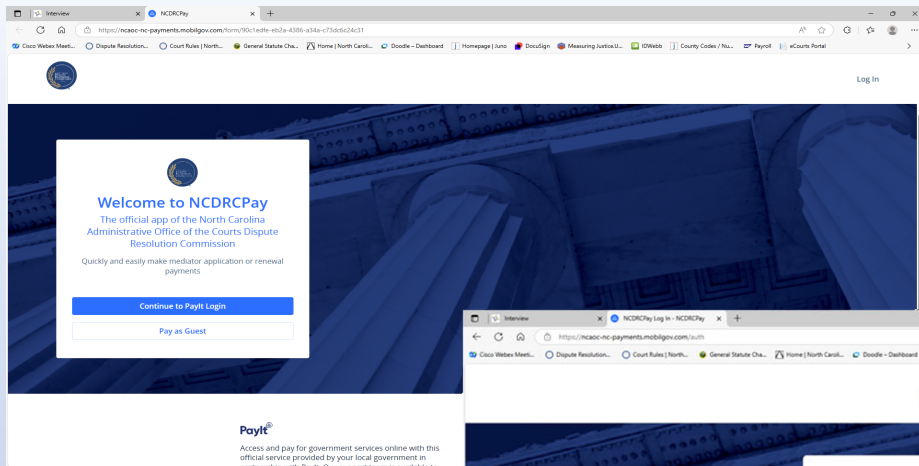
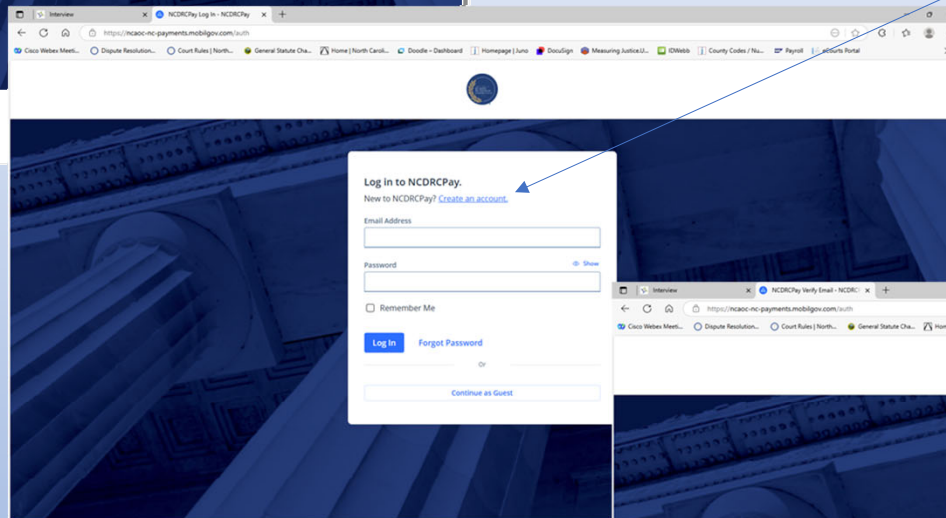


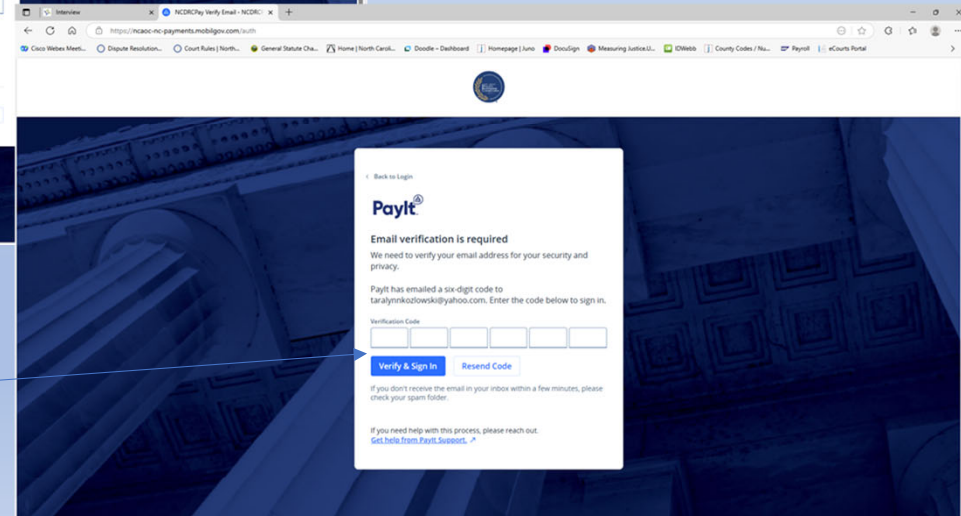
How to submit a payment to the Dispute Resolution Commission*



This link will take you to our new payment application, PayIt. Please set up an account by clicking on the **Continue to PayIt Login** link. Then click on the **Create an Account** link and enter your email and create a password.



Check your email for the one-time code, enter the numbers into the PayIt Verification Code section. Click **Verify & Sign In**.



***Do NOT follow this guide for annual renewal certification fee payments. The renewal application will take you through the payment process.**

1. Enter your contact information, and the payment amount you wish to make. (\$200 initial application fee + pro-rated initial certification fee, \$50 for pre-certification assessment, \$150 for out-of-state training review.) Click Enter.

This screenshot shows the first step of the application process. The page title is "NCDRC Mediator Application or Renewal". On the left, there is a "Return to Agency" link and contact information for the Dispute Resolution Commission. The main form area is titled "Contact Info" and contains fields for "Applicant First Name", "Applicant Last Name", "Email Address" (pre-filled with "taralynmichael@shaw.com"), and "Phone Number" (pre-filled with "Normal 336-555-5555"). Below this is a "Mailing Address" section with a "Street" field. A note at the top right states "All fields are required unless specified optional".

This screenshot shows the second step of the application process. The page title is "NCDRC Mediator Application or Renewal". The form area is titled "Payment" and contains a "Payment Amount" field with "\$ 100.00" entered. Below this field are two buttons: "Add \$100.00 to Cart" and "Add Another". Above the payment section, there are optional fields for "Unit (Optional)", "City" (pre-filled with "Apex"), "State" (pre-filled with "North Carolina"), and "Zip Code" (pre-filled with "27523").

3. After you have hit enter, wait for the shopping cart to show a number. And click on the cart to add your payment.

This screenshot shows the third step of the application process. The page title is "NCDRC Mediator Application or Renewal". The form area is titled "Payment" and contains a "Payment Amount" field with "\$ 100.00" entered. Below this field are two buttons: "Add \$100.00 to Cart" and "Add Another". Above the payment section, there are optional fields for "Unit (Optional)", "City" (pre-filled with "Apex"), "State" (pre-filled with "North Carolina"), and "Zip Code" (pre-filled with "27523").

← Return to Agency

NCDRC Mediator Application or Renewal

Please contact the Dispute Resolution Commission with questions at
DRCMediators@nccourts.org or 919-890-1415.

Unit (Optional)

City
 Apex

State
 North Carolina

Zip Code
 27523

Payment

Payment Amount
 \$ 100.00

Add \$100.00 to Cart Add Another

Your Cart (1)

NCDRC Mediator Renewal Application Mediator Last Name Kozowski	Remove	\$100.00
--	--------	----------

Item(s) Total \$100.00

[Continue to Checkout](#)

**The Cart will show the amount
you are paying.
Click Continue to Checkout.**

Convenience Fees

We love helping you avoid long lines and removing red tape. However, there is a cost to provide this service to you, which is why you see the convenience fee as part of your total payment. We appreciate you using our app and hope to serve you now and in the future for your government service needs.

Fee Breakdown

Cart Processing Fee	\$2.00
Total	\$2.00

Your Cart (1)

NCDRC Mediator Renewal Application Mediator Last Name Kozowski	Remove	Total: \$100.00
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We will send your receipt to the email address below. We will contact you using this information if there is a problem with your transaction.

All fields are required unless specified optional.

Email Address
 tanajprofkowsk@yahoo.com

Phone Number (optional)

Payment Method

Apple Pay

Add Payment Card

Link Bank Account

**Please note, there is a
Convenience Fee of \$2.00 per
transaction and processing fee
that will be applied based on your
choice to pay by credit card or
ACH payment.**

Enter your payment information.

Once all information has been entered, click Pay.

IMPORTANT!!

Your receipt will be sent to your email.

You MUST open your email and save a .pdf copy of the receipt.

Then close out of the PayIt site and forward a copy of your receipt to DRC Staff with your application or documents for review.

Your application or request for review will not be processed without this information.

After you complete your payment in PayIt you will receive an email receipt. You MUST forward the email to DRC staff or download the email receipt into .pdf format and email the receipt to DRC staff.

How to download your email to a .pdf document:

In Outlook, click on the email, then click on File in the top left corner of the screen. The drop-down list will show “Save as Adobe PDF”.

In Gmail or Yahoo, when you open the email look for the printer icon (on the right side of the page). Click on the printer icon and under “Destination” click on “Save as PDF”.

Click the Save button and save the document to your desktop with File Name “Mediator Fees 2025”.

When you return to this screen, simply click the Browse button to search your desktop, and upload the file.

Applications, Pre-certification Assessments and Review of Out-of-State Training requests, received without payment will not be processed.

Please contact DRC staff with any questions.

DRCMediators@nccourts.org

919-890-1415