

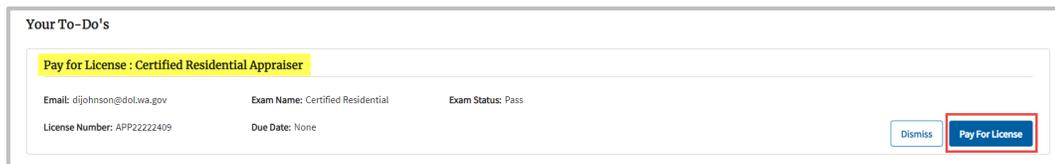
## Pay for Your License After Passing Your Exam

You must have a To-Do on your portal Home page before you can apply for your license.

If you haven't accessed our system before this step, you must create user access to the system **and** link your Exam Application before you can complete this process. See [Create user access](#) for detailed instructions.

### Pay for Your License

1. When you receive your Exam passed email, **login** to the system.
2. **Click** the Pay for License button in the To-Do displayed on your Home page.
  - This is the **only** place from which you can start this process. If you don't have a To-Do on your Home page, we haven't yet processed your exam results.



Your To-Do's

**Pay for License : Certified Residential Appraiser**

Email: djohnson@dol.wa.gov      Exam Name: Certified Residential      Exam Status: Pass

License Number: APP22222409      Due Date: None

3. **Pay** for your license. Complete **all** the steps to ensure your payment is correctly processed.
  - **Review** the fees on the Make Payment: Fees page and **click** Continue.
    - You must pay **both** the Application Fee and the National Registry Fee.
  - **Select** your payment method on the Make Payment: Checkout page and **click** Process ePayment.
  - **Enter** your phone number (numbers only, no spaces or punctuation), and your payment information on the Make a Payment page, then **click** Continue.
  - **Click** Confirm at the Review Payment page.
  - **Important! Click** Continue only **once** at the Confirmation page. There will be a delay as the payment information is transferred to our system.

- **Click** Continue at the Make Payment: Confirmation page. This ensures that the payment process is completed.
  - You'll receive an email with the receipt attached.
- 4.** When you've paid in full, the system automatically issues your license and sends you an email with your license number, expiration date, and instructions for getting your license document.
- Your license expiration date is your 2<sup>nd</sup> birthday after the issue date of the license. Depending on when your license is issued, you may have less than 2 full years before your first renewal.
- 5.** Once you receive your license issuance email, you can login to the system to get a copy of your license by self-print, email, or mail. See [How to print your license](#).
- There is a \$5 charge for licenses sent by mail.