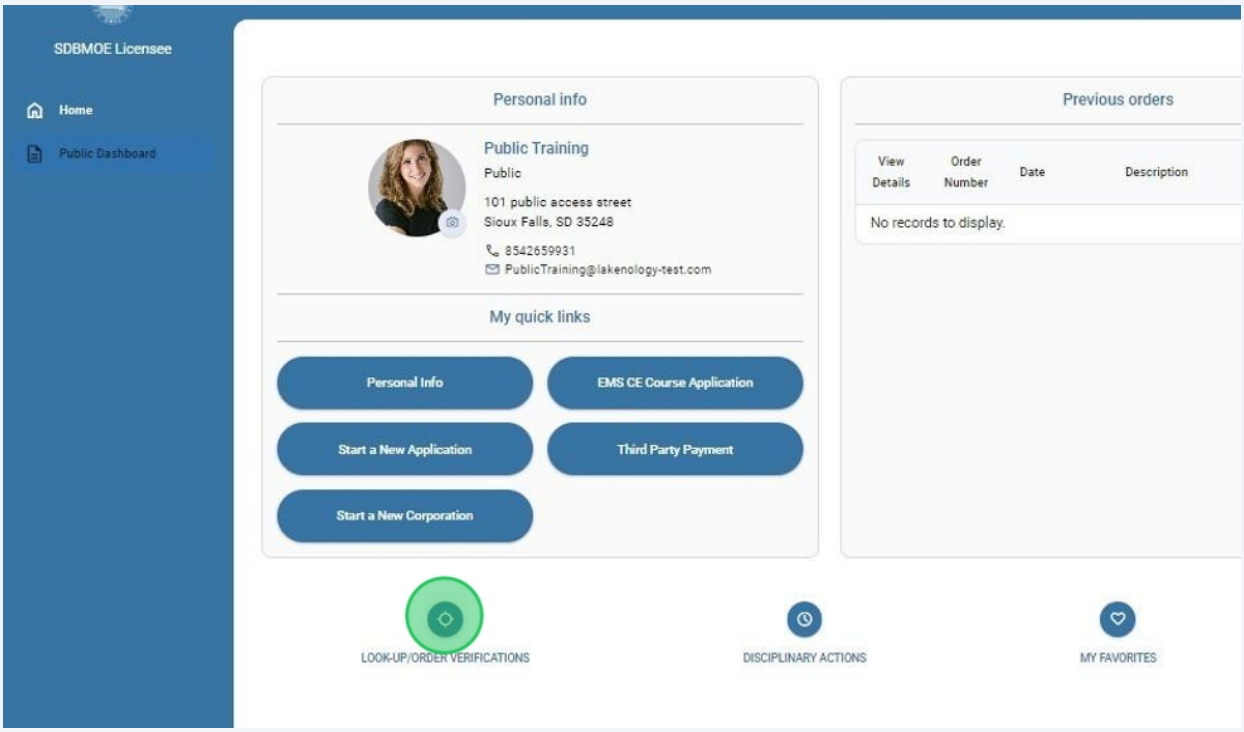
Public Access: Licensee Look-Up and Pay for a License Verification Order

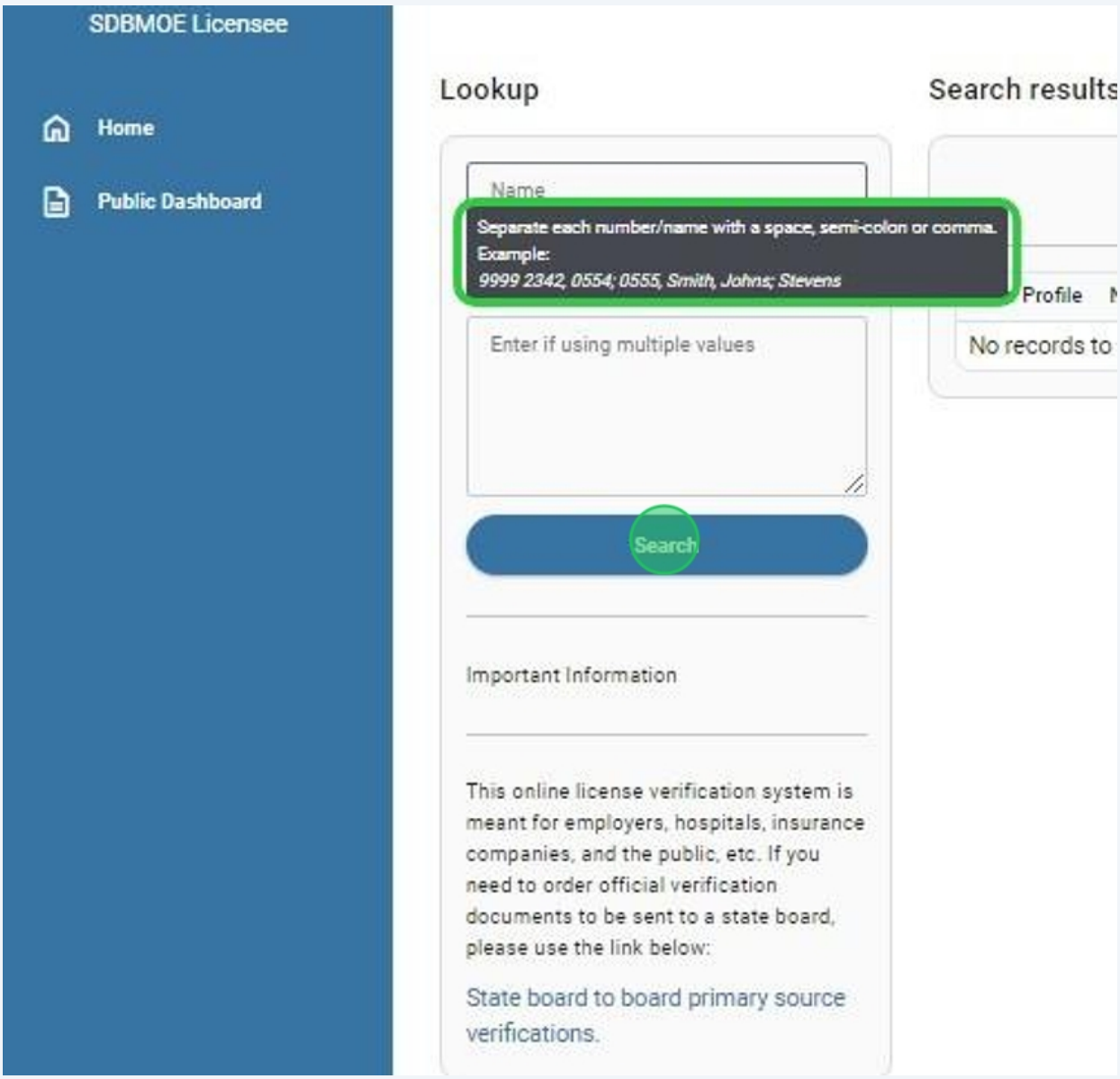
This How-To-Guide is intended for individuals that are logged in using a MySD account and want to order and pay for one or more license verification(s) after doing a licensee lookup

1 Login and Navigate to the Public Dashboard. Locate the **Navigation buttons** at the bottom of your dashboard. Click "**Look-Up/Order Verifications**"

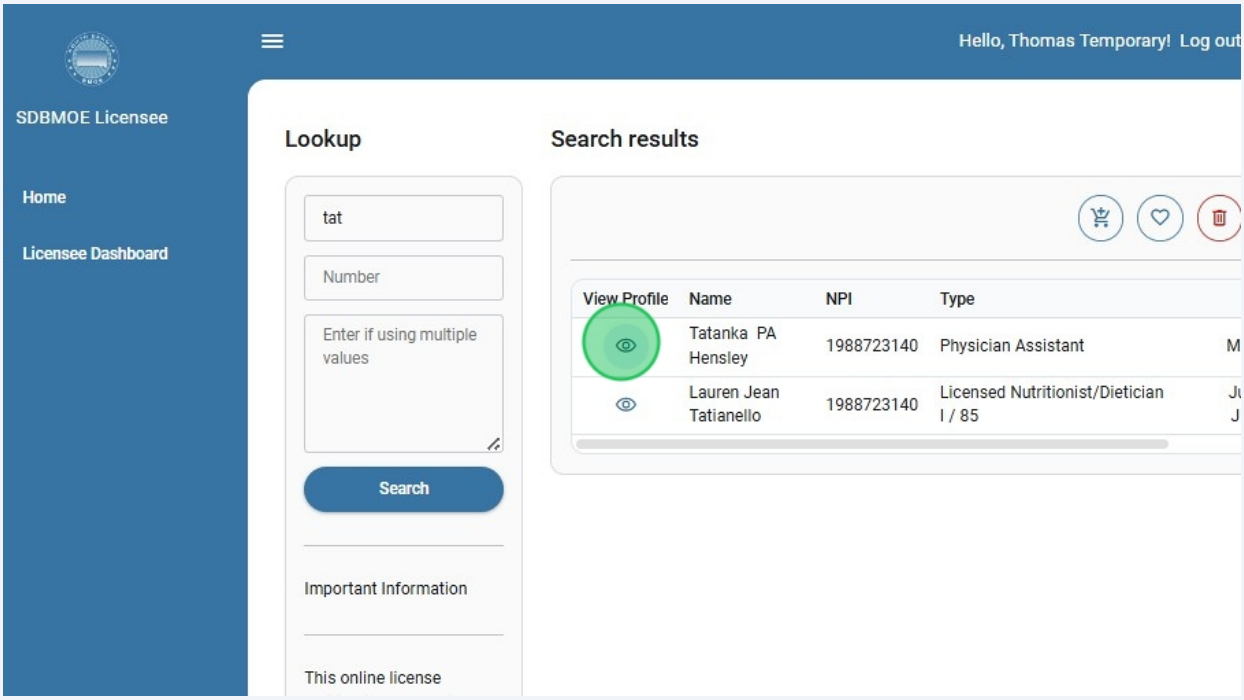


2 Use the **name entry** box to enter a full or partial name. You may also enter a valid license number in the number box. Click "**Search**" to view results.

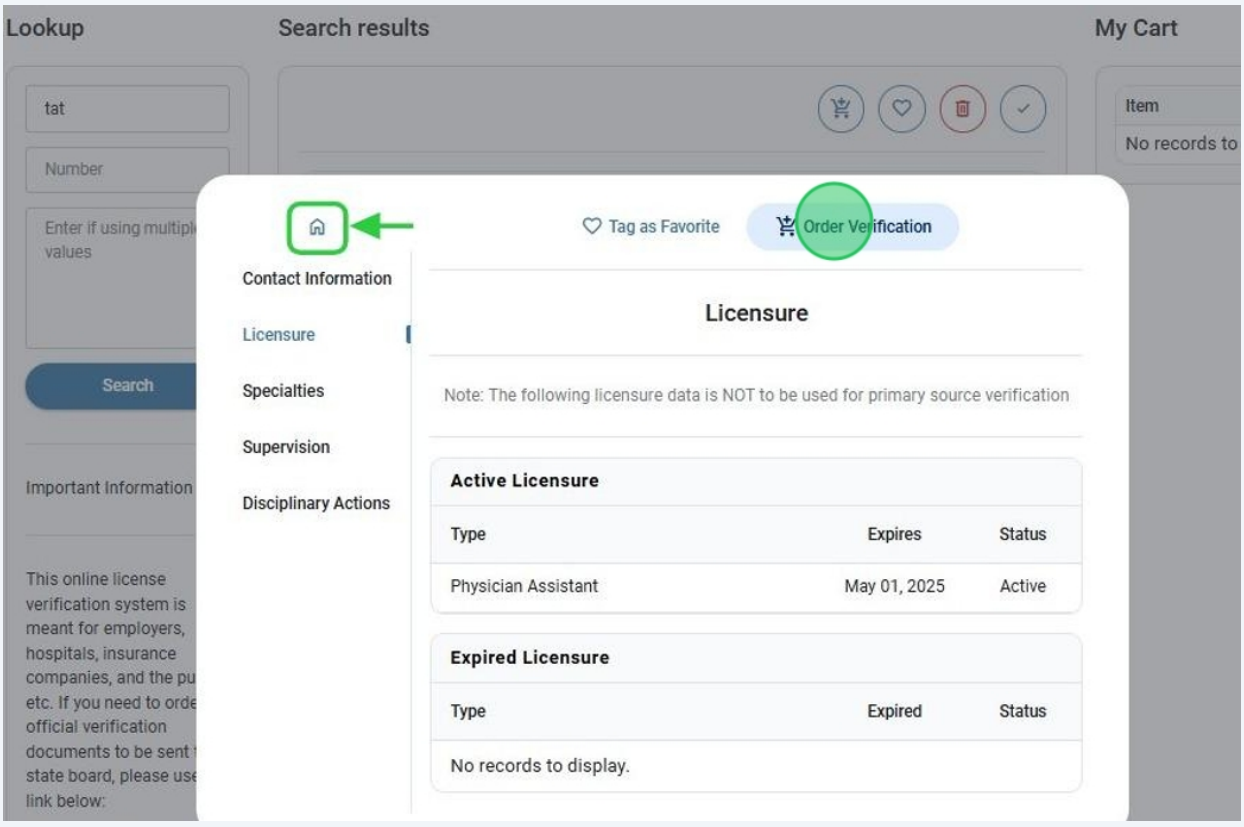
You can also use the "**multiple values"** field to enter any combination of name and number values, separated by a space, semi-colon or comma. Do NOT use the search fields for name and number if you are entering multiple values. Click "**Search"** to view your results



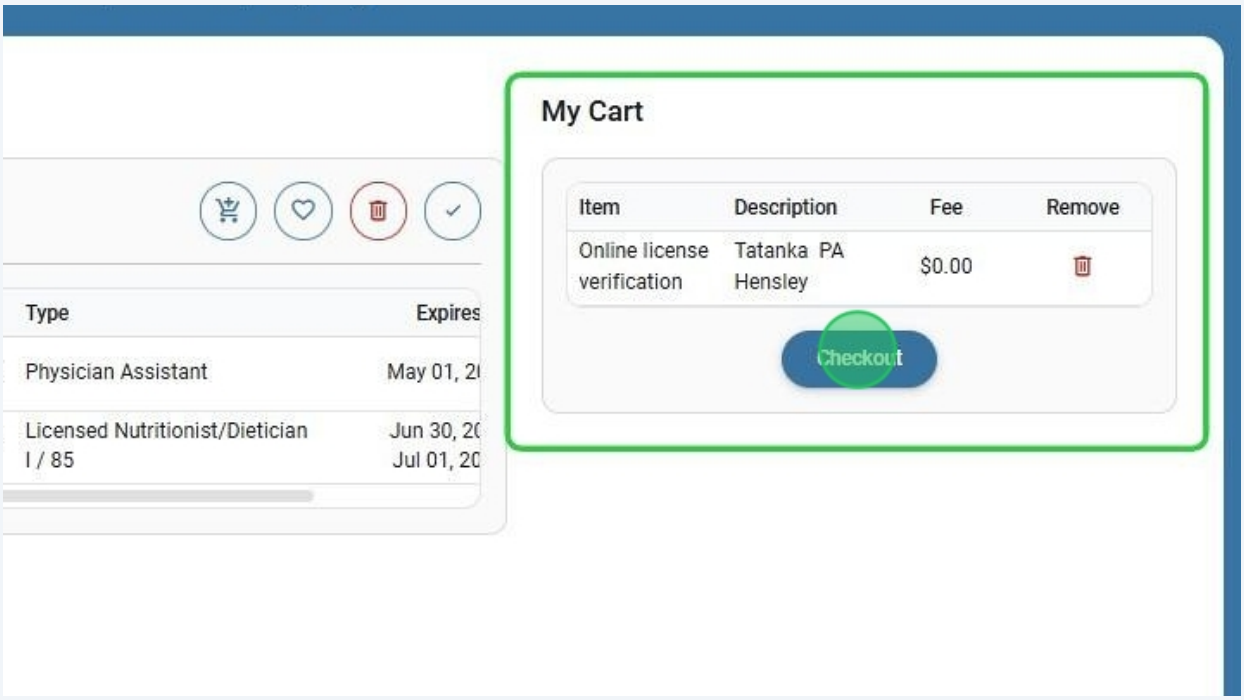
3 When the search results appear, Click the "**View**" icon to view a specific licensee's profile card.



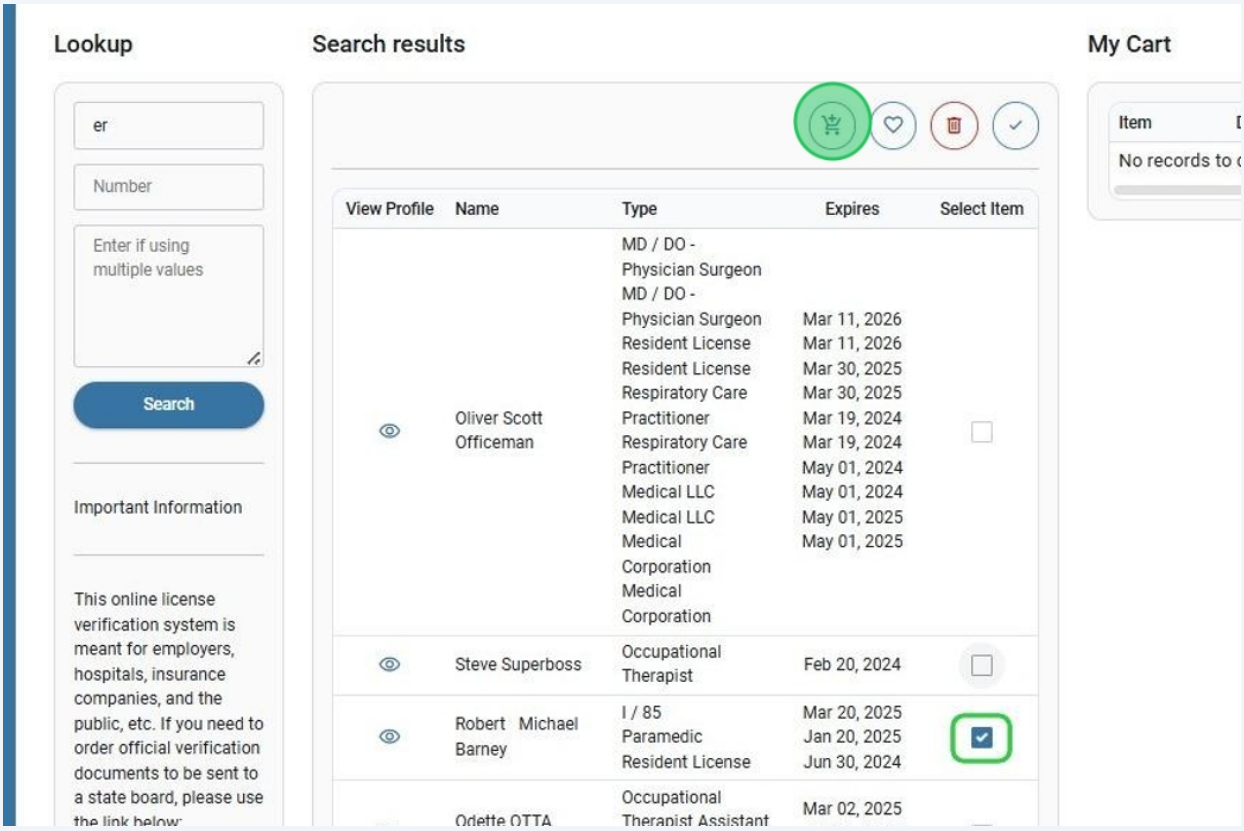
4 From the **Licensure Tab**, you can view active and expired licenses. Click "**Order Verification**" at top of card to add the verification request to your shopping cart. Click the "**home**" icon (top left) to view your cart and checkout.



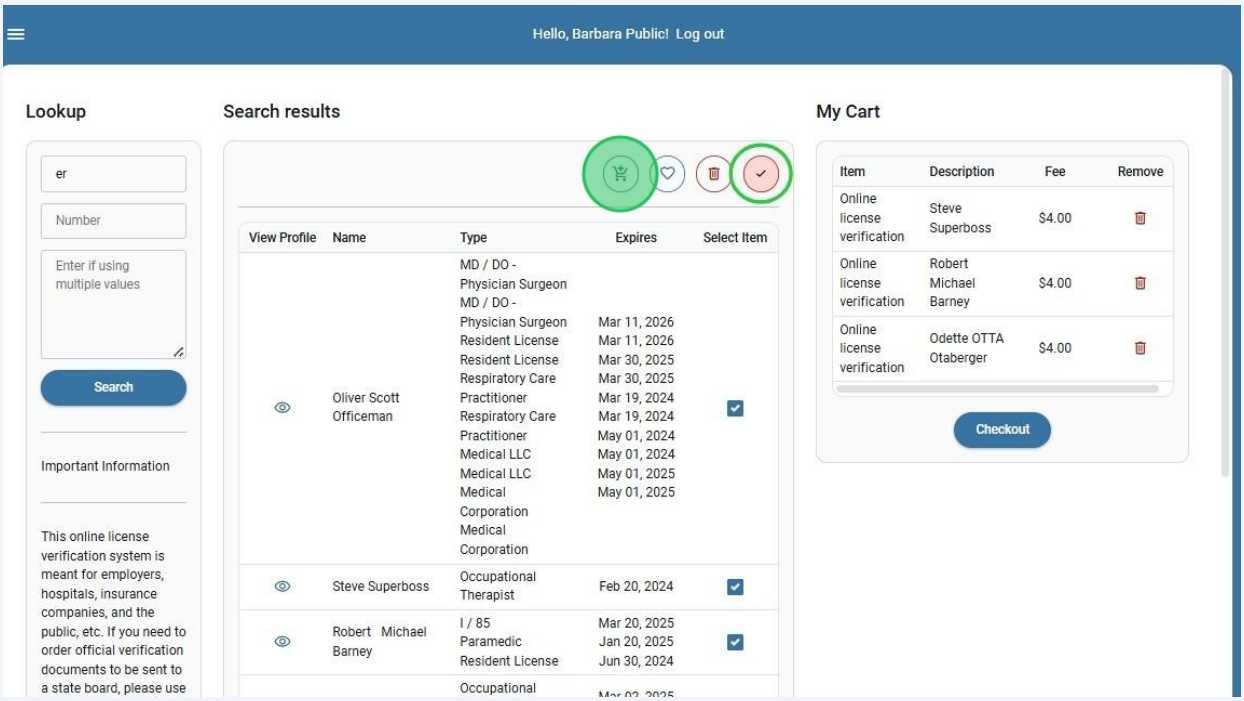
5 You can continue to view and select more licensees for verification, or checkout after each. "**My Cart**" appears to the right of your search results. If you added a licensee to your cart, they will appear in this list. Click "**Checkout**" to pay for the one licensee you selected.



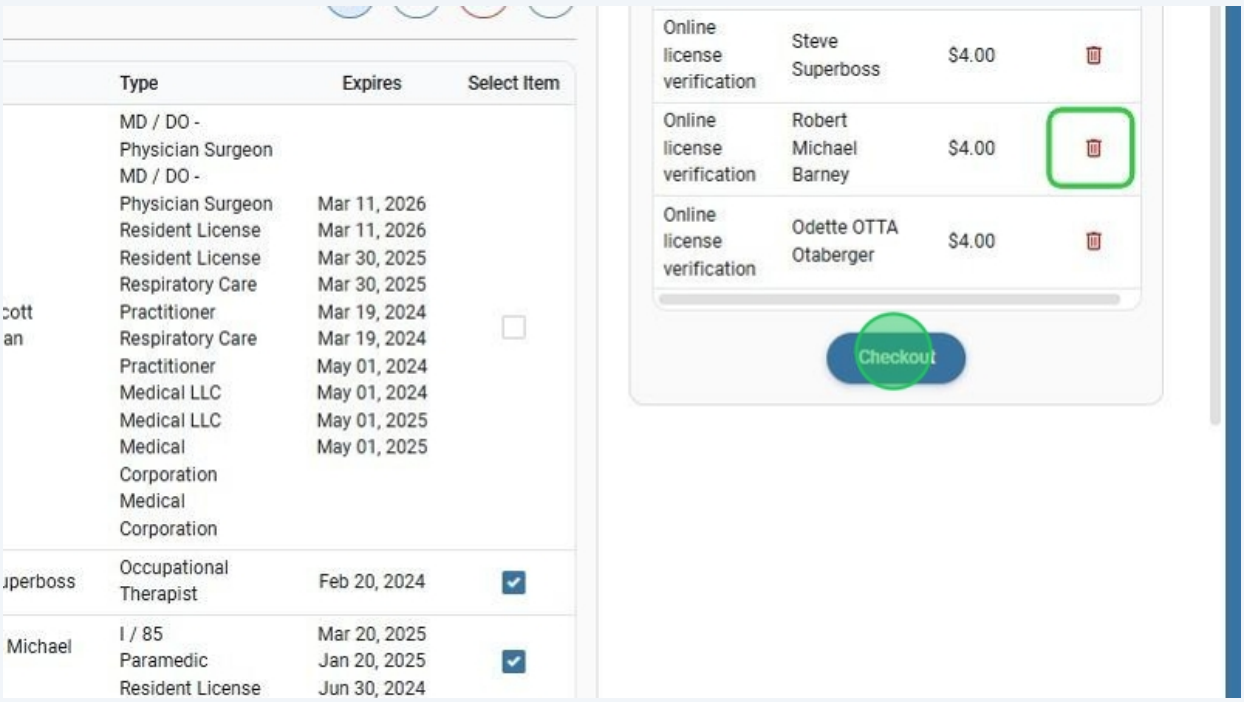
6 To **select more than one licensee** for verification from the search results, Mark the appropriate **check boxes.** Click each box to select. When selection is complete, Click "**Add to shopping Cart**" icon at the top. This will add the verification order for each of the selected licensees into your cart.



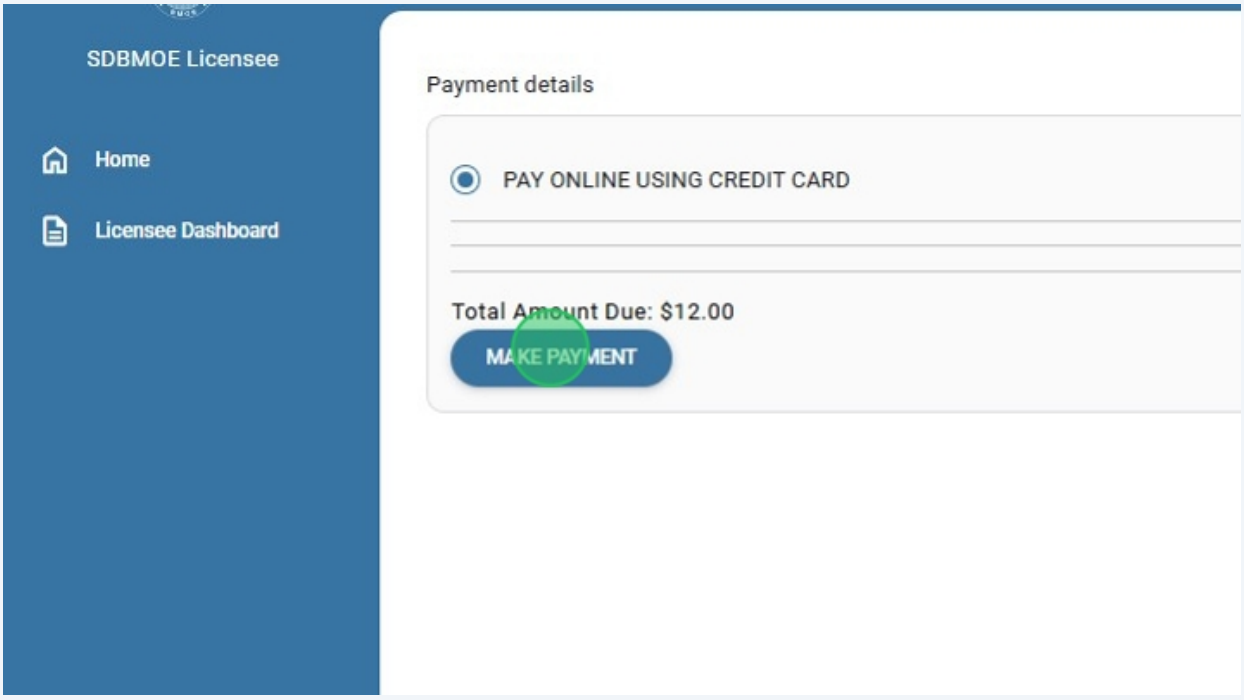
7 You can also **SELECT ALL** licensees in the search results. Click "**Checkmark**" Icon to check every box on your list. You can also Click any box to "**Unselect"** it. Click "**Add to Shopping Cart**" icon to order the verification for ALL licensees with a box checked and move them into your cart.



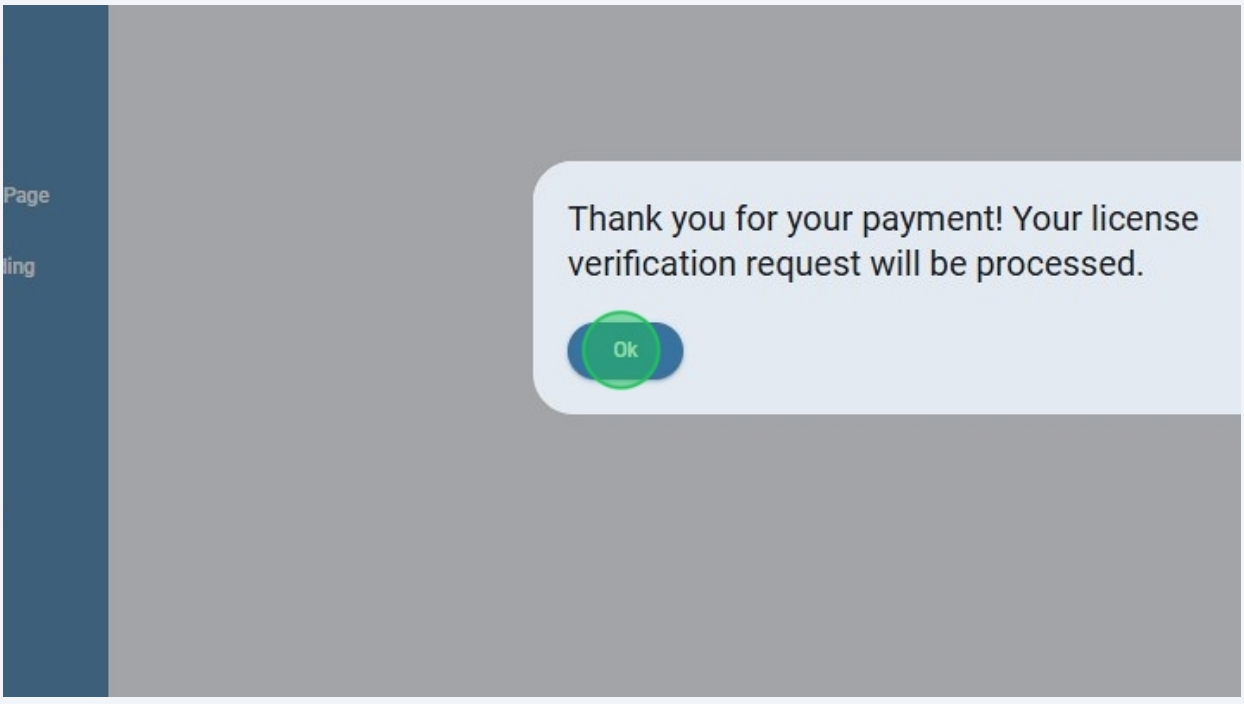
8 Selected items now display in "**View My Cart**". Click "**Delete**" to remove any item from your cart. Click "**Checkout**" when you are ready to pay for all remaining items in your cart



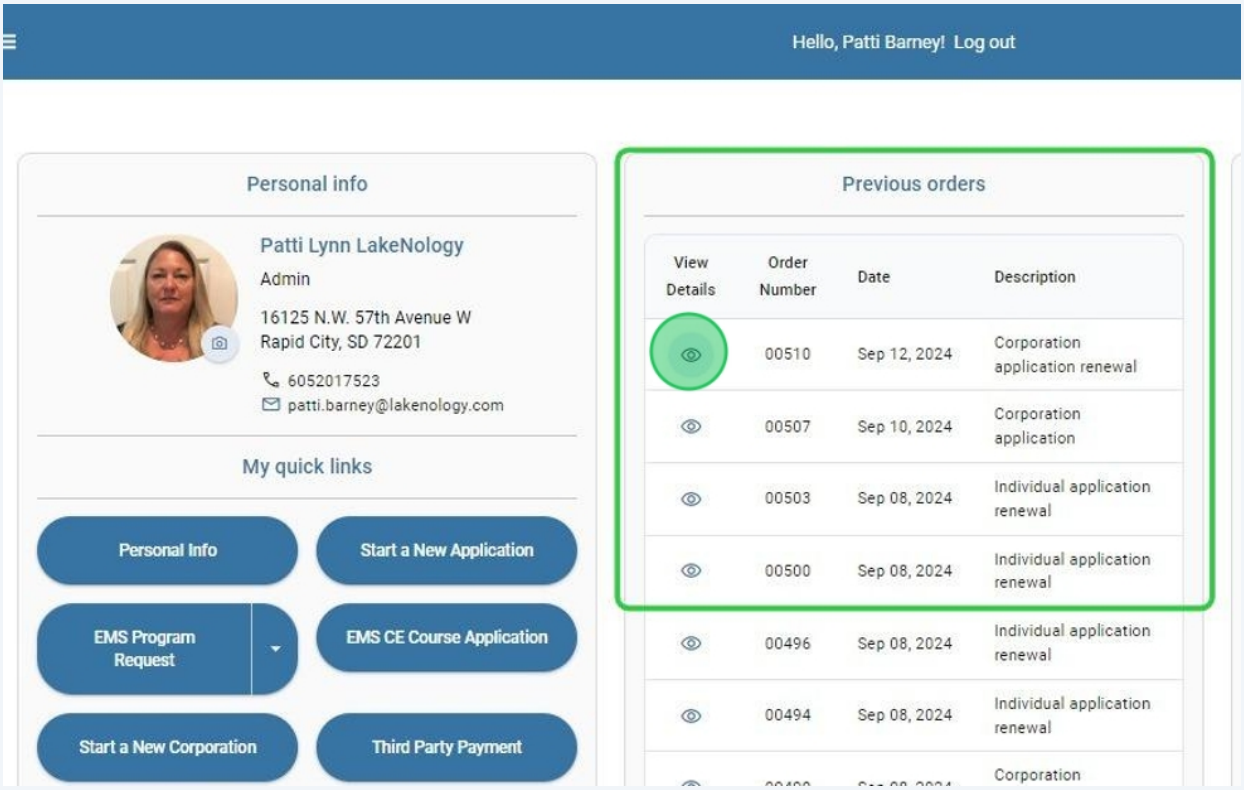
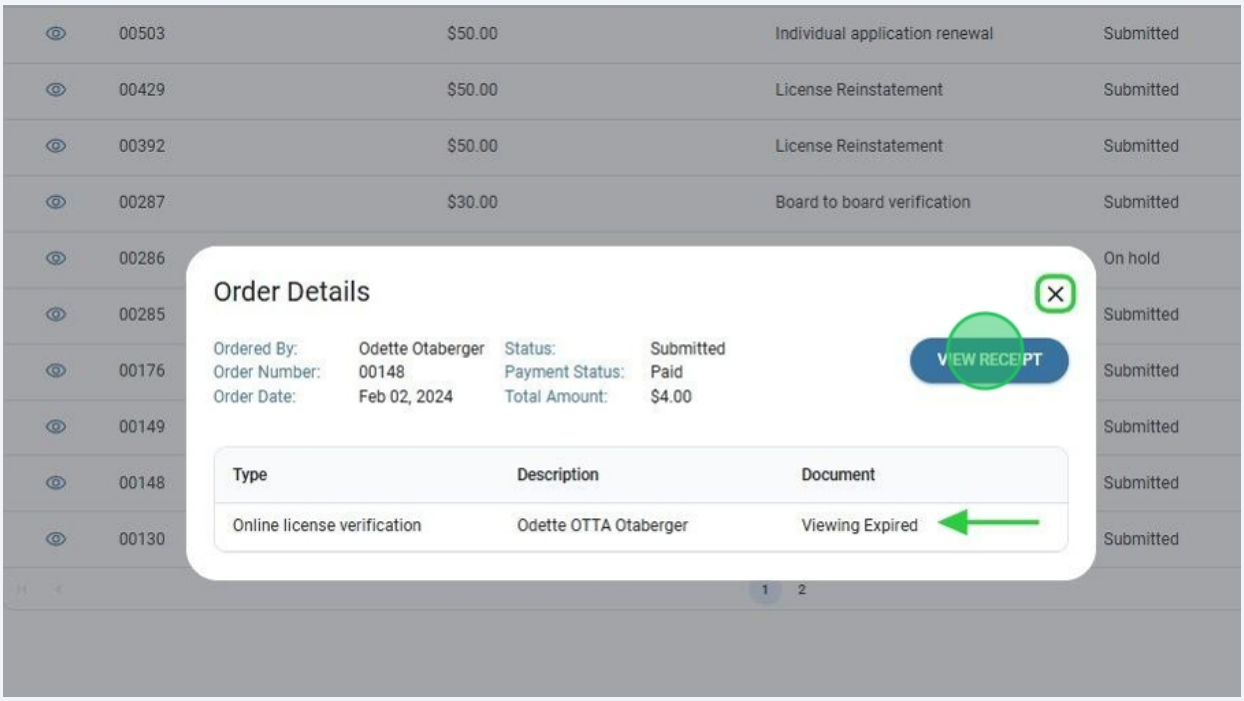
9 Select a "**Payment type**" then Click "**MAKE PAYMENT**". You will be asked to enter your payment details using a **secure payment portal.**



10 "**Thank You for your Payment**" message displays indicating the transaction was successful and the **verification order is completed**. If you receive a declined message, please retry the previous steps to correct the payment issue. Click "**Ok**" to return to your dashboard



11 From your dashboard, you can view all of your **Previous orders**. Click "**View Details**" icon to display a specific order.



12 Click "**VIEW RECEIPT**" to display and/or print your receipt. Click on your **verification document** to view it up to 72 hours after you order it. If viewing time has expired, a "**Viewing Expired**" message will display instead of the verification document. Click "**X**" to close the window.