

## How to apply for a promoted license (for currently licensed ministers)

*E.g., applying for General license from Local license, applying for Ordination from General License*

1. As a licensed minister, the applicant should log-in to [wa.upci.org](http://wa.upci.org) to 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 (Myself), level (Local/General/Ordained), and type (New/Reinstated/Promotion).
  - d. In the field for approver's last name, start to type your pastor's/sponsor's last name to populate possible accounts. Select the desired account. This will prefill their UPCI account number. You must list someone besides yourself as the approver for your application. See FAQ #3.
  - e. Enter a valid email address for the approver you selected.
  - f. Verify the information is correct. Select *Create*, and on the next page, select *Yes* to complete this step.
2. Applicant should complete the application and upload all required documents.
  - a. Upon completing step 1 in [wa.upci.org](http://wa.upci.org), the applicant should be immediately directed to a new page to complete the digital application.
  - b. You may save and continue later. Upon completion, digitally sign and submit the application.
3. 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. Active UPCI ministers are not required to pre-pay 1/4 of annual dues.
4. 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.