## **Online Application Payment Instructions**

Note: These steps <u>should only be used</u> to make a payment for an initial or upgrade license application, an administrative fine, or miscellaneous fees. These steps <u>should not</u> be used to renew an existing license.

**Step 1**: Enter the following URL into your web browser: <u>https://apps.sd.gov/lb511/Login.aspx</u>.

Step 2: Enter your username and password, select "I'm not a robot', and click 'login':

	Appraiser Login					
Username						
Mous0000						
Password						
	l'm not a robot					
	Log In					
	Forgot Password					

Step 3: Select "Make Payment":

Make Payment	Mickey Mouse	
Change Email	First Name	Last Name
Change Password	Mickey	Mouse
	Address	City
Logout	1313 Disneyland Drive	Anaheim
	State	Zip
	CA	92802
	Phone	Zip 4
	(111) 111-1111	
	<sup>Email</sup> mickey@hotmail.com	

**Step 4**: Select the correct application type by using the "Payment For" dropdown menu. This information will be included in the payment email you received from the Appraiser Certification Program (see below).

**Step 5:** Enter credit or debit card information and the address associated with the payment card.

Step	<b>6</b> :	Select	"Pay	Now"	to	submit	your	payment.
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Payment For	Ma	ke Payment	Amount	
First Name Mickey		Last Name Mouse		
Address				
1313 Disneyland Drive				
City	State		Zip Code	
Anaheim	CA		92802	
Card Number 4000000000000000000000000000000000000	2	xpiration Month Expirat 12 • 2024	tion Year CVV	
		Pay Now		