

## Bill Me Later User Guide for Connecticut Programs

January 1, 2022 to December 31, 2023

The “Bill me Later” option is available in NAEYC’s portal to Connecticut customers for whom the Office of Early Childhood is paying 2022 / 2023 fees: Connecticut programs currently NAEYC Accredited, or new to NAEYC Accreditation.

### Uploading the Voucher: Naming Convention

Please use the following naming convention when uploading the OEC voucher in the NAEYC portal: This is to ensure that NAEYC is applying funds to the correct programs. It will also assist with identifying Partner Programs when pulling monthly financial reports.

CTOEC\_program ID\_step in process

- Partner Program Name = CTOEC
- Program ID = individual to the program and can be found in Program Profile in Portal
- Step in process = Enroll, Applicant, Candidate, 1st -4th AR (Annual Report), 5th Yr. Fee

For example, for a second annual report: CTOEC\_123456\_2AR

### How to submit in the Accreditation Portal

To complete the payment after logging in to the NAEYC Portal, click View in the ‘Link to Page’ column on the checklist. \*The example below is an Annual Report checklist.

| # | Task  | Task Status        | Link to page |
|---|---|--------------------|--------------|
| ✓ | Program Profile                             | Completed          | View >       |
| ✓ | Licensing                                   | Completed          | View >       |
| ✓ | Site Profiles                               | Updated 10/24/2018 | View >       |
| 4 | Staff Profiles                              | 0 of 1 Complete    | View >       |
| ✓ | Class Profiles                              | Updated 10/24/2018 | View >       |
| ✓ | Contacts Profiles                           | Completed          | View >       |
| 7 | Program Evaluation & Continuous Improvement | Pending            | View >       |
| 8 | Program Responsibilities and Commitments    | Pending            | View >       |
| 9 | Payment                                     | Pending            | View >       |

\*Reminder: If the annual report checklist is submitted after the due date, the program will automatically be assessed a late fee as listed [here](#).

### Bill Me Later

- Complete the required fields under billing contact



Payment Information

Bill me later

An invoice will be generated, but no products will ship, nor will a membership become active until payment has been received.

PO Number:

PO Fee:  No file chosen

Invoice total: **\$80.00**

[Return to AIS](#) [Continue](#)

- Select Bill Me Later
  - In the PO Number field, enter in the naming convention. CTOEC\_ Program ID\_Step in process
  - Upload a copy of the OEC NAEYC 2022 Fee Form for fees due in 2022, or the 2023 Fee Form for fees due in 2023.
- Click Continue
- Click Submit Order
- A confirmation number (invoice#) will generate and will show directly on the screen
- The program will NOT need to click the payment link again, as long as a confirmation number is given.
- To return to the Accreditation Portal, click Back to AIS in the top right corner.
- It takes 48 hours for NAEYC Staff to approve the submitted Bill Me Later request. To verify if the Bill Me Later has been approved, next to the payment task under the 'Task Status' column it will say completed (po approved).
- Once the PO is approved, the program will press SUBMIT at the bottom of the page

**Status: Accreditation Maintained**

Program has completed 9 Annual Report tasks on the Accreditation process checklist and is meeting requirements

| # | Task  | Task Status             | Link to page           |
|---|---|-------------------------|------------------------|
| ✓ | Program Profile                             | Completed               | <a href="#">View »</a> |
| ✓ | Licensing                                   | Completed               | <a href="#">View »</a> |
| ✓ | Site Profiles                               | Updated 10/24/2018      | <a href="#">View »</a> |
| ✓ | Staff Profiles                              | Updated 06/26/2019      | <a href="#">View »</a> |
| ✓ | Class Profiles                              | Updated 06/26/2019      | <a href="#">View »</a> |
| ✓ | Contacts Profiles                           | Completed               | <a href="#">View »</a> |
| ✓ | Program Evaluation & Continuous Improvement | Completed               | <a href="#">View »</a> |
| ✓ | Program Responsibilities and Commitments    | Completed               | <a href="#">View »</a> |
| ✓ | Payment                                     | Completed (po approved) | <a href="#">View »</a> |