

How to Pay for a License/Endorsement/or Renewal Application in ELAR: A Step by Step Guide

November 2015

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| **Access ELAR System** | |
| 1. Go to [www.mass.gov/ese/licensure](http://www.mass.gov/ese/licensure) | Office of Educator Licensure Website Landing Page |
| 1. Click on ELAR Login Image | ELAR Login Logo |

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| **Log-in to ELAR Portal** | |
| 1. Input your User Name and Password (please note: these are case sensitive)   Note:   * If you do not have an ELAR account yet, or are not sure, click on the Create ELAR Profile link and create a new profile/account. If you do have a profile the system will locate it and notify you. * If you do not know if you have an account, **or** have forgotten your ELAR User Name or Password, click on the Forgot User Name/Password link and follow prompts. Again, if you already have a profile, you will be alerted. * You will be required to provide an email address in your ELAR account. It is important that you keep your contact information in ELAR up to date. Most especially your email and mailing addresses. | ELAR Portal |

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| **ELAR Welcome Page** | |
| 1. On your ELAR Welcome page, click on ***Check license status and history, make a payment*** link | ELAR Welcome Screen |
| **Inquiry - Activity Summary Page [View Payment History button]** | |
| 1. Scroll down to the bottom of your Inquiry-Activity Summary page. 2. Click on the **View Payment History** button |  |

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| **Payment History Page** | |
| 1. On the Payment History page, you will see a Payments table - payments already submitted (if applicable) as well as a table of Services Awaiting Payment. 2. Click on the check box (in the Pay Now column) associated with the service to be paid. 3. Click on the **Pay** button. | Services Awaiting Payment Table |
| **Sign Affidavit** | |
| 1. Carefully read and affirm that the following statements are true (a check mark indicates the statement is true).  * Click on the box next to any statement to check/uncheck it. * Please explain any unchecked boxes in the area provided at the bottom of the screen or mail in a separate written explanation pertaining to your “Affidavit” attached to your application. * If you wish to exit without saving, click **CLOSE**. * When finished, click **SIGN** button to save your changes.   **By SIGNING you are confirming that all the information in your affidavit is true and contains no misrepresentations or falsehoods.** | Sign Affidavit Screen |
| 1. You will see a pop-up window confirming that you have successfully signed your affidavit.   Click on the **OK** button | ELAR Sign Affidavit Pop Up Screen Ok Button |
| **Make Payment** | |
| 1. You will now be prompted to make a payment. | Select Method of Payment Screen |
| **Make Payment – Credit Card Online** | |
| 1. Fees can be paid online using a MC/Visa credit card. Select **Pay Online with a Credit Card** link 2. Click **Ok** button | ELAR Re-direct Pop Up Screen to Payment |
| 1. Enter credit card information 2. Click on **Continue** button | Payment Entry Credit Card Number - Information Screen |
| **Step 5: Make Payment – Mail in Credit Card Information** | |
| If you have applied online and would rather mail in your credit card payment:   1. Fill in all required information 2. Click on the **Next** button 3. Print out the page and mail it to the [Office of Educator Licensure](http://www.mass.gov/ese/licensure). Of if you would prefer you may use our [Credit Card Authorization](http://www.mass.gov/edu/docs/ese/educator-effectiveness/licensing/form-charge-card-authorization.pdf) form 4. Credit card information and hard copies of licensure applications/renewals should not be uploaded into your ELAR account or faxed to the Office of Educator Licensure.   Credit Card Payment Forms and Hard Copies of Applications can be mailed to:  Massachusetts Department of Elementary and Secondary Education  Office of Educator Licensure  75 Pleasant Street  Malden, MA 02148 | ELAR Make Payment Mail-in Credit Card Information Screen |
| **Make Payment – Mail in Bank/Cashier’s Check or Money Order** | |
| If you have applied online and would rather mail in your payment by check:   1. Fill in all required information (Note, the check# and institution fields can be left blank as you will be attaching your check to the next page and mailing it in.) 2. Click on the **Next** button 3. Print out the page and mail it to the [Office of Educator Licensure](http://www.mass.gov/ese/licensure)   Massachusetts Department of Elementary and Secondary Education  Office of Educator Licensure  75 Pleasant Street  Malden, MA 02148 | ELAR Make Payment Check or Money Order Payment Screen |