

Bill Me Later User Guide for Connecticut Programs January 1, 2021 to December 31, 2021

The “Bill me Later” option is available in NAEYC’s portal to Connecticut customers for whom the Office of Early Childhood is paying 2021 fees: currently NAEYC Accredited, or not yet accredited but under agreement and active with OEC’s AQIS (Accreditation Quality Improvement Support) project.

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 -4 th AR (Annual Report), 5th Yr. Fee

For example, for a second annual report: CTOEC_123456_2AR

How to submit in the Accreditation Portal

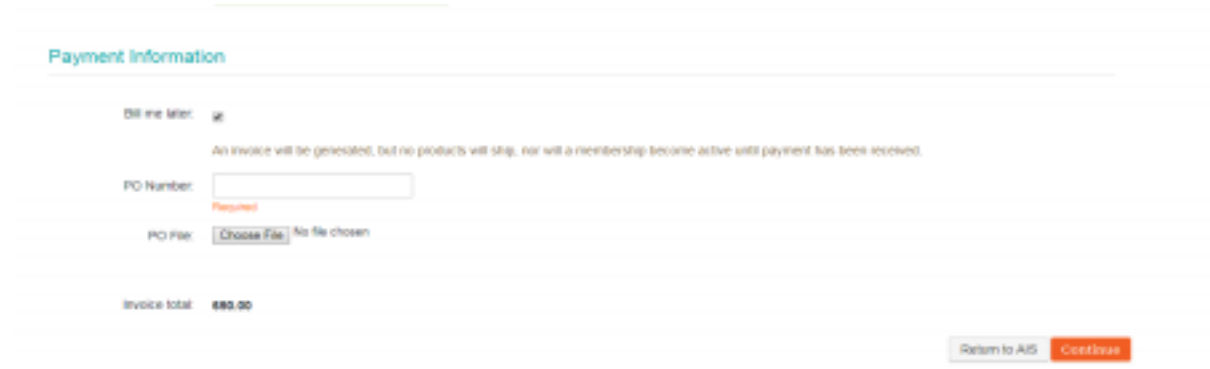
To complete the payment after logging in to the NAEYC Portal, click View in the ‘Link to Page’ column on the checklist. *The example below is an Annual Report checklist.

#	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 receive a 30 day grace period to complete the annual report checklist with a late fee of \$150.00. **The OEC will not cover late fees.**

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 File: 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 2021 Fee Form
- 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	View »
✓	Licensing	Completed	View »
✓	Site Profiles	Updated 10/24/2018	View »
✓	Staff Profiles	Updated 06/26/2019	View »
✓	Class Profiles	Updated 06/26/2019	View »
✓	Contacts Profiles	Completed	View »
✓	Program Evaluation & Continuous Improvement	Completed	View »
✓	Program Responsibilities and Commitments	Completed	View »
✓	Payment	Completed (po approved)	View »