

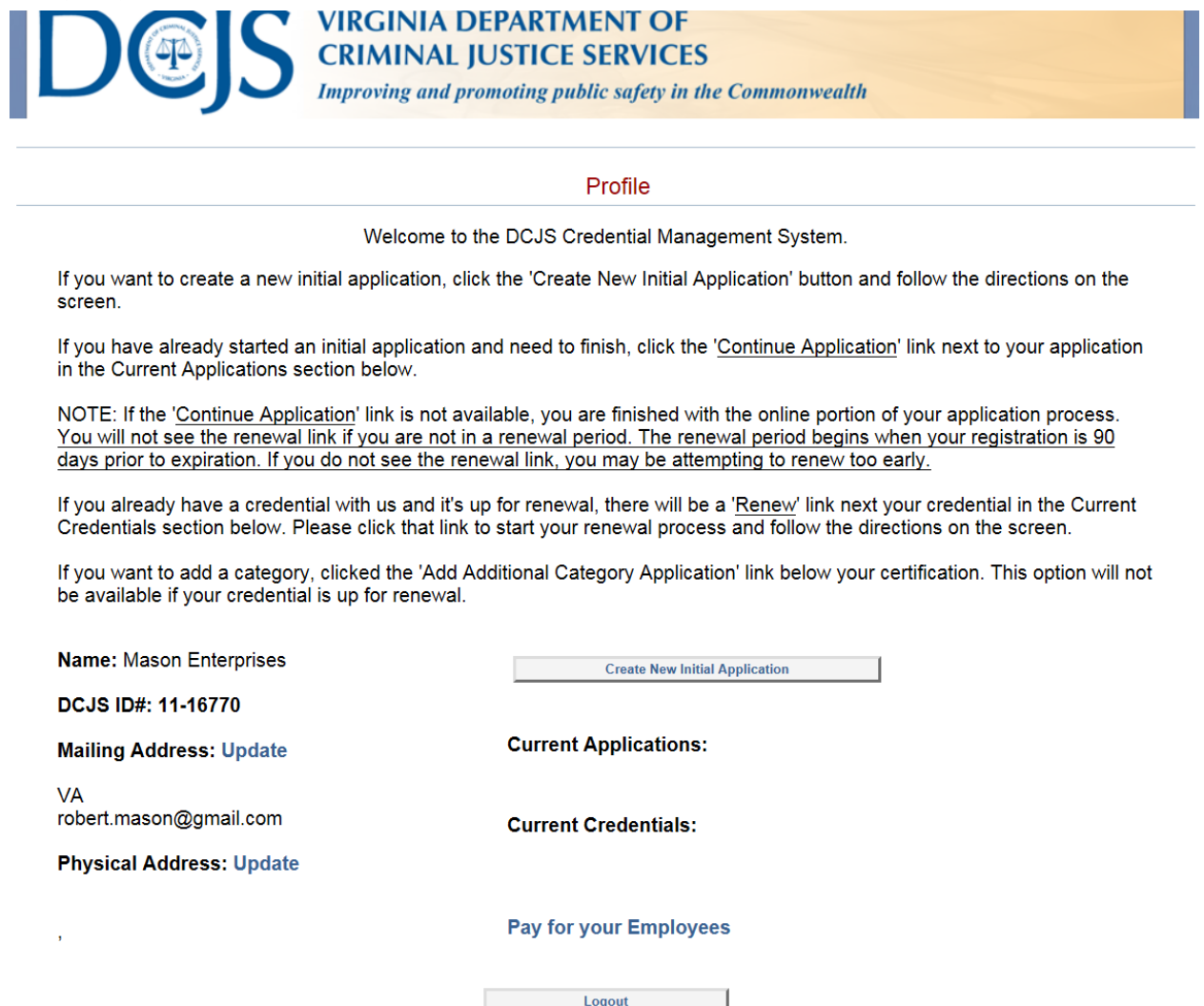
Employer Bulk Payment

1. Create a New Account if you are a New User.

Tip 1: If you have ever submitted an application to DCJS or taken training from a DCJS approved school, select “Yes”.

Tip 2: Select “Business”

2. Once your account is set up, use your username and password to log in. You will see a screen like the one below. This is where you can Pay for Your Employees by clicking the “Pay for your Employees” link.



The screenshot shows the DCJS (Virginia Department of Criminal Justice Services) profile page. At the top is the DCJS logo and the text "VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES" and "Improving and promoting public safety in the Commonwealth". Below this is a navigation bar with a "Profile" link. The main content area is titled "Welcome to the DCJS Credential Management System." and contains several paragraphs of instructions: "If you want to create a new initial application, click the 'Create New Initial Application' button and follow the directions on the screen.", "If you have already started an initial application and need to finish, click the 'Continue Application' link next to your application in the Current Applications section below.", "NOTE: If the 'Continue Application' link is not available, you are finished with the online portion of your application process. You will not see the renewal link if you are not in a renewal period. The renewal period begins when your registration is 90 days prior to expiration. If you do not see the renewal link, you may be attempting to renew too early.", "If you already have a credential with us and it's up for renewal, there will be a 'Renew' link next your credential in the Current Credentials section below. Please click that link to start your renewal process and follow the directions on the screen.", "If you want to add a category, clicked the 'Add Additional Category Application' link below your certification. This option will not be available if your credential is up for renewal." Below the text are fields for "Name: Mason Enterprises" with a "Create New Initial Application" button, "DCJS ID#: 11-16770", "Mailing Address: Update" (with sub-fields for VA and robert.mason@gmail.com), and "Physical Address: Update". To the right of these fields are sections for "Current Applications:" and "Current Credentials:". At the bottom right is a "Pay for your Employees" link and a "Logout" button.

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[Profile](#)

Welcome to the DCJS Credential Management System.

If you want to create a new initial application, click the 'Create New Initial Application' button and follow the directions on the screen.

If you have already started an initial application and need to finish, click the '[Continue Application](#)' link next to your application in the Current Applications section below.

NOTE: If the '[Continue Application](#)' link is not available, you are finished with the online portion of your application process. You will not see the renewal link if you are not in a renewal period. The renewal period begins when your registration is 90 days prior to expiration. If you do not see the renewal link, you may be attempting to renew too early.

If you already have a credential with us and it's up for renewal, there will be a '[Renew](#)' link next your credential in the Current Credentials section below. Please click that link to start your renewal process and follow the directions on the screen.

If you want to add a category, clicked the 'Add Additional Category Application' link below your certification. This option will not be available if your credential is up for renewal.

Name: Mason Enterprises [Create New Initial Application](#)

DCJS ID#: 11-16770

Mailing Address: [Update](#) **Current Applications:**

VA **Current Credentials:**
robert.mason@gmail.com

Physical Address: [Update](#)

[Pay for your Employees](#)

[Logout](#)

3. You will be to the Record Selection screen seen below. From here you will be able to do the following:
 - a. Select the employees that you wish to pay for checking the box next to their name.
 - b. Remove any employee from the list.
 - c. Add an employee to the list.

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Record Selection

The list below is all of the individuals that are currently associated as employees of your business. To select the records that you wish to pay for, check the box next to their name. If you want to remove a licensee from the list, select the remove link. If you want to add a licensee, select the Add Employee.

[Export List to Excel](#)

Name Credential Number Expiration Date Firearm Expiration Date DCJS ID Pending Invoices?

4. Click [here](#) to begin the process of paying for your employees.