

Original Emergency Permit-Administrator

1. Log into your [LVIS](#) account.
2. Click the red “**Apply for a new license**” box.
3. Select **Administrator**
4. Select **Emergency Permit**
5. Type in the subject area(s). Click **Next**.
6. Update your Employer by clicking **Update**.
7. Using the dropdown, select the **school corporation** where you will be employed at.
8. Click **Submit Employer**
9. Click **Return to Application**. Your employer should now be listed. Click **Next**
10. Answer questions. If requested, upload required documentation and provide description. Click **Next**
11. Answer the questions. Upload required documentation, if requested. Click **Next**.
12. Upload the required documentation and optional documentation. 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. Check the box under the “**Pay?**”
16. Fill out all the Billing information.
17. Click **Review Summary**.
18. Check the box next to the 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 when you are in your [LVIS](#) account.