

Email instructions to licensee/registrant as the following:

Please follow the instructions provided to make payment for your **Brochure Order** fee.

1. Log into ALECS.
2. From the Dashboard, in the middle of the screen select the tab called, My Pending Fee (last tab on right side).
3. Click on the word Initiated that appears in the box below.
4. Scroll to the bottom of the page and click on Pay Now.
5. Follow steps to submit payment information.
6. Email a copy of your receipt once payment has been accepted.

***** If you do not receive a receipt from the licensee, check the ROC report to confirm we received payment.**

The screenshot shows the ALECS dashboard with the following elements:

- Navigation Tabs:** My New Requests, My Pending Actions, My Business, My Business Transactions, My Recent Activity, My Pending Fee (selected).
- Table:**

Application ID	Application Sub Type	Application Status	Transaction Name	First Name	Last Name	Hire Date
70301	Motor Vehicle Sales Finance	Initiated	OtherFeeType			01/01/1900
- Application Details:** Section header.
- Business Details:** Table with columns: Reg/Lic Id, DBA Operating Name, Address Line 1, Address Line 2, State, City, County, Zip.
- Business Operation Plan Documents:** Section header with a table containing one row with the header 'Name' and the value 'No items to display'.
- Pay Now:** A button located at the bottom center of the page.

For your security, the back button on your browser has been disabled and will not work on any page in this website.