How to Make Payments & Access Billing Summary | Quick Reference Guide

Make a Payment

1. Log in to eLIPSE and verify your identity.

2. On the top banner of any page, use the `My Dashboard` menu to select either `Individual Applications` or `Business License Applications`, depending on what kind of application you want to make a payment for.

3. eLIPSE displays a list of all the Individual or Business License applications you have ever applied for.

    a. To have your most recent applications appear first, sort the list by clicking the column heading of `Applied Date`. The applications are in "newest first" order when the arrow in the column heading points down.

    b. When you locate the application you want to make a payment for, click its `Application ID` (in the first column.)

4. On the application's page, click `Resume Application`.

5. After you review and sign your application, click the **Pay** button.

6. Read the order summary and click the **Next** button.

7. In the `Pay Online` screen, if you want to pay online, click the `Next` button.
   (To pay by money order or check, mark the `I would like to pay…` checkbox.)

Pay Online

The DOL uses Catalis to accept online payments. When you hit "Next", you'll be taken to an external site to make the payment, and then brought back here.

Please follow the instructions on their site to make your payment.

☐ I would like to pay by Check or Money Order

Cancel   Previous   Next

Steps

- ✓ Select Board & License Type
- ✓ What You Will Need
- ✓ Personal Details
- ✓ Professional and Criminal History Details
- ✓ Education and Employment Details
- ✓ Education and Employment Screen Contd…
- ✓ Military Status
- ✓ Upload Passport-Style Photo
- ✓ Notarized CORI Acknowledgement Form
- ✓ Apprentice Statement of Employing Master Form
- ✓ Review and Sign Your Application
- ✓ You're Almost Done!
- ● **Pay Online**
- ○ Payment Confirmation Page
- ○ Finish

8. In the next screen click the **Pay Now** button.

Pay Online Cont'd

Pay Now

Cancel

Steps

- ✓ Select Board & License Type
- ✓ What You Will Need
- ✓ Personal Details
- ✓ Professional and Criminal History Details
- ✓ Education and Employment Details
- ✓ Education and Employment Screen Contd…
- ✓ Military Status
- ✓ Upload Passport-Style Photo
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- ✓ Review and Sign Your Application
- ✓ You're Almost Done!
- ✓ Pay Online
- ● **Pay Online Cont'd**
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- ○ Finish

9. eLIPSE takes you to the payment website. The top of the screen will display information about the fee and any convenience fees depending on the payment method.

10. Verify the pre-populated information and then fill out the `Payment Information`.

11. At the bottom of the page, click the `Submit Payment` button.

Important Information

Transaction will appear on your financial statement as NCOURT*MA DivOccLic*

Please provide the correct billing address associated with the account being used to make the payment.

To receive an email confirmation of your payment, please include a valid email address.

If you would like a text notification payment confirmation sent to your mobile phone, enter the following:

Mobile Number (___) ___-____

Please verify the above information before submitting your payment. Do not click the 'Submit Payment' button more than one time.

Submit Payment

12. On the `Payment Confirmation` page, click the `Next` button.

Division of Occupational Licensure (DOL)

HOME   MY DASHBOARD ▼   SEARCH FOR A LICENSE   BILLING SUMMARY   FILE A COMPLAINT   REQUEST SUPPORT

Payment Confirmation

✓

We have received your Payment

We will email your payment confirmation
larissa.lim+alfred@accenture.com

Payment Summary
Division of Occupational Licensure Transaction Fees

Reference Number - 07eb1549-db7a-4ec5-b5a1-ca414a4c765d
Transaction Id - 6d7c31f1-1c1b-4a28-8133-6b1fd50909c5
Payment Outcome - Success
Paid Amount - 9
Payment Method - ccard

Next

13. The application payment is complete. Click the `Close` button.

Division of Occupational Licensure (DOL)

HOME   MY DASHBOARD ▼   SEARCH FOR A LICENSE   BILLING SUMMARY   FILE A COMPLAINT   REQUEST SUPPORT

Finish

Thank you, your Application has been submitted.

Close

If your license requires a license fee payment

Some licenses require a separate payment, apart from the application fee.

If your license requires a license fee, you will receive an email from DOL. The email will tell you that your license has been approved, and it will direct you to log in and pay the fee.

1. Log in to eLIPSE and verify your identity.

2. On the top banner of any page, use the `My Dashboard` menu to select `Licenses and Permits`. Note that it is no longer an "application."

3. You will see a screen like this one:
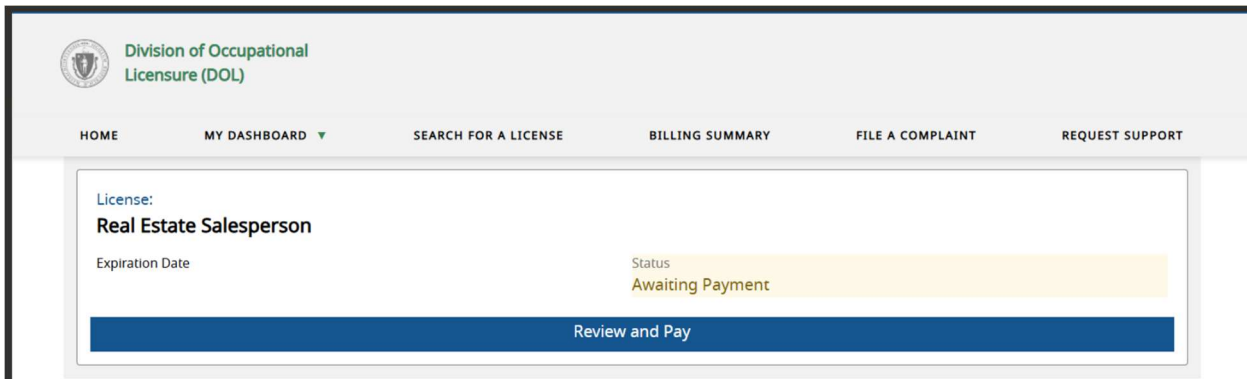
   Notice:

   - This appears on your `Licenses and Permits` page, not your Applications page.
   - There is no expiration date yet.
   - The `Status` is `Awaiting Payment`.

   Click `Review and Pay`.

4. Follow the same steps in the section above for making your payment.

5. eLIPSE will display a message confirming your payment and send you an email confirming your payment.

6. When you check your license again, the screen will look like this:

   Notice that the license now has an expiration date and its `Status` is `Current`.
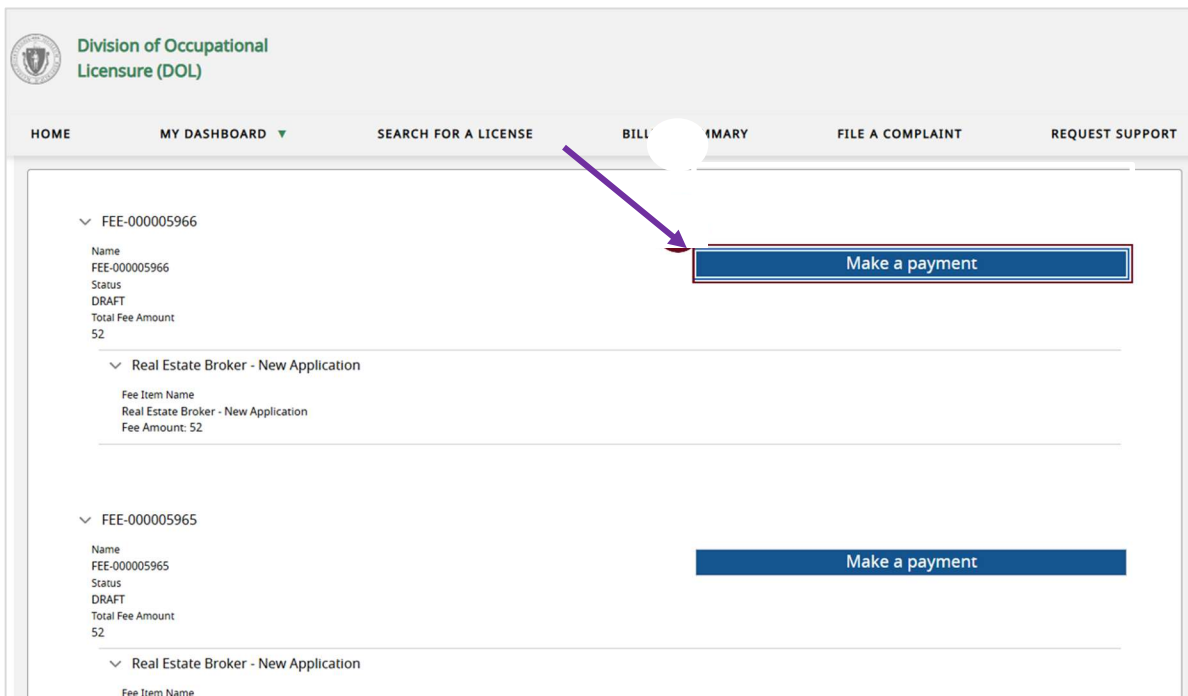
Access Billing Summary

The Billing Summary shows a list of pending payments as well as a list of billing history.

1. Log in to eLIPSE and verify your identity.
2. In the top banner of any page, click the `BILLING SUMMARY` tab.

3. eLIPSE displays a list of pending payments. Locate the fee you want to pay, and next to it click the `Make a payment` button.

4. To see a list of completed payments, at the bottom of the page, click `View Billing History`.