

## 5 Things you should know ...about a "Bill Me Later"

### 1. What is a "Bill Me Later"?

A Bill Me Later is a payment option offered within the accreditation portal. Bill Me Later allows a program to pay for their accreditation fees in full at a later time. A Bill Me Later is **a promise to pay** but is **not actual payment**. All Bill Me Later requests must be approved by NAEYC prior to the program moving forward in the accreditation process.

### 2. What is a program's responsibility when generating an invoice for "Bill Me Later" in the accreditation portal?

It's the program responsibility to generate an invoice for their account. It's also the programs responsibility to update the current checklist in the Portal, prior to completing the payment tasks.

**Note:** The number of children in the "Program Profile" determines the accreditation fee that is currently due

### 3. What is required for a "Bill Me Later"?

Only programs paying with one of the options below can submit for a Bill Me Later request:

- NAEYC Approved Voucher
- Purchase Orders (PO)
- Check

Programs are **required** to follow these steps **to generate an invoice**:

- Locate the payment task and click View,
- Click on "Bill Me Later" checkbox
- Enter a voucher number, a PO number, or a check number in the "PO Number Field"
- **Upload** a copy of a voucher, PO or check.
- Click **continue**.
- Click **submit order** (to generate an invoice)
- A confirmation number will appear directly on the screen.

If a confirmation number has been given, you are all set, and an invoice have been generated!

### 4. How do I get a green check mark on checklist for "Bill Me Later"?

One you have received a confirmation number; the checklist will show "PO Received." This means that NAEYC has received your Bill Me Later request. Once approved, a green checkmark will appear next to the payment task and the status will read "PO Approved."

### 5. How can I locate a previously generated invoice?

Primary and Secondary contacts have access to view invoices in the Payment History. Open invoices will show a balance due. To satisfy payment in full there are **two options available**:

- Pay with a credit card directly within portal
- Print the invoice and mail along with check (Be sure to include the Program ID#)

If there is an outstanding balance, **a reminder email will be sent to the program every 30, 60 & 90 days (about 3 months), until the invoice is satisfied in full**. After 90 days (about 3 months) a programs accreditation status will be in jeopardy due to non-payment.