once the applicant has sent the payment request by following their instructions below, the Third Party Payer will be able to see the payment requests by selecting “Additional Activities” on the Quick Start Menu.

- Additional Activities
- Make Payments (1)
- Add Licenses To Registration

On the application payment page, the Third Party Payor will be able to see a description of the application (i.e. Initial Technician Application), License Type, Applicant Name, Fee, etc. as well as make the payment or reject the payment request.

Online Application Payment

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	
1113154	Applicant's Information will show here.				\$377.00 <input type="checkbox"/>	Reject

Payment Method

Credit Card
 ACH

[Next](#) [Main Menu](#)



Instructions for the Applicant

All applicants receiving payments should go to “Update Profile” located at the top right-hand corner and ensure that their Third Party Payments is Off and it says “No” next to Accept Payment Requests like the example below. If it says “Yes” select the box that says “Turn Off”

Third Party Payments

Payer Number: #####

Accept Payment Requests: No [\(what's this?\)](#) **Turn On**

All applicants should complete the application by following the steps provided. When asked for payment, the applicant should check the box and select “To Third Party”

Online Application Payment
 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	
456394	Applicant's Information will show here.				\$55.00	<input checked="" type="checkbox"/> To Third Party

The next screen will prompt the applicant for the Third Party Payer number (see above steps). Once submitted, an email will be sent to the third party payor alerting them that they have a payment request.

Application Description: Initial Technician Trainee

Total Amount Due: \$55.00

* Payer Number:

Save **Cancel App**

Additionally, the applicant will have a “Take Back” option if they decide they wish to pay for the application themselves.

Online Application Payment
 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	
1113154	Applicant's Information will show here.				\$377.00	<input type="checkbox"/> Take Back