

## EXPRESS PAYMENT INSTRUCTIONS

- 1) Click on this link or copy and paste into your browser's address bar: [www.michigan.gov/bccrenewals](http://www.michigan.gov/bccrenewals)

The page will look like this:

The screenshot shows the Michigan Licensing and Regulatory Affairs website. At the top left is the Michigan state logo and the text "Licensing and Regulatory Affairs". Below this is a navigation bar with links: Home, Search, New, Express Payment (with a dollar sign icon), Link Existing License, and Help. A large banner below the navigation bar reads "Construction Codes and Fire Services". To the right of the banner are links for "Announcements", "Register for an Account", and "Login". Below the banner is a search box with the placeholder text "First Last or License #" and a search button. At the bottom of the page is a secondary navigation bar with links: Home, BCC Licenses, BCC Permits, Plan Review, Fire Services, OLSR, Device Permits, and Express Pay. Below this is an "Advanced Search" link.

- 2) Without logging in, click on the **Express Payment** option with the \$ sign in front of it.

This screenshot shows the navigation bar of the Michigan Licensing and Regulatory Affairs website. The "Express Payment" link, which includes a dollar sign icon, is highlighted in yellow. Other navigation links include Home, Search, New, Link Existing License, and Help.

- 3) Scroll down to the bottom of the page, check the box next to "I have read and accepted the above terms." Then, click **Continue Application**.

### Online Application

Welcome to LARA's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

#### LARA Systems Use Notification

The Michigan Department of Licensing and Regulatory Affairs(LARA) computer information systems are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business.

Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform

I have read and accepted the above terms.

**Continue Application »**



- 4) On the next screen, scroll down to the very bottom and click on **Add Record Number**.

**Express Payment**

1 RECORD INFORMATION | 2 RECORD REVIEW | 3 Review | 4 Pay Fees | 5 Transaction Complete

**Step 1: RECORD INFORMATION > RECORD INFORMATION**  
Please enter a valid record number or invoice number for to make an express payment(s).  
Ensure returned record details indicate the proper record / invoice balance to pay against.  
\*\*If you are here to renew your license and have an address change, you must login to your account to change the address prior to renewing.  
\* indicates a required field.

**RECORD INFORMATION**

**RECORD INFORMATION**  
If a Payment is due on a License, Serial Number or Permit Number, click "Add Record Number" below. Multiple record numbers may be added. If a Record Number is added in error, delete the number.

Showing 0-0 of 0

LICENSE/SERIAL/PERMIT NUMBER	INVOICE NUMBER	RECORD TYPE	RECORD DETAILS
No records found.			

**Add Record Number** **Delete Record Number**

- 5) A box will appear- where it says LICENSE/SERIAL/PERMIT NUMBER enter in your license number in the box below. This is the only box that needs to be filled out. Then, click **Submit**.

**RECORD INFORMATION** [Close]

If a Payment is due on a License, Serial Number or Permit Number, click "Add Record Number" below. Multiple records added. If a Record Number is added in error, delete the number.

**LICENSE/SERIAL/PERMIT NUMBER:**  **INVOICE NUMBER:**  **RECORD TYPE:**

**RECORD DETAILS:**

**Submit** **Cancel**

- 6) Hitting **Submit** will return you to the previous screen. Then, click **Continue Express Payment**.

- 7) You will continue to scroll to the bottom of the next screen and click **Continue Express Payment** two more times, until you get to the screen that says Step 4: Pay Fees. Then, after confirming you are renewing the correct license number, click **Continue Application**.

### Express Payment

1 RECORD INFORMATION	2 RECORD REVIEW	3 Review	4 Pay Fees	5 Transaction Complete
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### Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

#### Application Fees


Fees	Qty.	Amount
Record:   Invoice : 3795500   Renewal Fee	1	\$15.00

**TOTAL FEES: \$15.00**


Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

- 8) After you click **Continue Application**, it will take you to the third-party payment site. Select if you are paying with electronic check or credit card and click **Next**.



**LABA**  
Department of Licensing and Regulatory Affairs



MICHIGAN.GOV  
Michigan's  
Official  
Website

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**Payment Method**

**MI Permit License Plan Review**

Welcome to the CEPAS Payment Module for MI Permit License Plan Review.  
 This process is being used as a secure means of processing online payments 24 hours a day, seven days a week.  
 Payment may be made using a valid Credit or Debit card (Visa, MasterCard, Discover, or American Express) or an electronic check.  
 In order to make a payment, please select 'Next' below.




\* Indicates required field

**Choose Method Of Payment**

Pay with new account

Pay by electronic check

Pay by credit card

Back Next Exit

- 9) The rest of the checkout process is just like any other online purchase process.
- Make sure the address you enter reflects the address associated with the credit/debit card or bank account you are paying from.
  - Make sure to mark the box next to **I'm not a Robot** and follow the instructions
  - Make sure to put an email address in order to receive a copy of your receipt once the payment goes through.
  - If you have an email address on file with your license, one will be sent via email once the transaction goes through. One will also be mailed to you, but please allow at least 30 days for delivery.