

How to Make Payments & Access Billing Summary

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.

This script has been automatically saved, in order to resume in the future: Copy the link or Email me the link

Review and Sign Your Application

Please read and agree to the attestation statements and submit your application.

Digital Signature
Alfred Ackerman

[Edit Signature](#)

[Cancel](#) [Save for later](#)

[Previous](#) [Pay](#)

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**
- Payment Confirmation Page

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

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You're Almost Done!

Please note: A convenience fee will be applied to your transaction. This helps cover processing costs.

Check that your application is complete and correct. You won't be able to make changes after you submit. **After you pay, your application will be complete.**

Order Summary

License Fee _____ \$9

Estimated Total _____ \$9

[Cancel](#)

[Previous](#) [Next](#)

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- You're Almost Done!**
- Pay Online
- Payment Confirmation Page
- Finish

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.)

This script has been automatically saved, in order to resume in the future: Copy the link or Email me the link

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

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- 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**
- Payment Confirmation Page
- Finish

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

This script has been automatically saved, in order to resume in the future: Copy the link or Email me the link

Pay Online Cont'd

Cancel

Pay Now

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
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- Notarized CORI Acknowledgement Form
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- Review and Sign Your Application
- You're Almost Done!
- Pay Online
- **Pay Online Cont'd**
- Payment Confirmation Page
- 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.

Massachusetts Division of Occupational Licensure

Questions?
 Contact: elipse_support@mass.gov
 Web: www.mass.gov/orgs/division-of-occupational-licensure

One Federal Street, Suite 600
 Boston, Massachusetts 02110
 Phone: 617-701-8600

There is a 2.59% convenience fee for credit card payments, a 2.09% convenience fee for debit card payments, and a \$0.35 convenience fee for Electronic Check/ACH payments. All convenience fees are non-refundable. [ACH FAQ](#)

Payment → Receipt

Payment

You have elected to pay for the following item(s).

Description	ID	Amount
Gas Fitter Apprentice - Application	FEE-001101541	\$9.00
		\$9.00

A convenience fee will be applied depending on payment method selected. Review the total payment amount after entering your payment information.

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

<p>Billing Information</p> <p><input type="checkbox"/> International Address</p> <p>Company Name Enter Company Name</p> <p>OR</p> <p>First Name A</p> <p>Last Name A</p> <p>Address 1 123 Test St</p> <p>Address 2 Enter Address Line 2</p> <p>Zip 02135</p> <p>City Boston</p> <p>State/Territory Massachusetts</p> <p>Phone Number [Redacted]</p> <p>Email [Redacted]</p> <p>Confirm Email Enter Email Address</p>	<p>Payment Information</p> <p><input checked="" type="radio"/> Credit/Debit Card <input type="radio"/> Electronic Check/ACH</p> <p>Card Type VISA AMERICAN EXPRESS MasterCard DISCOVER</p> <p>Card Number Enter Card Number</p> <p>CVV Code Enter CVV Code</p> <p>Expiration 11 2025</p> <p>Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements. <input type="checkbox"/> I Accept</p> <p>Commonwealth of Massachusetts Terms Agreement</p> <p>I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above according to the card issuer agreement. By checking the box above, I certify that I am an authorized user for the above referenced credit card account.</p> <p>nCourt Terms Agreement</p>
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11. At the bottom of the page, click the **Submit Payment** button.

Important Information

Transaction will appear on your financial statement as **N COURT*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.

The screenshot shows the 'Payment Confirmation' page. At the top, there is a navigation bar with the DOL logo and the text 'Division of Occupational Licensure (DOL)'. Below the navigation bar are links for 'HOME', 'MY DASHBOARD', 'SEARCH FOR A LICENSE', 'BILLING SUMMARY', 'FILE A COMPLAINT', and 'REQUEST SUPPORT'. The main content area is titled 'Payment Confirmation' and features a large green banner with a checkmark icon and the text 'We have received your Payment'. Below the banner, it states 'We will email your payment confirmation' and provides the email address 'larissa.lim+alfred@accenture.com'. A 'Payment Summary' section follows, listing 'Division of Occupational Licensure Transaction Fees' and providing details: Reference Number - 07eb1549-db7a-4ec5-b5a1-ca414a4c765d, Transaction Id - 6d7c31f1-1c1b-4a28-8133-6b1fd50909c5, Payment Outcome - Success, Paid Amount - 9, and Payment Method - ccard. A blue 'Next' button is located at the bottom right of the page.

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

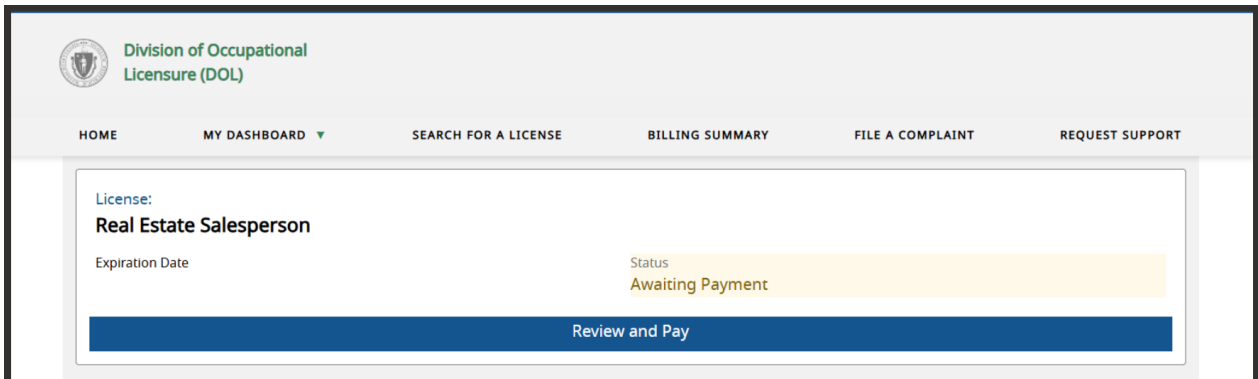
The screenshot shows the 'Finish' page. At the top, there is a navigation bar with the DOL logo and the text 'Division of Occupational Licensure (DOL)'. Below the navigation bar are links for 'HOME', 'MY DASHBOARD', 'SEARCH FOR A LICENSE', 'BILLING SUMMARY', 'FILE A COMPLAINT', and 'REQUEST SUPPORT'. The main content area is titled 'Finish' and contains the text 'Thank you, your Application has been submitted.' A blue 'Close' button is located at the bottom right of the page.

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**.

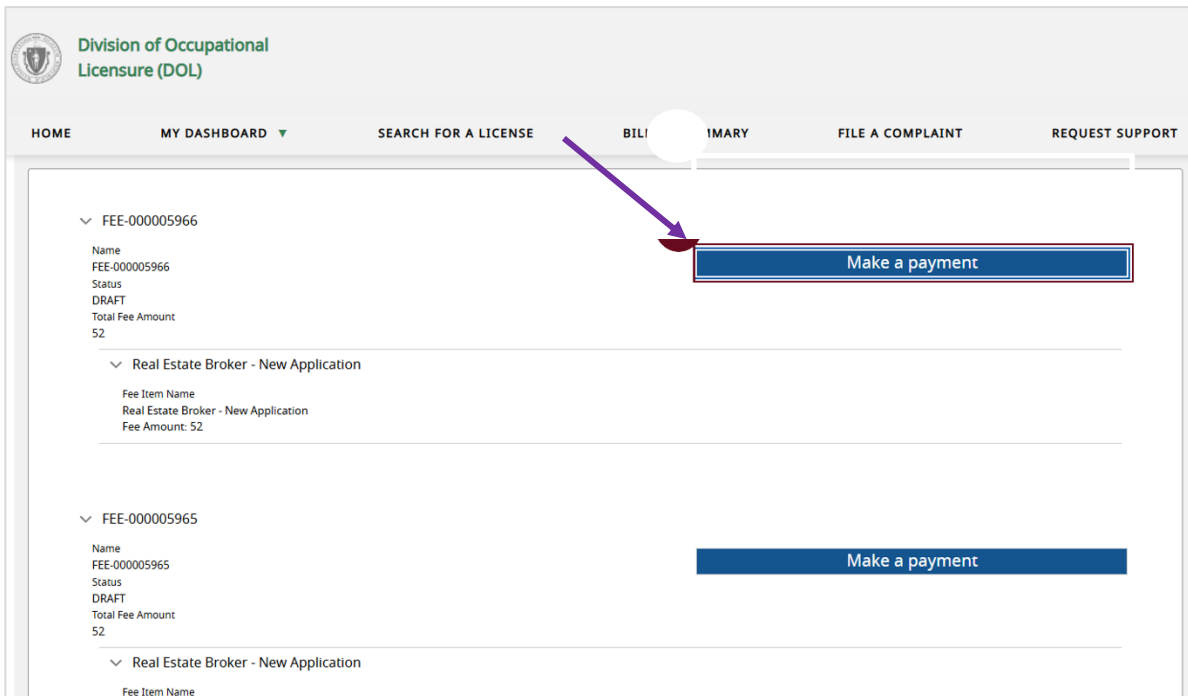
Access Billing Summary

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**.

