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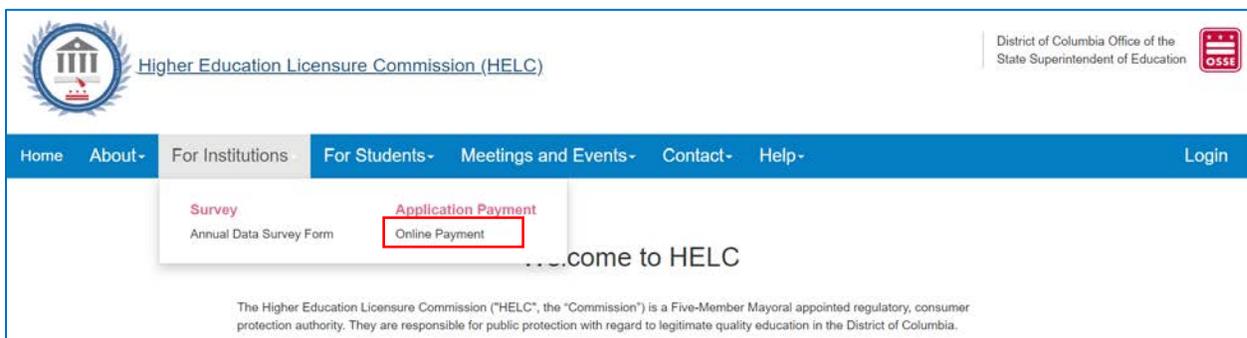
2. Once routed to the Online Payment Portal, please enter the Full Institution Name (ie. Howard University instead of HU) and monitored email address of the Point of Contact that can be reached in the event the Commission has question or concerns regarding the submitted payment. Select the "Continue"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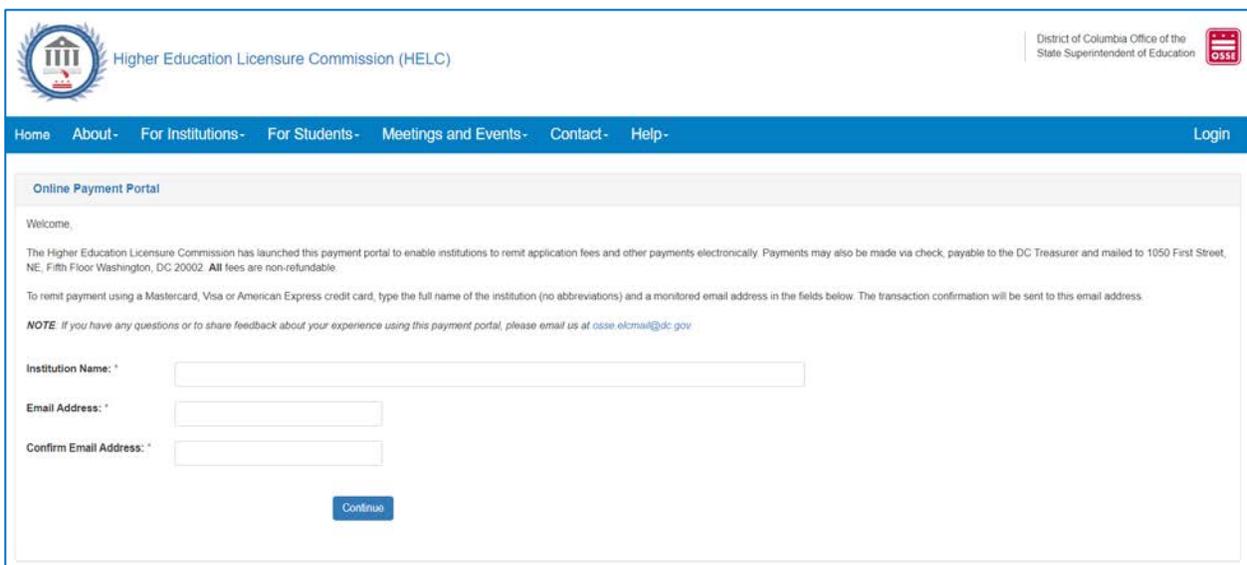
3. After being routed to the Institution Application Payment Details screen, please enter the requested information in the required fields.

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

Institution Application Payment Details

Please complete the information as shown below. After completing the institution and contact information, enter the physical mailing address and select Payment Item. Click Pay Now when all the information has been entered.

Fields marked with an asterisk (*) are required.

Institution Name*

University of the District of Columbia

Primary Contact Information:

First Name*		Last Name*

Phone #*	Email*	Title
	alee@dc.edu	

Secondary Contact Information (only required if application POC is different than Primary POC listed above)

Last Name		First Name

Phone #	Email	Title

Physical Mailing Address:

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 enter a different billing address.

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.

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

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 HELC Fee Schedule to 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.

Pay Now

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.

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

Pay Now

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 ▾ MasterCard VISA AMERICAN EXPRESS
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.

Payment Confirmation

✔ 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.

Payment Confirmation

✖ The credit card information entered could not be found. Please click **Try Again** to reenter your card information or click **Close** to exit the payment screen and return to HELC home page.

Reference number is :**A4X00C451103**

Try Again   Close