

## Pay for a License

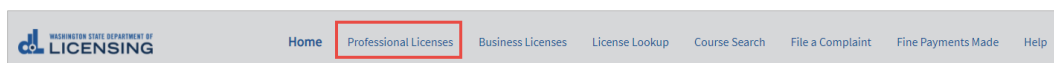
### Before you start

- Be sure to set **Chrome to allow pop-ups** before you attempt to pay for your license.
- If you are **using an Apple product**, you must **set Chrome as your default browser** or the product will revert to the Safari browser during the payment process and cause issues.
- If you need to stop and come back later, click the Pay later button. The application will be shown under the Submitted Applications tab in Pending Payment status with a Pay Fee button. You should also see a Make a Payment option in the blue menu at the top right of the page.
- You must **follow ALL steps below** for the payment to process correctly. Stopping or backing out of the process at any point will prevent the payment from processing and cause a delay in paying for and issuing the license.

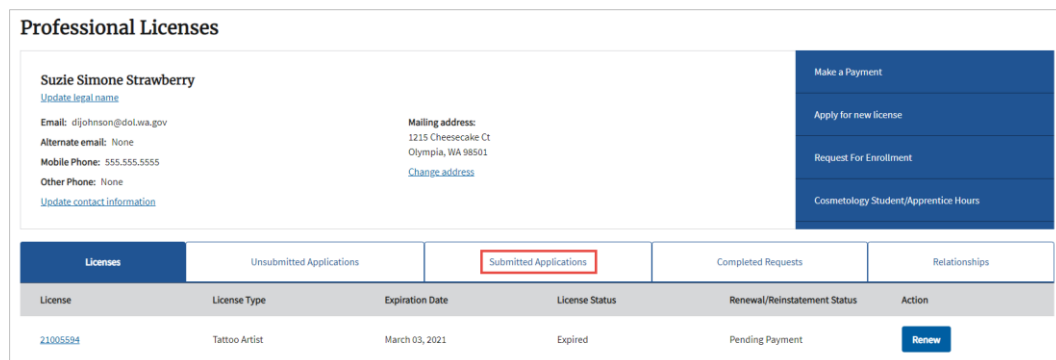
### Find the Application to Pay

#### Professional license

1. **Click Professional Licenses** in the gray banner at the top of the page.



2. **Click the Submitted Applications** tab.



**Professional Licenses**

**Suzie Simone Strawberry**  
[Update legal name](#)

Email: [djohnson@dol.wa.gov](mailto:djohnson@dol.wa.gov) Mailing address: 1215 Cheesecake Ct  
Alternate email: None Olympia, WA 98501  
Mobile Phone: 555.555.5555 [Change address](#)  
Other Phone: None [Update contact information](#)

Make a Payment  
Apply for new license  
Request For Enrollment  
Cosmetology Student/Apprentice Hours

Licenses Unsubmitted Applications **Submitted Applications** Completed Requests Relationships

License	License Type	Expiration Date	License Status	Renewal/Reinstatement Status	Action
21005594	Tattoo Artist	March 03, 2021	Expired	Pending Payment	<a href="#">Renew</a>

3. You should see your application with a Pay Fee button. There will also be a Make a Payment link in the blue menu bar on the right-hand side of the page. **Click** either one to pay the fee. Go to [Make a Payment page, Fees tab](#).

**Professional Licenses**

**Suzie Simone Strawberry**  
[Update legal name](#)  
 Email: [dijohnson@dol.wa.gov](mailto:dijohnson@dol.wa.gov) Mailing address: 1215 Cheesecake Ct, Olympia, WA 98501  
 Alternate email: None Other Phone: None [Change address](#)  
[Update contact information](#)

[Make a Payment](#)  
[Apply for new license](#)  
[Request For Enrollment](#)  
[Cosmetology Student/Apprentice Hours](#)

Licenses | Unsubmitted Applications | **Submitted Applications** | Completed Requests | Relationships

**New License Applications**

Application	Profession	License Type	Application Method	Status	Sub-status	Actions
SEG2101207	Security Guards	Security Guard	General Application	Pending Payment	None	<a href="#">Pay Fee</a>

## Business license

1. **Click** Business Licenses in the gray banner at the top of the page.

WASHINGTON STATE DEPARTMENT OF LICENSING

Home Professional Licenses **Business Licenses** License Lookup Course Search File a Complaint Fine Payments Made Help

2. **Click** the link for the **Business Account**.
  - A Business Account tile will show the business entity name ONLY, with no license type extension. For example, XYZ Company NOT XYZ Company-Real Estate Firm.
  - If you don't have a link for the Business Account, see [Special Instructions – No Business Account](#).

**Manage My Businesses**

[Strawberry Sweet Homes](#)  
 dijohnson@dol.wa.gov  
 UBI: 789465318  
 This is a Business Account

[Strawberry Sweet Homes-Real Estate Firm](#)  
 dijohnson@dol.wa.gov  
 UBI: 789-456-321  
 This is a Main License Account

3. Click the Submitted Applications tab.

**Business Licenses**

**Strawberry Sweet Homes**

UBI: 789465318  
 Email: [dijohnson@dol.wa.gov](mailto:dijohnson@dol.wa.gov)  
 Business email: [dijohnson@dol.wa.gov](mailto:dijohnson@dol.wa.gov)  
 Business Phone: 555.555.5555  
 Primary Contact Name: Suzie Strawberry  
 Primary Contact Phone:  
[Update business information](#)

- Apply for Business License
- Close Your Business
- Update Business Name
- Make a Payment
- More Actions

Licenses	Account Relationships	Unsubmitted Applications	Submitted Applications	More		
License	License Type	Expiration Date	License Status	Sub-status	Renewal/Reinstatement Status	Action
<a href="#">21005747</a>	Real Estate Firm	June 24, 2023	Active	None	None	

4. You should see your application with a Pay Fee button. There will also be a Make a Payment link in the blue menu bar on the right-hand side of the page. Click either one to pay the fee.

**Business Pending Applications**

**Strawberry Sweet Homes**

UBI: 789465318  
 Email: [dijohnson@dol.wa.gov](mailto:dijohnson@dol.wa.gov)  
 Business email: [dijohnson@dol.wa.gov](mailto:dijohnson@dol.wa.gov)  
 Business Phone: 555.555.5555  
 Primary Contact Name: Suzie Strawberry  
 Primary Contact Phone:  
[Update business information](#)

- Apply for Business License
- Close Your Business
- Update Business Name
- Make a Payment
- More Actions

Licenses	Account Relationships	Unsubmitted Applications	Submitted Applications	More		
New License Applications						
Application	Profession	License Type	Application Method	Status	Sub-status	Action
REA2103937	Real Estate	Real Estate Branch	General Application	Pending Payment	None	<a href="#">Pay Fee</a>

## Make Payment page, Fees tab

The fee description and amount to be charged are displayed. **Click** Continue.

**Make Payment**

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.  
If you want to return to your application, simply log out and log back in.  
ALL PAYMENTS ARE NON-REFUNDABLE.

Fees    Checkout    Confirmation

Note that you must use a valid VISA, MasterCard, AmEx or Discover credit card to pay online.

Your selected fees will be hidden from the cart after you press the Process ePayment button on the Checkout tab. Please give up to 2 hours for the payment process to complete.

Fees						
Transaction Number	Fee Description	License Type	Application Method	Reference Information	Amount	Amount Outstanding
<input checked="" type="checkbox"/> REA2001808	License Fee	Real Estate Branch	General Application		\$189.50	\$189.50
Total Selected		<b>\$189.50</b>				
Email Receipt To		strawberry@mailinator.com				

To complete the payment process successfully, please do not click your browser back button.

## Make Payment page, Checkout tab

1. **Select** the payment method you prefer from the dropdown. Options include Credit Card, ACH, and Pay by Employer.
  - Credit Card is the default.
  - Pay by Employer is a special process that requires a Billing PIN from your employer so your fees can be transferred to their account for payment.

**Make Payment**

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.  
If you want to return to your application, simply log out and log back in.  
ALL PAYMENTS ARE NON-REFUNDABLE.

Fees    **Checkout**    Confirmation

Your selected fees will be hidden from the cart after you press the Process ePayment button on the Checkout tab. Please give up to 2 hours for the payment process to complete.

Total Outstanding Balance    **\$189.50**    Total Payment Amount    **\$189.50**

Payment Method    **Credit Card**    ▼

Payment Amount    189.50

To complete the payment process successfully, please do not click your browser back button.

## 2. Continue based on your payment method.

- **Credit Card or ACH (electronic check):** Click the Process ePayment button and go to [Third Party Payment Details page](#).

**Make Payment**

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.  
If you want to return to your application, simply log out and log back in.  
ALL PAYMENTS ARE NON-REFUNDABLE.

Fees    **Checkout**    Confirmation

Your selected fees will be hidden from the cart after you press the Process ePayment button on the Checkout tab. Please give up to 2 hours for the payment process to complete.

Total Outstanding Balance	<b>\$189.50</b>	Total Payment Amount	<b>\$189.50</b>
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Payment Method:

Payment Amount: 189.50

To complete the payment process successfully, please do not click your browser back button.

- **Pay by Employer:** Enter the Billing PIN you received from your employer and click the Transfer Payment button.
  - **Your part of the payment process is complete** and you'll be returned to the Professional Licenses page. You'll see your application in Pending Payment status under the Submitted Applications tab.
  - Your employer must pay the transferred fees before we can continue to process your application.

**Make Payment**

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.  
If you want to return to your application, simply log out and log back in.  
ALL PAYMENTS ARE NON-REFUNDABLE.

Fees    **Checkout**    Confirmation

Your selected fees will be hidden from the cart after you press the Process ePayment button on the Checkout tab. Please give up to 2 hours for the payment process to complete.

Total Outstanding Balance	<b>\$91.00</b>	Total Payment Amount	<b>\$91.00</b>
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Payment Method:

Payment Amount: 91.00

PIN:

To complete the payment process successfully, please do not click your browser back button.

## Third Party Payment Details page

**Enter** the required information for your payment method and **click** Continue.



- The Phone Number must be entered as digits only, no spaces or punctuation.

## Credit Card Payment Details page

### Contact Information

<b>First Name</b>	<input type="text" value="Suzie"/>
<b>Last Name</b>	<input type="text" value="Strawberry"/>
<b>Company</b>	<input type="text" value="(Optional)"/>
<b>Address 1</b>	<input type="text" value="1215 Cheesecake Ct"/>
<b>Address 2</b>	<input type="text" value="(Optional)"/>
<b>City/Town</b>	<input type="text" value="Olympia"/>
<b>State/Province/Region</b>	<input type="text" value="WA"/>
<b>Zip/Postal Code</b>	<input type="text" value="98501"/>
<b>Country</b>	<input type="text" value="United States"/>
<b>Phone Number</b>	<input type="text"/>
<b>Email Address</b>	<input type="text" value="strawberry@mailinator.com"/>

### Payment Method

<b>Card Number</b>	<input type="text"/>	
<b>Expiration Date</b>	Month <input type="text"/>	Year <input type="text"/>
<b>Card Security Code</b>	<input type="text"/>	
<b>Card Billing Address</b>	<input checked="" type="radio"/> Use my contact information address <input type="radio"/> Use a different address	

[Cancel](#)

## ACH (Electronic Check) Payment Details page

Contact Information

First Name

Last Name

Company

Address 1

Address 2

City/Town

State/Province/Region

Zip/Postal Code

Country

Phone Number

Email Address

Payment Method

Sample Check  
123 Main St.  
Anytown, MO 12345

DATE: 1215

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_ DOLLARS

MEMO: \_\_\_\_\_

⑆ 123456780 ⑆ 055 11111111 ⑆ 001215 ⑆

Bank Routing Number    Bank Account Number    Check Number (not required)

Personal Check | [Business Check](#)

Bank Routing Number

Bank Account Number

Bank Account Type  Checking    Savings  
 This is a business account

[Cancel](#)

## Third Party Review Payment page

Review your payment details, then **click** Confirm.

### Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

**Payment Details**

<b>Description</b>	WA State Department of License TEST Professional or Business License dol.wa.gov
<b>Payment Amount</b>	\$189.50
<b>Payment Date</b>	11/03/2020

**Payment Method**

<b>Payer Name</b>	Suzie Strawberry
<b>Card Number</b>	*1111
<b>Expiration Date</b>	Feb-2022
<b>Card Type</b>	Visa
<b>Confirmation Email</b>	strawberry@mailinator.com

**Billing Address**

<b>Address 1</b>	715 Shortcake Ct
<b>City/Town</b>	Olympia
<b>State/Province/Region</b>	WA
<b>Zip/Postal Code</b>	98502
<b>Country</b>	United States

**Contact Information**

<b>First Name</b>	Suzie
<b>Last Name</b>	Strawberry
<b>Address 1</b>	715 Shortcake Ct
<b>City/Town</b>	Olympia
<b>State/Province/Region</b>	WA
<b>Zip/Postal Code</b>	98502
<b>Country</b>	United States
<b>Phone Number</b>	5555555555
<b>Email Address</b>	strawberry@mailinator.com

[Back](#)



## Third Party Confirmation page

The confirmation page includes a Confirmation Number that can be used to trace your payment if there is a problem. This number will be included on your receipt.

**Important!** Click Continue. If you don't, the payment process is **not** complete.

- There will be **delay** as you are transferred back to the Professional and Business Licensing system.
- **Don't** click Continue again or your receipt won't show the correct information.

### Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **WA3TST000083409**

Payment Details

Description	WA State Department of License TEST Professional or Business License dol.wa.gov
Payment Amount	\$189.50
Payment Date	11/03/2020
Status	PROCESSED

Payment Method

Payer Name	Suzie Strawberry
Card Number	*1111
Card Type	Visa
Confirmation Email	strawberry@mailinator.com

Billing Address

Address 1	715 Shortcake Ct
City/Town	Olympia
State/Province/Region	WA
Zip/Postal Code	98502
Country	United States

**Continue**

Only click this ONCE. There will be a delay.

## Make Payment page, Confirmation tab

This page is your receipt. We'll email a copy of this receipt to you. **Click** Continue.

- The Confirmation Number from the previous page is called Reference Number on this page.

### Make Payment

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.  
If you want to return to your application, simply log out and log back in.  
ALL PAYMENTS ARE NON-REFUNDABLE.

Fees    Checkout    **Confirmation**

Thank you for submission of your application.  
Your payment was successful.

Order Status	Successful
Applied Payment	\$189.50
Contact	Suzie Strawberry
Operator	Suzie Strawberry
Process Date	11/2/2020 3:59 PM

Receipt Number	R-0059193
Payment	Credit Card
<b>Reference Number</b>	<b>WA3TST000083409</b>
Amount	\$189.50

Confirmation number from previous page

Fee Payments							
Transaction Number	Fee Description	Program Type	License Type	Application Method	Amount	Payment Amount	Amount Outstanding
REA2001808	License Fee	Real Estate	Real Estate Branch	General Application	\$189.50	\$189.50	\$0.00

[Print Receipt](#) [Continue](#)

To complete the payment process successfully, please do not click your browser back button.

## Submit Your Feedback page

**Provide** user feedback with comments and/or a star rating and **click** Continue OR **click** Skip.

### Submit your Feedback

Your feedback is important to us and will help us improve our application. Comments are reviewed weekly. If you have questions, please go to the following URL to find contact information :

<http://www.dol.wa.gov/contact/professions.html>

Comments

Worked great! Thank you!

★★★★★

[Submit](#) [Skip](#)

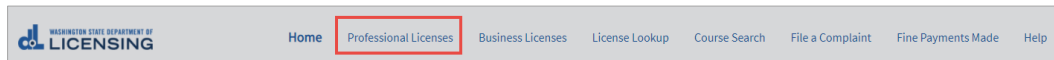
## Next Steps

- **Auto-issued license** (license issued without further review by Department of Licensing): You'll be returned to the Licenses tab of the Business Licenses page.
- **Application requiring review:** You'll be returned to the Submitted Applications tab of the Business Licenses page.
  - **Click** the Download Application button to get a copy of the application you submitted.

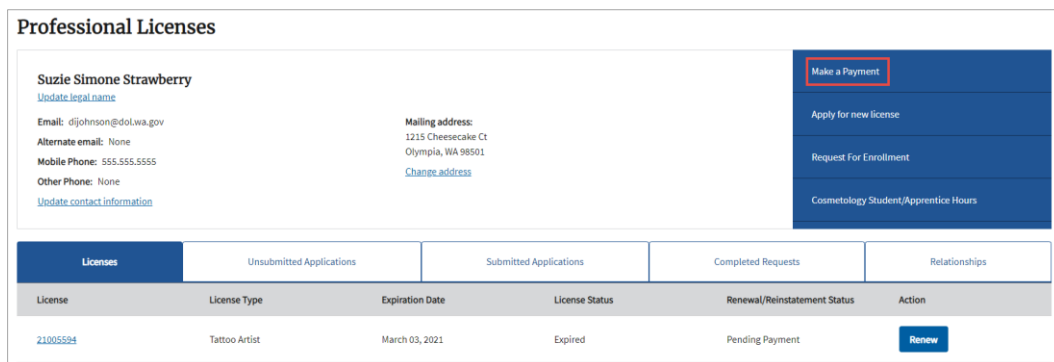
## Special Instructions – No Business Account

If you don't have access through a Business Account, you can pay the fee for the business ONLY if you are the person who originally submitted the application.

1. **Click** the link for PROFESSIONAL Licenses.



2. **Click** the Make a Payment link in the blue menu bar on the right-hand side of the page.



The screenshot shows the 'Professional Licenses' page for a user named Suzie Simone Strawberry. The page includes contact information, a mailing address, and a blue menu bar on the right with the following options: Make a Payment (highlighted with a red box), Apply for new license, Request For Enrollment, and Cosmetology Student/Apprentice Hours. Below this is a table with tabs for Licenses, Unsubmitted Applications, Submitted Applications, Completed Requests, and Relationships. The 'Licenses' tab is active, showing a table with the following data:

License	License Type	Expiration Date	License Status	Renewal/Reinstatement Status	Action
21005594	Tattoo Artist	March 03, 2021	Expired	Pending Payment	<a href="#">Renew</a>

3. Go to [Make a Payment page, Fees tab](#).