Addition with Testing

1. Log into your LVIS account.
2. Click the BLUE **Add an Instructional content area** box.
3. **Click Add with exam only**
4. Select your Instructional license from the drop down menu and type in the area you wish to add.
5. Answer the questions. Upload required documentation, if requested. Click **Next**.
6. Upload the required documentation and optional documentation. Click **Next**.
7. If you have everything completed, you will be able to **Submit Application**. If not, you need to fix what is missing.   Missing materials will be in **RED.**
8. Click the link to pay for all pending applications.
9. Mark the box under **Pay?**
10. Fill out all the Billing information.
11. Click **Review Summary**.
12. Check the box next to the Refund Policy.
13. Click **Submit**.

At any point you need to stop the application, click **Save for Later**. To check the status or return to your application, click "Application Status" on the right hand side when you are in your LVIS account.