How to apply for new or reinstated license (for those not currently licensed)

E.g., applying for a Local license for the first time, applying for a reinstated General license

1. A potential applicant should talk to his/her pastor about applying.
2. Pastor will log in to wa.upci.org and initiate the application.
   a. If you are not able to log-in, see FAQ #1.
   b. Under the tab *Ministers*, select *Ministers Application*, then *Start Ministers Application*. If prompted, select *Ministry*, then select *Continue*.
   c. Select an option for applicant (Someone else), level (Local/General/Ordained), and type (New/Reinstated/Promotion).
   d. Enter the email address for the applicant (enter a second time to confirm accuracy).
   e. If known, enter the applicant's UPCI account number (optional for new or reinstated applications).
   f. Verify the information is correct. Select *Create,* and on the next page, select *Yes* to submit.
3. Applicant should complete the application and upload all required documents.
   a. Upon submitting the form, the applicant will receive an email (using the email address provided by the pastor) with a link to complete the digital application.
   b. Applicants may save and continue later. Upon completion, digitally sign and submit the application.
4. Applicant should complete payment.
   a. Upon submission, the applicant will receive another email with a link to complete payment.
   b. All applicants pay a $25 fee. New or reinstated applicants also pre-pay 1⁄4 of annual dues.
5. Pastor will review application.
   a. See FAQ #6, #7, and #8 for more information on how to complete the pastor review.
   b. After pastor approval, the application will go to the district and subsequently WHQ for review.