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.