

# Quick Pay

## Step-by-Step

## Guide

*It's as easy as*



- ➔ 1) Enter 10 digit license number that you wish to make payment on
- ➔ 2) Enter SSN or DMV # of the license holder as prompted
- ➔ 3) Enter credit card payment information

**That's it !!**

Continue reading this guide for more detailed information .....

# What is Quick Pay?

**Quick Pay** is a simplified, online method of paying the renewal fees that are due for licensees issued by D.P.O.R.

**Quick Pay** does not require registration with **D.P.O.R. Online Renewal Services** and does not require a Login ID or a password

**Quick Pay** is for payment purposes only

## What it isn't!

**Quick Pay** does not allow you to use any of the advanced features that may be available with **D.P.O.R. Online Renewal Services**

These features can be identified by navigating to your Board webpage and selecting **Online Services** from the menu

# What you will need to use **Quick Pay!**

## 1) License number ...

- Must be in the renewal cycle
- This period starts 60 days prior to license expiration

## 2) SSN or VA DMV # or FEIN for businesses ...

- Whichever is on file with the Board  
  
If both SSN and DMV are on file then prompt will be for SSN
- You will be prompted for the appropriate one

## #3) Valid credit card for payment ...

**AMEX** cards cannot be used for payment

# IMPORTANT NOTICE

Payment **DOES NOT** guarantee issuance of the license.

Other requirements may need to be met as determined by Board Regulations.



- APPLICANTS >>
- LICENSEES >>
- CONSUMERS >>

Home > Guest Renewal Payment

Enter Keyword Search >

- License Lookup
- Make a Renewal Payment
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- Community Associations
- File a Complaint
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## Guest Payments for License Renewal

For your convenience, DPOR offers the following secure, online payment options.

QUICK PAY	ONLINE SERVICES
Need to make a renewal payment quickly? Make a guest payment without logging in.	Log in to make payments and complete other transactions.
<ul style="list-style-type: none"><li>• Renew a license</li><li>• No account required</li></ul>	<ul style="list-style-type: none"><li>• Renew a license</li><li>• Make address change</li><li>• Reinstate an expired license</li><li>• Apply for a new license</li><li>• Transfer or inactivate a real estate license</li><li>• Access multiple licenses under different boards</li></ul>
<a href="#">Pay Now</a>	<a href="#">Go to Online Services</a>

*If you hold multiple licenses issued by different DPOR boards (e.g., cosmetologist and real estate salesperson), you must log into Online Services to access all credentials at once.*



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## Online Services

### Public Services Main Menu

Welcome to the Department of Professional & Occupational Regulation's Online Services.

We have upgraded our online services to include new license (initial) applications, renewals of existing licenses, reinstatement of expired licenses, upgrades to licenses, address changes, and other maintenance of a license.

However, not all services are available online. Each board and license has specific types of services available. Before registering, refer to the [DPOR Online Renewal & Services](#) web page for a complete list of online services.

Please note that DPOR does not accept American Express. Payments through online services must be made by Visa, MasterCard, or Discover.

#### Registration

If you do not have a User ID and Password, you must follow the "Create My Profile" link below under "Create a New Online Profile" to begin your initial registration. After you register, your temporary User ID and/or password may be emailed or sent to you by regular mail. Be sure to check your junk email or spam folder for the email.

If you received a temporary User ID and/or password, you must log on under the "Online Services" to verify your information and complete your registration. You will then be directed to create your own unique, secure User ID and/or password.

Once your registration is complete, you will be able to access the online services.

Refer to the [Registration Guide](#) for detailed instructions or visit the [Frequently Asked Questions](#) page for specific answers regarding registration.

#### Public Services

[Public License Search](#)

#### Guest Services

[Renewal Payment](#)

#### Online Services

\* User ID/Email Address:

\* Password:

[Log On](#)

Forgot your password? Click [here](#).

#### Create a New Online Profile

[Create My Profile](#)



Department of Professional and Occupational Regulation

[Logon](#) [Contact Us](#)

## Online Services

### License Number

Enter the 10-digit License Number to be renewed and press "Next" to continue.

Press "Cancel" to return to the logon screen.

\* License Number (no dashes or spaces):

**1214000001**

**Next**

**Cancel**

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## Step 1

Enter the 10 digit license number – this license must be eligible for renewal.

A license becomes eligible for renewal 60 days prior to expiration date.

If the license is not eligible then payment cannot be made.

Select the “Next” button to continue



## Step 2

Enter the SSN # or VA DMV # of the license holder as prompted.

Can also be FEIN for businesses

or

Online Services

Verify License

Enter the required information and press "Next" to continue.

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\* Social Security Number (no dashes or spaces).

---

Online Services

Verify License

Enter the required information and press "Next" to continue.

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\* Virginia Driver's License Number (no dashes or spaces e.g. T11111111).

---

Select the 'Next' button to continue





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## Online Services

### Online Guest Renewal Payment

*The online payment is for the Renewal fee only and is not certifying board regulation compliance.*

Select the applications you wish to pay for and press "Next" to continue

Press "Show Fee Details" to show a breakdown of the fee amounts

Press "Main Menu" to return to the main menu

Application Number	Description	License Number	License Type	Name	Fee	
13491	Wax Technician Renewal	1214000001	Wax Technician License	PACELLI, ROBERT THOMAS	\$75.00	<input checked="" type="checkbox"/>
5062	Tattooer Renewal	1231000001	Tattooer License	PACELLI, ROBERT THOMAS	\$75.00	<input checked="" type="checkbox"/>

[Next](#)

[Show Fee Details](#)

[Main Menu](#)

## Verify your licensees that are eligible to renew.

The check-box to the right of the fee amount indicates that license will be included in the payment. If you wish to delay a payment for one particular license then uncheck the check-box to the right of the license that you do not want to submit a payment for at this time.

Payment for any deselected items will still be required by the expiration date.

Only licensees from the same Board will be show simultaneously.

## Select the 'Next' button to continue



Department of Professional and Occupational Regulation

## Online Services

### Confirm Guest Payment Details

Press "Next" to pay for these applications.

Press "Cancel" if you do not wish to continue with the payment.

Application Number	Description	License Number	License Type	Applicant Name	Fee
13491	Wax Technician Renewal	1214000001	Wax Technician License	PACELLI, ROBERT THOMAS	\$75.00
5062	Tattooer Renewal	1231000001	Tattooer License	PACELLI, ROBERT THOMAS	\$75.00

Total \$150.00

[Next](#)

[Cancel](#)

Confirm licenses selected for payment

Select the 'Next' button to continue





Department of Professional and Occupational Regulation

## Online Services

### Guest Payment

#### Important Notice About Submitting Your Payment Information

To avoid system errors and the possibility of multiple charges to your credit card, click the SUBMIT button only ONCE.

Enter the payment information, check the acknowledgement box and press "Submit" to process the payment.

Press "Cancel" to return to main menu.

#### Credit Card Payment Information

##### Cardholder Information

\* Last Name

\* First Name

##### Credit Card Payment Information

\* Credit Card Number

\* Credit Card Type **VISA**

\* Security Code ([What's this?](#))

\* Expiration (Month/Year) /

\* Amount **150.00**

\*  I acknowledge this online payment is for the Renewal fee only and is not certifying board regulation compliance.

### Step 3

Enter credit card payment information

[Cancel](#)

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[Logon](#) [Contact Us](#)

### Online Services

#### Guest Payment

**Important Notice About Submitting Your Payment Information**

To avoid system errors and the possibility of multiple charges to your credit card, click the SUBMIT button only ONCE.

Enter the payment information, check the acknowledgement box and press "Submit" to process the payment.

Press "Cancel" to return to main menu.

#### Credit Card Payment Information

**Cardholder Information**

\* Last Name

\* First Name

**Credit Card Payment Information**

\* Credit Card Number

\* Credit Card Type

\* Security Code ([What's this?](#))

\* Expiration (Month/Year)

**Amount** 150.00

I acknowledge this online payment is for the Renewal fee only and is not certifying board regulation compliance.

**Click 'Submit' button only ONCE**

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## Step 4

Read statement and Certify by selecting checkbox. (This needs to be done before the "Submit" button becomes available. )

Printing a payment receipt can only be done from the screen following the clicking of the 'Submit' button.



### Online Services

#### Guest Online Application Payment Success

Although your payment has been received and processed, the license expiration date will not be updated until all requirements have been satisfied, which may involve the submission of documentation and/or board staff action.

Press "Next" to return to the main menu.

Press "View PDF Summary" and print this page for your records using the print function of your browser.

Amount Paid: **\$150.00**  
Authorization Number: **581279**  
Trace Number: **255022**

Application Number	Description	License Number	License Type	Applicant Name	Fee
13491	Wax Technician Renewal	1214000001	Wax Technician License	PACELLI, ROBERT THOMAS	\$75.00
5062	Tattooer Renewal	1231000001	Tattooer License	PACELLI, ROBERT THOMAS	\$75.00

[Next](#)

[View PDF Summary Report](#)



The 'Payment Success' screen will appear after payment has processed

Press '**View PDF Summary Report**' to view and print a receipt.

## Online Payment Summary

Date Paid: 04/25/2019  
Total Amount Paid: 150.00  
Authorization Number: 581279  
Batch Trace Number: 255022  
Payment By: Credit Card

Application Number	Description	Applicant Name	Fee	Trace Number
13491	1214 Wax Technician License Wax Technician Renewal	PACELLI, ROBERT THOMAS	75.00	255022D0
5062	1231 Tattooer License Tattooer Renewal	PACELLI, ROBERT THOMAS	75.00	255022D1

# Tips !!

While Quick Pay is straight forward, there is always a possibility that an issue will arise. Please read the following items to see if they help resolve or explain the issue. If not, you will need to call the Board for assistance during normal business hours.

A message appears that indicate a license cannot be found.

- This can either be caused by using an incorrect license number or the license is not ready for renewal.
- You can verify your license number and expiration date by using the online **License Lookup** service located on the DPOR website.

Contact the Board for additional assistance

All licenses that need to be renewed don't appear

- Only licenses from one Board can be displayed together. EXAMPLE ... If you have licenses form both the Contractors and the Real Estate Boards, then you will need to pay for one license type then enter the number for the license from the other Board and make another payment.
- Click the 'Main Menu' button and enter the number of the license that previously was not listed.

Cont ... All licenses that need to be renewed don't appear

- If you have confirmed through License Lookup that all licenses eligible for renewal are not being displayed, then contact the Board for assistance.

A message indicating the SSN or VA DMV number or FEIN is invalid is being displayed

- Make sure that dashes (-) or spaces are not being entered as part of the number.
- Verify which prompt is being displayed

Contact the Board for addition assistance

When will my new license be issued?

- Payment does not guarantee that the renewal process is complete for your license. Some occupations have additional requirements that need to be met before the renewal process is completed and the updated license can be issued.

The renewal process is outlined in each Boards regulations. These regulations can be found on the DPOR website by navigating to the specific board web page.

## Need a receipt for payment?

- If you will need a receipt for your renewal payment then it can be obtained online from the screen after payment has been submitted.
- If you forgot to print or save your receipt, you can request one by contacting the board.

## There isn't a 'Submit' button located on the Payment Screen

- After entering the credit card payment information, you will need to read the statement located below the due amount.

This statement reads as follows:

*"I acknowledge this online payment is for the Renewal fee only is not certifying board regulation compliance."*

After reading the statement, click on the checkmark box to the left. The 'Submit' button will then become active.