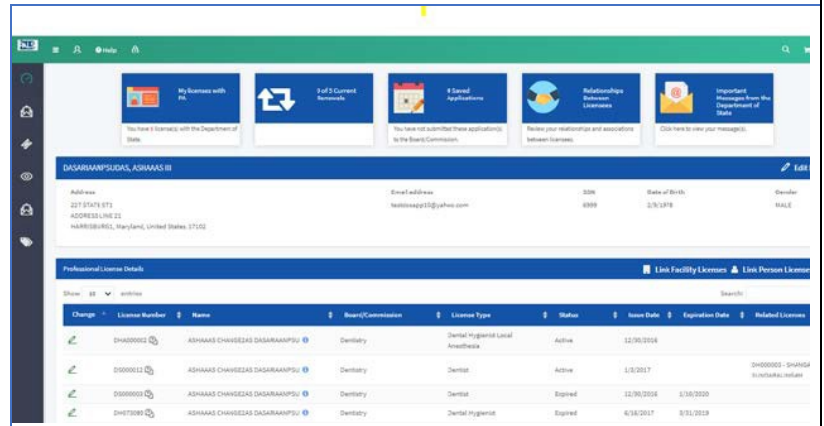


SB 637: Preliminary – Determination application – External Flow User Guide

This user guide is for applying Preliminary-determination application as an external user.

1. Go to the PALS website and login: <https://www.pals.pa.gov/#/page/login>
2. Once Logged In, user dashboard will be shown.



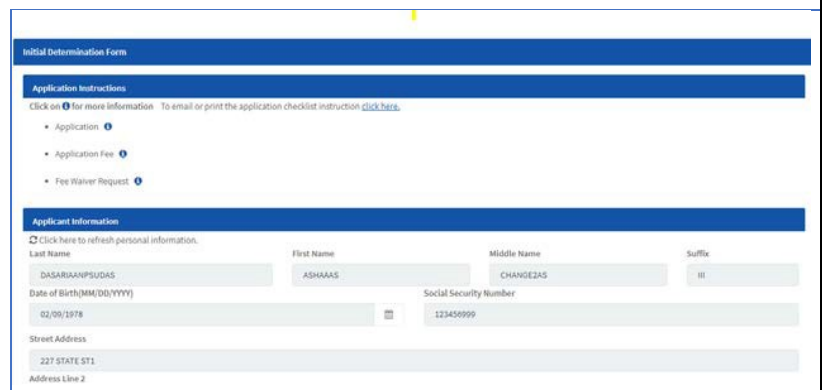
3. Click **Request Preliminary Determination** button under Preliminary Determination Regarding Effect of Criminal Conviction on Licensure Eligibility



4. Pop up will display with a confirmation message and click **Confirm** button to proceed.



5. Initial Determination Form will display with prepopulated applicant information.



6. Select Board/License Type information under Preliminary Determination Request section. Click “+” icon to add more than one Board/License Type.

The screenshot shows the 'Preliminary Determination Request' form. It has two columns of dropdown menus. The first column is labeled 'Board/Commission' and has two options: 'Barber Examiners' and 'Cosmetology'. The second column is labeled 'License Type' and has two options: 'Barber' and 'Cosmetology Teacher'. Each dropdown menu has a red '+' icon to its right.

7. Answer Criminal background question and upload required supporting documents by clicking on Choose Files(to select the file) and Upload(to upload file) button.

The screenshot shows the 'Criminal Background Questions' section. It includes a text input field for 'Convicted for an accident'. Below this is a table for uploading supporting documents. The table has columns for Name, Size, Progress, Status, and Actions.

Name	Size	Progress	Status	Actions
Legal Test Document.docx	0.02 MB	[Progress bar]	✓	[Upload] [Cancel] [Remove]

8. Answer Fee Waiver related question as “No” if you are not seeking for Fee Waiver.

The screenshot shows the 'Fee Waiver Questions' section. It contains a question about seeking a fee waiver, with radio buttons for 'Yes' and 'No'. The 'No' button is selected.

9. Answer Fee Waiver related question as “Yes” if you are seeking for Fee Waiver and it will display fee waiver related questions which are required to answer. A waiver of the fee will be granted only to individuals who are indigent or otherwise unable to pay the \$45 fee.

The screenshot shows the 'Fee Waiver Questions' section with 'Yes' selected. It displays several follow-up questions: 'Are you presently employed?' (Yes selected), 'If yes, what is your monthly compensation?' (1000 entered), 'Are you working full or part time?' (Full time selected), 'Are you receiving any other source of income?' (No selected), 'Do you own any cash or have a bank account?' (No selected), and 'Do you own or rent your home?' (No selected).

10. Upload any supporting documents for fee waiver

The screenshot shows a section titled 'Would you like to add any supporting documents?' with 'Yes' selected. Below it is a file upload table.

Name	Size	Progress	Status	Actions
Fee Waiver Doc.docx	0.01 MB	[Progress bar]	✓	[Upload] [Cancel] [Remove]

11. Provide the signature under Certification Statement and click Continue to proceed.

The screenshot shows the 'Certification Statement' section. It includes a signature field with the name 'Assant' and a date field with the date '11/2/2020'. There are 'Save' and 'Continue' buttons at the bottom.

12. Review page will display and click on “Edit” on the section if you want to edit anything and click Continue once done with the changes. And click “Add to Cart” to proceed to the cart page.

13. Cart page will display with the \$0 fee for each board selected in the form if you select “Yes” to fee waiver question

Quantity	Item Name	License Number	Fee	Price
3	Προκαταρκτική εφαρμογή φόρμας		0	30'00
3	Προκαταρκτική εφαρμογή φόρμας		0	30'00
3	Προκαταρκτική εφαρμογή φόρμας		0	30'00

Total: 1099:20'00

14. Cart page will display with the \$45 fee for each board selected in the form if you select “No” to fee waiver question

- o Select the item in the cart and select “All fees are refundable. Please continue with your transaction.” Checkbox and click “Proceed to Payment”

S.No	Item	Quantity	License Number	Fee	Price
1	Preliminary Determination Form	1		45	\$45.00
2	Preliminary Determination Application	1		45	\$45.00
3	Preliminary Determination Application	1		45	\$45.00

Total: \$90.00

All fees are non-refundable. Please check for conditions with your transaction.

15. Click “Ok, Proceed further” on the Payment Alert.

Payment Alert!

It may take 30 minutes for your transaction to process. Please check your account after 30 minutes to verify the transaction was successful.

16. If the fee is required, payment screen will display – Enter the credit card information and click “Pay With Your Credit Card”

Pay With Your Credit Card

Cardholder Name Country

Credit Card Number

Expiry Date (MMYY)

Security Code

CVV2 is the Visa term for the 3 digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4 digits and located on the front.

Address

City

State/Province

ZIP/Postal Code

Email

A confirmation email will be sent to this address.

Pay With Your Credit Card

17. System will process the payment and display the confirmation page with the Receipt number and the application number, Checklist and the option to download application PDF.

Thank you for your payment.

Your payment has been processed - please print this page for your records.
Your application is not complete until the Board sees the completed checklist items below. Click Download to print the receipt document for tracking. It is your responsibility to maintain a copy of the application and all documents submitted to the board - retained for the board.

Payment Summary

Receipt Number: **4567890123456789** Payment Date: 6/16/2020

Application # **4567890123456789** (Application #) **4567890123456789**

Checklist Name	Status	Action
Application	Pending Review	
Application Fee	Completed	

To email or print the application checklist instruction: [Click Here](#)

Application # **4567890123456789** (Application #) **4567890123456789**

Checklist Name	Status	Action
Application	Pending Review	
Application Fee	Completed	

To email or print the application checklist instruction: [Click Here](#)

18. If payment receipt needs to send to any other email address, then enter a valid email address and click SEND – System will send payment receipt provided.

SEND

19. Click “Go to Dashboard” to go back to the dashboard. Above submitted applications will be shown under Activities section.

Activities

Click to view application checklist and upload documents to the Board Commission.

Filter: All | Search:

Reference Number	Board/Commission	License Type	License Number	Description	Status	Timeline	Action
4567890123456789	Barber Examiners			Preliminary Determination Application	Submitted		
4567890123456789	Cosmetology			Preliminary Determination Application	Submitted		

Showing 1 to 2 of 2 entries

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