

# How to Pay Renewal Fees

## Renew your credential(s)

From FCB's website, [www.flcertificationboard.org](http://www.flcertificationboard.org), click on My Account. Once you have logged into your account, you should be taken to this screen.

Click on the **Apply for Renewal** button, which will open the screen on the next page.

**Menu**

- Portal Home
- Account Details

**Account**

- Update Profile
- Change Username
- Change Password
- Log Out

**Resources**

- Visit website

**Portal** QC Version  
Logged In: Amy Farrington (Admin)

**Welcome** [Redacted]

This is your individual account.

[Apply for New Certification](#) [Apply for Renewal](#) [Update Profile](#) [Account Details](#)

If you previously began but did not submit an application, you should click on the Apply for Certification button. You will need to proceed through the screens again, however, information you previously entered was saved and will be displayed on the appropriate screens.

**Account Overview** [Update](#)

**Profile**

Full Name	[Redacted]	Other Name (AKA)	
FCB ID		Primary Phone	[Redacted]
Cell Phone		Email Address	[Redacted]

**Work Info**

Currently Employed	[Redacted]	Current Employer	
Employer Type	[Redacted]	Position Type	
Position Title	[Redacted]	Web Address	
Work Email	[Redacted]	Phone Number	

**Demographics**

Date of Birth	3/10/1990	Gender	Male
Race/Ethnicity			

**Address** [Update](#)

Primary Address (Home)	[Redacted]	Work Address	DCF
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**Certification Information**

Specialty	Credential	Cert Date	Valid Till	Status	Action
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Certified	<a href="#">Print Wallet Card</a>
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Certified	<a href="#">Print Wallet Card</a>
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Retired	

**Actions**

Note: this screen shot was taken from a "live" record. In the sections that are redacted, you will see your personal information.

## Verify Renewal Fees

On this screen you will see the renewal type (March, June or October), the renewal year (your expiration year) and the credentials that have an expiration date (March 31<sup>st</sup>, June 30<sup>th</sup> or October 31<sup>st</sup>) for the renewal year. You will also see the associated renewal fee.

If you hold multiple credentials, one credential will be charged at the full rate and all other credentials will be charged at the reduced rate for multiple credential holders. If you choose to NOT renew any credential, click on the appropriate . The renewal rate will recalculate to remove any discounts for multiple credentials.

If you choose to contribute to the FCB's voluntary Political Action Committee, please click on the empty . The system will automatically add a \$20 contribution. You may increase or decrease this amount by clicking in the fee box. If you do not wish to contribute, DO NOT click on the empty .

When you have verified the correct total renewal fee, click on the **Submit** button, which will open the screen on the following page.

The screenshot shows the Florida Certification Board's Renewal App interface. The sidebar on the left contains navigation options: Menu (Portal Home, Account Details), Account (Update Profile, Change Username, Change Password, Log Out), and Resources (Visit website). The main content area is titled "Renewal App" and "New Record". It displays the following information:

- Renewal Type\*: October
- Renewal Year\*: 2016
- Certification(s)\*:

Certification	Fee
<input checked="" type="checkbox"/> CWPI	\$200
<input checked="" type="checkbox"/> CWCM	\$100
Voluntary Contribution(s)	
<input type="checkbox"/> FCW PAC	
<b>Total</b>	<b>\$300</b>

At the bottom of the form, there are three buttons: "Cancel", "Prev", and "Submit". A red arrow points to the "Submit" button.

## Final review of renewal fees and make payment.

On this screen you will see a summary of the fees you selected on the previous screen. If you change your mind about the fees you wish to pay/the credentials you wish to renew, click on the **Cancel** button, which will end this payment attempt. You will be required to start the renewal payment process from the beginning by selecting the **Apply for Renewal** button from your individual account's homepage.

If you are in agreement with the listed fees, select your payment method by clicking on **Select Payment Method\*** drop down list. The FCB accepts VISA, Mastercard, Discover and American Express.

The screenshot displays the FCB payment portal interface. On the left is a navigation menu with sections for 'Menu', 'Account', and 'Resources'. The main content area is titled 'PAYMENT INSTRUCTIONS' and includes a table of items to pay. Below the table is a 'Select Payment Method' section with a dropdown menu and 'Cancel' and 'Submit' buttons. A red arrow points from the text above to the dropdown menu.

**Portal** QC Version  
Logged In: Amy Farrington (Admin)

### PAYMENT INSTRUCTIONS

Please review your total amount due below, then select the appropriate payment method.

The FCB does not refund certification application or testing fees. Please do not submit this application and make payment until you are sure you are ready to proceed. NOTE: This application, including all data and attachments, will delete if it is not submitted within 45 calendar days.

**Add Payment** **New Record**

Items to Pay

Select the due amounts which are to be paid, then select the payment method below.

Item	Description	Level	Due
Previous Balance			
1	Renewal Fees:Child Welfare Renewal:CWPI FCB-RENAPP-4544: Renewal for October 2016	Pending	200.00
2	Renewal Fees:Child Welfare Renewal:CWCM-Discount FCB-RENAPP-4544: Renewal for October 2016	Pending	100.00
<b>Total Due:</b>			<b>300.00</b>

Select Payment Method

Please select the payment method from the drop down list below.

Once you have selected your payment method, please enter the appropriate information in all the required fields, and then click the **Submit** button to complete this payment.

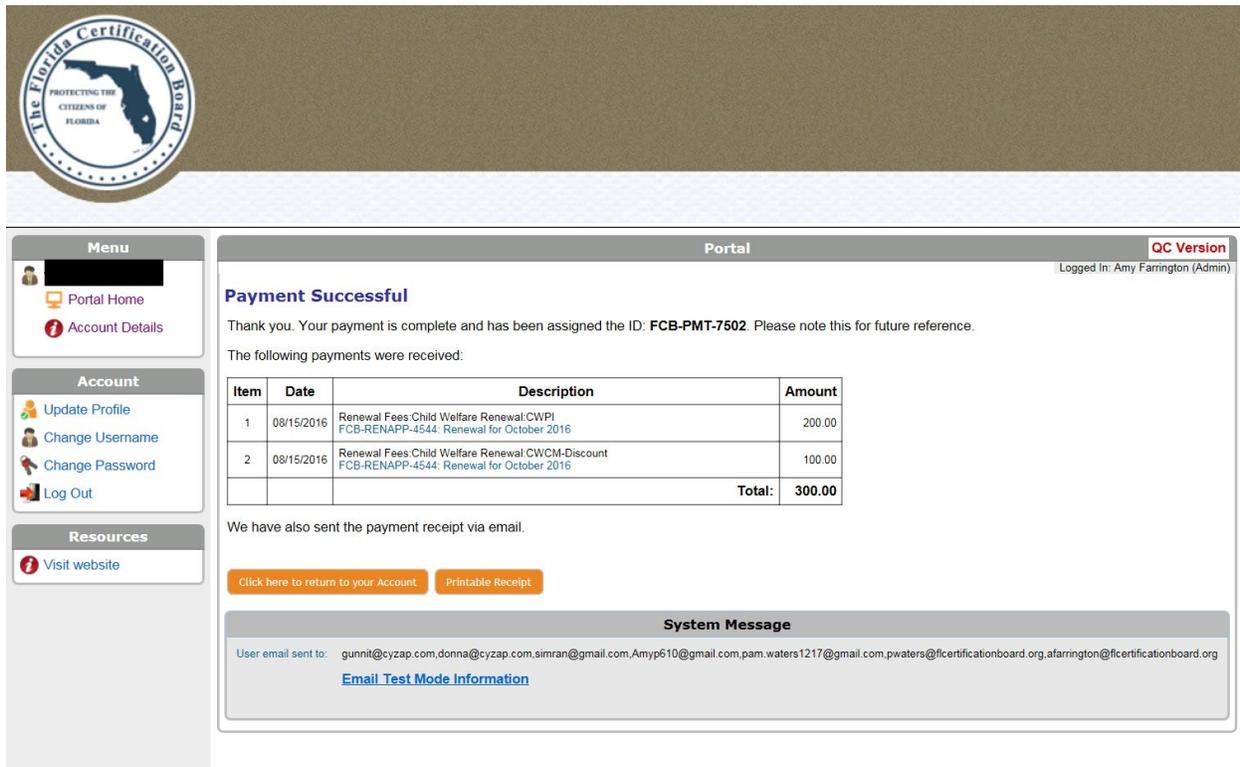
Please note: For security reasons, this system will not store your method of payment information.

Select Payment Method\*

When you select your payment method, a series of text entry boxes will open. Enter your credit card and billing information then select the **Submit** button. The system will process your payment and the following screen will appear.

## Payment verification and receipt

When you payment has processed successfully, this screen will open.



The screenshot shows the Florida Certification Board portal interface. At the top left is the logo for 'The Florida Certification Board' with the tagline 'PROTECTING THE CITIZENS OF FLORIDA'. The main content area is titled 'Payment Successful' and includes a thank you message and a table of payments received. The table has columns for Item, Date, Description, and Amount. Below the table are buttons for 'Click here to return to your Account' and 'Printable Receipt'. A 'System Message' box at the bottom lists email addresses that were notified of the payment.

**Payment Successful**

Thank you. Your payment is complete and has been assigned the ID: **FCB-PMT-7502**. Please note this for future reference.

The following payments were received:

Item	Date	Description	Amount
1	08/15/2016	Renewal Fees Child Welfare Renewal CWPI FCB-RENAPP-4544: Renewal for October 2016	200.00
2	08/15/2016	Renewal Fees Child Welfare Renewal CWCM-Discount FCB-RENAPP-4544: Renewal for October 2016	100.00
<b>Total:</b>			<b>300.00</b>

We have also sent the payment receipt via email.

[Click here to return to your Account](#) [Printable Receipt](#)

**System Message**

User email sent to: gunnit@cyzap.com,donna@cyzap.com,simran@gmail.com,Amyp610@gmail.com,pam.waters1217@gmail.com,pwaters@fcertificationboard.org,afarrington@fcertificationboard.org

[Email Test Mode Information](#)

Payment is verified to the individual's account. If you used a company credit card or a credit card belonging to another person, you are responsible for providing proof of payment to the payer. The system will not provide a receipt to the individual who "holds" the credit card.

Receipt options: You may print this screen, you may select the **Printable Receipt** button, or you may print the email receipt that is automatically sent to the email address that is your system username.

Your credential has now been renewed. Click on the **Click here to return to your Account** button to verify that your payment has been applied, your expiration date has been updated and your credential is in certified status. You will also be able to select the Print Wallet Card link to print a PDF verification of your certification.

Note: If your information has not updated immediately, please wait approximately an hour for the system to recycle and update the specific information in your individual account. If your information is not updated within an hour of making payment, please call the FCB offices for assistance.



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