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.
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**.

![Image of Professional Licenses screen]

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**Business license**

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

![Image of Business Licenses screen]

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**.

![Image of Manage My Businesses screen]

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3. **Click** the Submitted Applications tab.

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.
Make Payment page, Fees tab
The fee description and amount to be charged are displayed. Click Continue.

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.
2. **Continue** based on your payment method.

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

[Image of payment process]

- **Pay by Employer:** Enter the Billing PIN you received from your employer and click the Transfer Payment button.
  
  o **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.

  o Your employer must pay the transferred fees before we can continue to process your application.

[Image of payment process]
**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**

![Credit Card Payment Details page](image)

- **First Name**: Suzie
- **Last Name**: Strawberry
- **Company**: (Optional)
- **Address 1**: 1215 Cheesecake Ct
- **Address 2**: (Optional)
- **City/Town**: Olympia
- **State/Province/Region**: WA
- **Zip/Postal Code**: 98501
- **Country**: United States
- **Phone Number**: 
- **Email Address**: strawberry@mailinator.com

![Credit Card Details](image)

- **Card Number**: 
- **Expiration Date**: Month ▼ Year ▼
- **Card Security Code**: 
- **Card Billing Address**: □ Use my contact information address
  □ Use a different address

[Continue] [Cancel]
ACH (Electronic Check) Payment Details page

Contact Information

- First Name: Suzie
- Last Name: Strawberry
- Company: (Optional)
- Address 1: 1215 Cheesecake St
- Address 2: (Optional)
- City/Town: Olympia
- State/Province/Region: WA
- Zip/Postal Code: 98501
- Country: United States
- Phone Number: 
- Email Address: strawberry@mailinator.com

Payment Method

- Sample Check
- Bank Routing Number: 
- Bank Account Number: 
- Bank Account Type: 
- Personal Check | Business Check
- This is a business account

Continue Cancel
Third Party Review Payment page

Review your payment details, then click Confirm.
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.
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.

Submit Your Feedback page

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

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