

## Create an Application for an Original Educational Interpreter Permit by EIPA

1. Click on the [LVIS](#) Portal Link.
2. "Create Profile"
3. Fill out all the required fields and click "Create Profile"
4. Go to your personal e-mail and find the e-mail(s) [LVIS](#) just sent you. It will be from "System Administrator". If it ended up in your SPAM/JUNK e-mail folder, you need to add the e-mail address to your contact or safe senders list.
5. Click the link "Verify e-mail".
6. Click **I Want To Be An Indiana**
7. Click **Educational Interpreter Permit**
8. Click **EI Permit by EIPA**
9. Click **Next**.
10. Click **Next**.
11. Answer questions. If requested, upload required documentation and provide description. Click **Next**.
12. Upload required documentation (anything with a \* requires a document to be uploaded). Click **Next**.
13. 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**.
14. Click the link to pay for all pending applications.
15. Mark the box under the "Pay?"
16. Fill out all the Billing information.
17. Click **Review Summary**.
18. Click box under Refund Policy.
19. 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 in your [LVIS](#) account.