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Policy

Use the One Time Payment screen to process payments through NMLS. You can pay by bank account or credit card. NMLS processing fees are non-refundable. Fees paid to a state agency are unable to be refunded through the System. Refer to the [State Licensing Requirements](#) page to determine which state fees, if any, are refundable. For more information, see the [Payment Dispute Policy](#).

If you pay by credit card, a 2.5% service fee is applied. MasterCard and Visa are accepted. Debit cards are not accepted, but NMLS can process a debit card as a credit card if it has a MasterCard or Visa logo.

If you pay by bank account, verify that your account contains sufficient funds to cover the payment amount and has been pre-authorized by NMLS to complete ACH transactions to avoid a possible return.

Definitions and Charts

Not Applicable

Figure 1: One Time Payment

How to Submit a Payment

1. Read the Payment Terms and Conditions and click the **I Agree** button (see *Figure 2*).

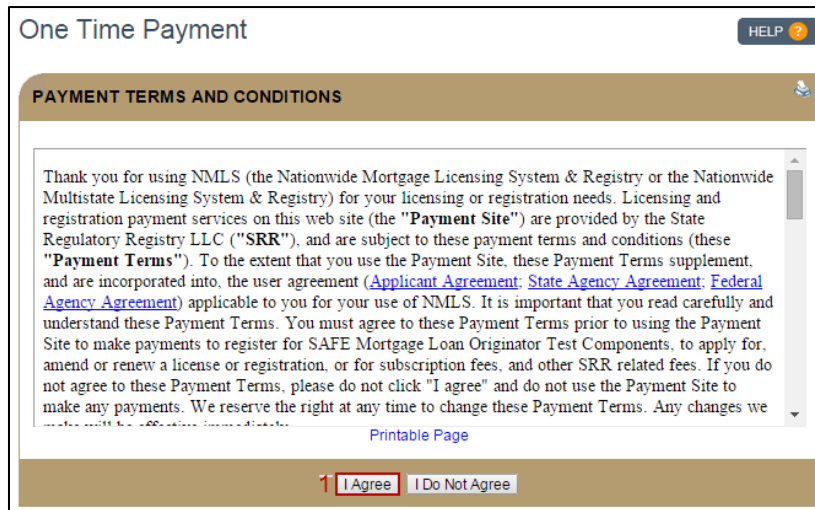


Figure 2: Terms and Conditions

2. Select your payment type.
3. Enter information for all required fields.
4. Select whether or not you want to save the payment information for future payments.
5. Click the **Next** button (see *Figure 3*).

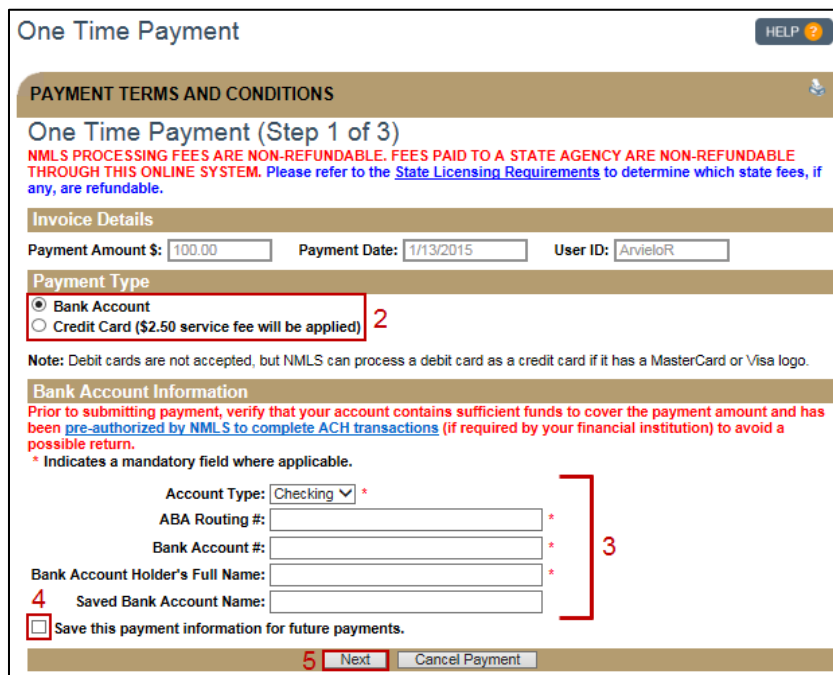


Figure 3: Step 1

6. Review your payment information.
7. Click the **Confirm and Submit** button (see *Figure 4*).

One Time Payment HELP ?

PAYMENT TERMS AND CONDITIONS

One Time Payment – Review Payment (Step 2 of 3)
 NMLS PROCESSING FEES ARE NON-REFUNDABLE. FEES PAID TO A STATE AGENCY ARE NON-REFUNDABLE THROUGH THIS ONLINE SYSTEM. Please refer to the [State Licensing Requirements](#) to determine which state fees, if any, are refundable.

Invoice Details

Payment Amount \$: Payment Date: User ID:

Payment Type
Bank Account

Bank Account Information

Account Type: Checking
 ABA Routing #: 051000017
 Bank Account #: 123456788
 Bank Account Holder's Full Name: Ryan

Click the **Cancel Payment** button to cancel this payment.
 Click the **Edit Payment** button to return to the previous screen to correct the payment information.
 Click the **Confirm and Submit** button to submit this payment.

WARNING: Once you click Confirm and Submit, your payment will be processed. You will not have another opportunity to cancel the payment.

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Figure 4: Step 2

8. Review and print your payment confirmation, making note of your Payment Confirmation Number in blue.
9. Click the **Finish** button (see *Figure 5*).

One Time Payment HELP ?

PAYMENT TERMS AND CONDITIONS

One Time Payment - Payment Confirmation (Step 3 of 3)

NMLS Payment Confirmation

Thank you. Your payment was successfully processed. Payment details are below.

Pay to the order of: **NMLS (Your bank or credit card statement will read "NMLS PMT")**
 Amount: **\$100.00**

Pay to the order of: **NMLS Service Fee**
 Amount: **\$2.50**
 User ID: **GraefD**

Payment Method: **Credit Card**
 Payment Date: **1/13/2015**

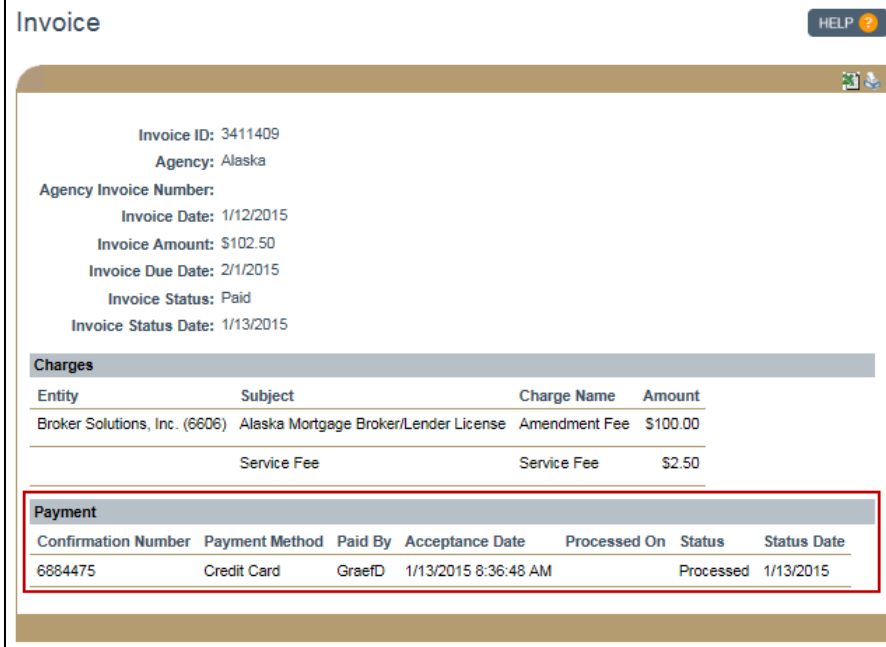
Your **Payment Confirmation Number** is **6884475** 8

Print this page for your records. To view full invoice details, access the [Invoice](#) option from the Home tab and enter the **Payment Confirmation Number** provided above as your search criteria.

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Figure 5: Step 3

10. Payment information now appears on the *Invoice* page under the Home tab (see *Figure 6*).



The screenshot shows an 'Invoice' page with the following details:

- Invoice ID: 3411409
- Agency: Alaska
- Agency Invoice Number:
- Invoice Date: 1/12/2015
- Invoice Amount: \$102.50
- Invoice Due Date: 2/1/2015
- Invoice Status: Paid
- Invoice Status Date: 1/13/2015

Charges

Entity	Subject	Charge Name	Amount
Broker Solutions, Inc. (6606)	Alaska Mortgage Broker/Lender License	Amendment Fee	\$100.00
	Service Fee	Service Fee	\$2.50

Payment

Confirmation Number	Payment Method	Paid By	Acceptance Date	Processed On	Status	Status Date
6884475	Credit Card	GraefD	1/13/2015 8:36:48 AM		Processed	1/13/2015

Figure 6: Invoice with Payment Information

Additional Resources

- [Payment Dispute Policy](#)
- [Payment Options Quick Guide](#)
- [ACH Authorization](#)
- [State Licensing Requirements](#)