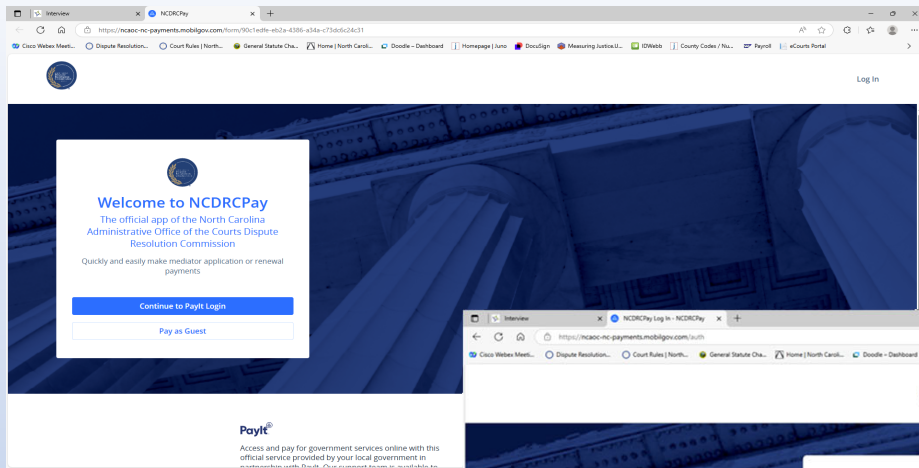
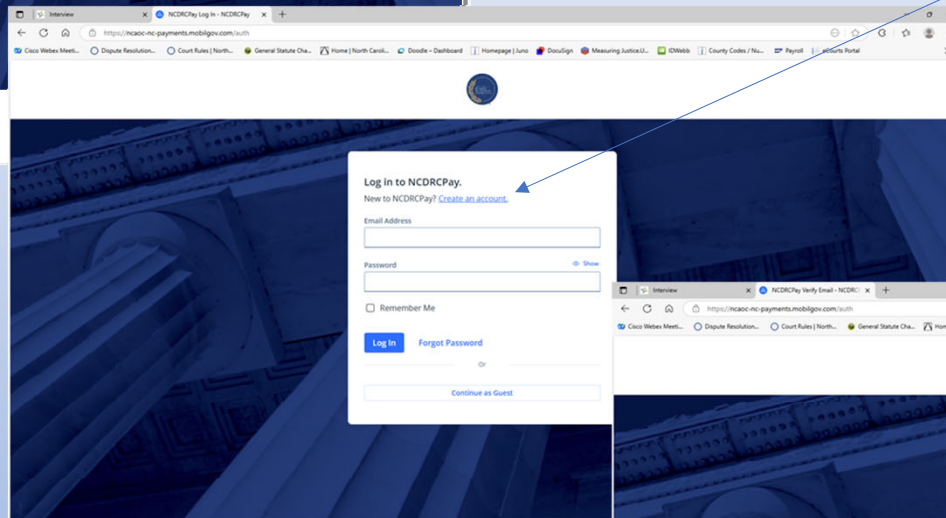


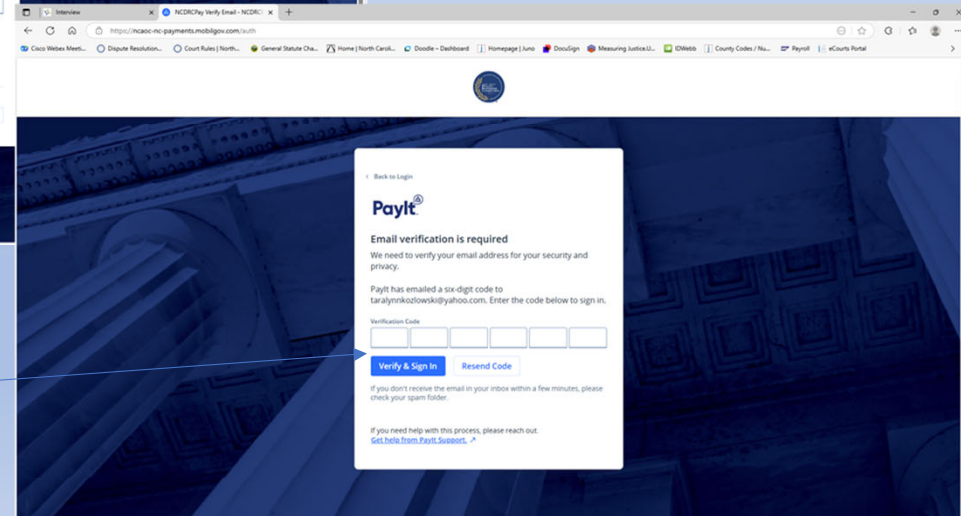
# How to submit a payment to the Dispute Resolution Commission through PayIT.



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**.



**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 'Contact Info' section of the NCDRC Mediator Application or Renewal form. It includes fields for Applicant First Name, Applicant Last Name, Email Address, and Phone Number. A 'Mailing Address' section is also visible with a 'Street' field. The form is titled 'NCDRC Mediator Application or Renewal' and includes contact information for the Dispute Resolution Commission.

**2. If a firm is paying for multiple mediator renewal fees, they may click on Add Another to add another mediator to the payment field.**

This screenshot shows the 'Payment' section of the NCDRC Mediator Application or Renewal form. It includes fields for 'Unit (Optional)', 'City', 'State', and 'Zip Code'. The 'Payment Amount' is set to \$100.00. There are buttons for 'Add \$100.00 to Cart' and '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.**

This screenshot shows the 'Shopping Cart' section of the NCDRC Mediator Application or Renewal form. It includes fields for 'Unit (Optional)', 'City', 'State', and 'Zip Code'. The 'Payment Amount' is set to \$100.00. There are buttons for 'Add \$100.00 to Cart' and 'Add Another'.

← Return to Agency

### NCDRC Mediator Application or Renewal

Please contact the Dispute Resolution Commission with questions at [DRCMediators@nccourts.org](mailto: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
<b>Total</b>	<b>\$2.00</b>

**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 information

Total \$100.00

Convenience Fee \$2.00

Processing Fee \$2.00

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.**

**Your receipt will be sent to your email.**

**For Annual Renewal Application Fees, you do not need to take any action - your payment will be confirmed by DRC Staff.**

**IMPORTANT!!**

**For Initial Applications and Pro-Certification Requests:**

**Please 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.**

For Applications, Pre-Certification  
Assessments, and Review of Out-of-State  
Training, you **MUST** forward the email to  
DRC staff.

Renewal Applicants Do NOT need to  
forward proof of payment, all payments  
will be verified by staff though PayIt.

Applications, Renewal 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](mailto:DRCMediators@nccourts.org) 919-890-1415