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
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](image)

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

![Figure 4: Step 2](image)

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

![Figure 5: Step 3](image)
10. Payment information now appears on the *Invoice* page under the Home tab (see Figure 6).

![Invoice with Payment Information]

**Figure 6: Invoice with Payment Information**

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