Online Payment Portal Instructions

May 2020

The Higher Education Licensure Commission (HELC) launched the Online Payment Portal to provide a contactless payment solution for Institutions engaged in business with the Commission. The guidance documented below offers a step-by-step instructional to ensure successful payment completion.

1. Navigate to the HELC Online Payment Portal by selecting "Online Payment" from the Institutions Navigation menu.

		gher Education Lic	censure Commiss	sion (HELC)			District of Columbia Office of the State Superintendent of Education
Home	About-	For Institutions	For Students-	Meetings and Events-	Contact-	Help-	Login
		Survey Annual Data Survey I The Higher E protection au	Form Online Pa Education Licensure Com	tion Payment ayment	O HELC is a Five-Membe to legitimate qual	r Mayoral appointed regulatory, cc	onsumer umbia.

 Once routed to the Online Payment Portal, please enter the Full Institution Name (ie. Howard University instead of HU) and monitored email address of the Point of Contact that can be reached in the event the Commission has question or concerns regarding the submitted payment. Select the "Continue" button to advance to the next screen.

Higher Education Licensure Commission (HELC)					District of Columbia Office of the State Superintendent of Education		
Home About- F	or Institutions-	For Students-	Meetings and Events-	Contact-	Help-		Login
Online Payment Por	tal						
Welcome, The Higher Education Licc NE: Fifth Floor Washingto To remit payment using a NOTE If you have any qu Institution Name: *	nsure Commission has n, DC 20002 All fees a Mastercard, Visa or Am estions or to share feed	launched this payment p re non-refundable erican Express credit carc bback about your experien	ortal to enable institutions to remit a 1, type the full name of the institution ce using this payment portal, please	oplication fees an (no abbreviation: email us al osse	d other paymen s) and a monitor elemail@dc.go	ts electronically. Payment ed email address in the	nts may also be made via check, payable to the DC Treasurer and mailed to 1050 First Street, fields below. The transaction confirmation will be sent to this email address.
Email Address: *							
Confirm Email Address:		Contin					

3. After being routed to the Institution Application Payment Details screen, please enter the requested information in the required fields.

NOTE: An optional Secondary Point of Contact can be named if necessary and different from the primary Point of Contact.

Institution Applica	tion Payment Details		
Please complete the infe	ormation as shown below. At	fter completing the institution and contact inf	prmation, enter the physical mailing address and select Payment Item. Click Pay Now when all the information has been entered.
Fields marked with ar	n asterisk () are required.		
Institution Name*			
University of the Distr	rict of Columbia		
Primary Contact Inform	nation:		
First Name*		Last Name*	
Phone #*	Email*	Title	
	alee@dc.edu	L.	
Secondary Contact Inf Last Name	formation (only required if a	pplication POC is different than Primary POC	listed above)
Phone #	Email	Title	
Physical Mailing Addre	ess:		
Address 1*		Address 2	
City*		State/Province*	
Zip Code*	Country	Country Code 🥥	
	USA		

4. After entering the Point of Contact and Physical Mailing Address details, select the checkbox and enter the Billing address details *if* different from the Physical Mailing Address.

Check the box to ente	r a different billing addre	SS.
Billing Address:		
Address 1*		Address 2
City*		State/Province*
Zip Code*	Country	Country Code 🥡
	USA	

5. Once the Address details have been entered, select Add to select the payment items.

6. Select the appropriate item for payment from the "Payment Type" dropdown menu.

NOTE: If the "Amendment Fee Pay Type" is selected, a drop-down menu displaying the "Amendment Types" will appear and the appropriate selection will be required.

Use this section to add up to 10 payment	It types to your order	
Under Payment Type, select from the d Under Degree Type, select the appropri Under Amendment Type, select the typ Use the HELC Fee Schedule to enter the	representation of the second s	
 Comments are optional and may be use ayment Type[*] 	d to explain special circumstances.	
	•	
Agent Application Fee Amendment Fee		
Conditional Exemption Fee Conversion Application Fine	Add Payment Items	
Late Filing Fee Other Renewal Application Fee Re-instatement Fee Site Evaluation Fee	Use this section to add up to 10 payment types to your order. Under Payment Type, select from the drop-down menu the type of application or fee payment. Under Degree Type, select the appropriate calagory. Under Anendment Type, select the type of amendment, if applicable. Use the HELC Fee Schedule to enter the appropriate fee amount. Comments are optional and may be used to explain special circumstances. Payment Type	
	Amendment Fee	•
	Type of Amendment*	
	New Program New Focility Institutional Name Change Ownership Change	
	Fee Amount*	
	Comment	

7. Once the Payment Type (and Type of Amendment, if applicable) has been selected, please select the Degree Type from the dropdown menu.

Use this section to add up to 10 payment types to your order. Under Payment Type, select from the drop-down menu the type of application or fee payment. Under Paymee Type, select che appropriate caleopory. Under Annendment Type, select the type of amendment, "applicable. Use the HELC Fee Schedule to enter the appropriate fee amount. Comments are optional and may be used to explain special circumstances.		
Payment Type"		
Agent Application Fee	٠	
Degree Type*		
Degree Non Degree		
Comment		

8. Enter the fee amount for the Payment Type selected. Please reference the HELC Fee Schedule for the most up to date fee information.

Add Payment Items	
 Use this section to add up to 10 payment types to your order. Under Payment Type, select from the drop-down menu the type of application or fee payment. Under Degree Type, select the appropriate category. Under Amendment Type select the type of amendment, if applicable. Use the <u>HELC Fee Schedule</u> o enter the appropriate fee amount. Comments are optional and may be used to explain special circumstances. 	
Payment Type*	
Initial/Provisional Application Fee	
Degree Type*	
Degree	
Fee Amount*	
Comment	
	Add Cancel

- 9. The Comment field is optional and can be used to explain special circumstances or other information deemed relevant.
- 10. Select the Add button once all Payment Type information is entered. The Payment Type will display on the Application Payment Details Screen.

Payment Item(s): Add (up to 10)						
Payment Type	Amendment Type	Degree Type	Amount	Comment		
Agent Application Fee	N/A	Degree	1000.00		Remove	
Total Amount : 1000.00						
I have confirmed the details above and acknowledge that no refunds will be issued once a payment has been submitted.						
PayNow						

- 11. Please complete Steps 5-10 to add additional Payment Types.
- 12. Once all Payment Types have been selected and displayed on the Application Payment Details Screen, please select the checkbox to acknowledge that no refunds will be issued once payment has been submitted. Once acknowledged, please select the "Pay Now" button to process payment.

l have confirmed the details above and acknowledge that no refunds will be issued once a payment has been submitted.



13. Select the "Card Type" and enter the Name as it appears on the Card. Verify the correct amount is entered and enter the card number, expiration date, and CVC code. Click Submit.

Payment Method	
Card Type*:	Master Card VISA MERICAN CORRECT
Name on Card*:	Enter your name
Amount*:	1000.00
Credit card*:	Enter credit card number
Expiration Date*:	01 💌 2020 💌
CVC*	000
	Submit Cancel

14. Upon successful payment, the following screen will display and a payment confirmation letter will be send to the email address entered.

Payme	nt Confirmation
V	Your payment was processed successfully. An email confirmation has been sent to alee@dc.edu. Click Close to exit the payment window and return to the HELC homepage.
	Your reference number is :A51C0C453E02
	Close

15. If a payment is unsuccessful, the following screen will display. Select "Try Again" to be routed back to the payment screen to enter updated payment information. Select "Cancel" to exit the application.

