## Paying Insurance Reinstatement Fee via TOPS

To make the insurance reinstatement payment, login to your personal profile via TOPS.

Option 1: Using the My Business Applications tab Option 2: Using the My Businesses tab.

Option 1: Select the "My Business Applications" tab and look for "Type: License Reinstatement". Click the "Pay for Application" button.

			Logged in as	. <u>Logo</u> i	
My Profile	My Applications	My Registrations	My Business Applications	My Businesses	
Select "View Checklist" to upload supporting documents for pending applications.					
Type: License Reinstatement View Checklist Pay for Application					
Status: INCOMPLETE Required Stakeholder Applications: 0 out of 0					
Application Expiration Date: No stakeholders found.					

Confirm insurance reinstatement fee is reflected on screen. Click the "Pay with Credit Card" button. This will take you to our third party vendor – Texas.gov.

Application Information	Review Fees		
Business Information	Business Name:		
Acknowledgements	You're almost done. Please review the fees. All communications will be sent to the email below.		
Stakeholder Information			
Application Review	Fees		
Application Review	License Reinstatement: Insurance Suspension		
Review Fees	License Reinstatement Fee \$150.00	·	
Confirmation This service is provided by Texas.gov the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov which is provided by a third party in partnership with the State.			
	Pay with Credit Care	ł	
	Cancel Previous Nex	t	

Enter your credit card information and follow the directions to complete your payment.

1 Payment Type 2 Customer Info	3 Payment Info	5 4 Submit Payment	Transaction Summary
Payment			Payment via CCP for - PSPSELFSERVICE \$153
Payment Type		<ul> <li>Image: A second s</li></ul>	Texas.gov Price 🍘 \$153
Cre	dit Card		Need Help?
Customer Information			Please complete the Customer Information Sec
Country		Complete all required fields [*]	
United States			
First Name *	Last Name *		
Address *			

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Option 2: Select the "My Businesses" tab

			Logged in as	Logout
My Profile	My Applications	My Registrations	My Business Applications	My Businesses
CHI ST. LUKE Type: Private Bus Authority Certificate of Lia	S HEALTH iness Letter of bility Insurance: Pending D	License #:	Status: Insurance       Expires:         Suspension       (70 days a)	10/31/2018 go)
Actions -			ex. John Smith 78701 C	12: Employee Search

Click the Actions drop down and select the "Pay Reinstatement Fee" option.

			Logged in as	Logou
My Profile	My Applications	My Registrations	My Business Applications	My Businesses
Type: Private Bus Authority	iness Letter of L	License #:	Status: InsuranceExpires: 1Suspension(70 days ago	0/31/2018 >)
Actions -			ex. John Smith 78701 C12	Employee Search
View Details				
View Certificate				
Pay Reinstatement Fe		APPLICANTS Get Started Laws and Regulations	INFORMATION Records/Status Ser FAQs	arch

Confirm insurance reinstatement fee is reflected on screen. Click the "Pay with Credit Card" button. This will take you to our third party vendor – Texas.gov.

TOPS Texas Online Private Security		
Application Information Business Information Acknowledgements	Review Fees Business Name: You're almost done. Please review the fees. All communications will be sent to the email below.	
Stakeholder Information	Fees	
Application Review Review Fees Confirmation	License Reinstatement: Insurance Suspension License Reinstatement Fee This service is provided by Texas.gov the official website of Texas. The price of this service includes funds that sup	\$150.00
	ongoing operations and enhancements of Texas.gov which is provided by a third party in partnership with the State	e. redit Card
	Cancel	Next

Enter your credit card information and follow the directions to complete your payment.

Payment Type 2 Custo	mer Info 3 Payment Info	4 Submit Payment	Transaction Summary
ayment			Payment via CCP for - PSPSELFSERVICE \$153.63
Payment Type		×.	Texas.gov Price 🕜 \$153.63
	Credit Card		Need Help?
Customer Information			Please complete the Customer Information Section
Country		Complete all required fields [*]	
United States	•		
First Name *	Last Name *		
Address *			