

## Sub Permit Step-by-Step

### Log into your [LVIS](#) account

1. Click the red “**Apply for a new license**” box.
2. Click **Substitute Teacher**
3. Click **Next**
4. Update your Employer by clicking **Update**.
5. Using the dropdown, select the **school corporation** where you will be substitute teaching.
6. Click **Submit Employer**
7. Click **Return to Application**. Your employer should now be listed. Click **Next**
8. Answer questions. If requested, upload required documentation and provide description. Click **Next**
9. No further documentation is required. Click **Next**.
10. If you have everything completed, you will be able to click **Submit Application**. If not, you need to fix what is missing. Missing materials will be in **RED**.
11. Select **Click here to pay for all pending applications**
12. Mark the box under **Pay?**
13. Fill out all the billing information.
14. Click **Review Summary**.
15. Check the box next to the Refund Policy.
16. 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.