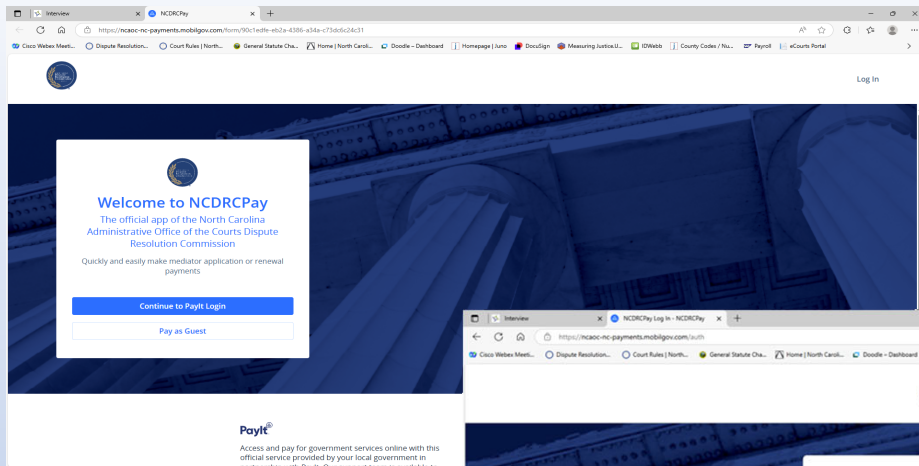
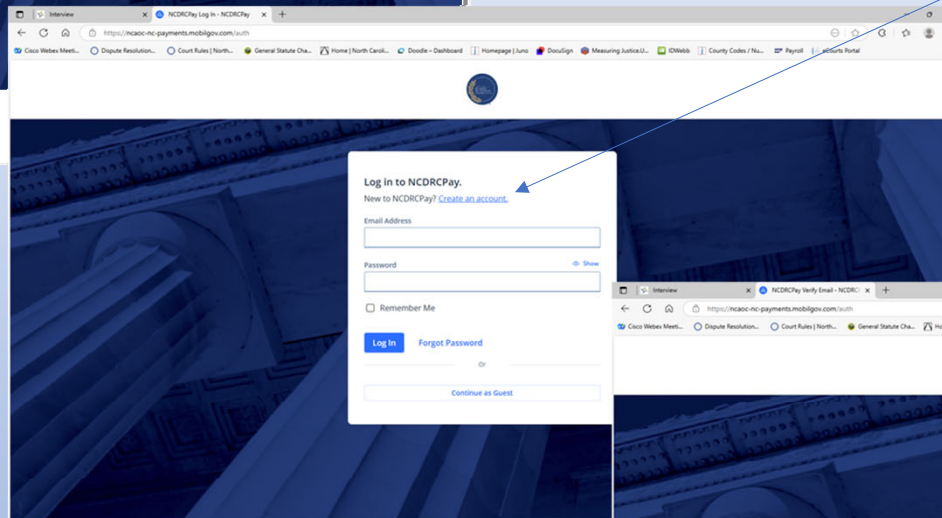


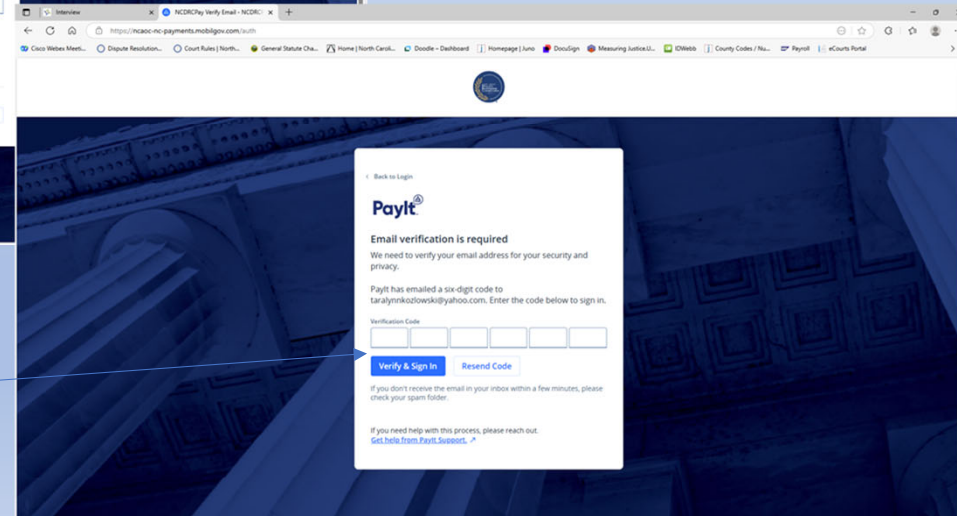
How to submit a payment to the Dispute Resolution Commission through PayIT.*



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.**

Return to Agency

NCDRC Mediator Application or Renewal

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

All fields are required unless specified optional

Contact Info

Applicant First Name

Applicant Last Name

Email Address
taralynmkaz@awicki@yahoo.com

Phone Number

Format: 100-000-0000

Mailing Address

Street

Return to Agency

NCDRC Mediator Application or Renewal

Please contact the Dispute Resolution Commission with questions at
DRCMediators@eccourts.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

Return to Agency

NCDRC Mediator Application or Renewal

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

Unit (Optional)

City
Apex

State
North Carolina

Zip Code
27523

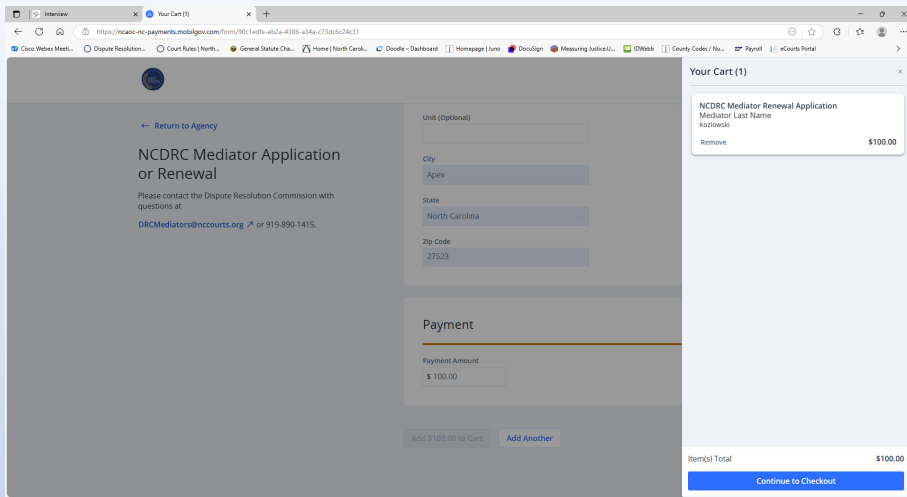
Payment

Payment Amount
\$ 100.00

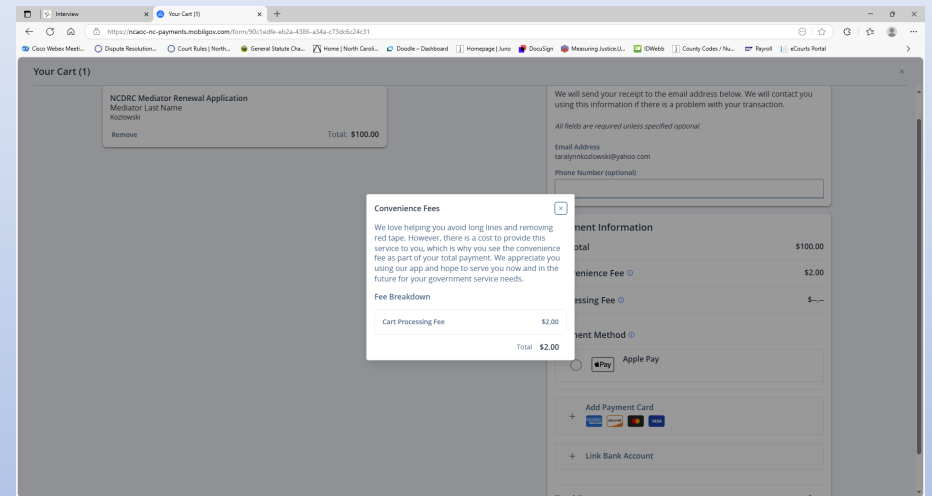
Add \$100.00 to Cart Add Another

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

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.



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



**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