

School Administrators can view their account activity and submit payments online for course certification and class attendance fees. Online payments can be submitted via:

- Credit or Debit Card: Visa, MasterCard, Discover, or American Express

How to know if you need to make a payment?

The screenshot shows a navigation bar with 'School Overview', 'Class List', 'Course List', and 'School Management'. Below is the 'School Overview' section with a sub-header: 'Schools that your user account have been granted administrative privilege are listed below: Select a School and corresponding School Activity below to get started.'

SCHOOL	STATUS	OPTIONS
CE Marketplace Example School 123 CE Street Lansing, MI	Active	Submit a Course Course List Host A Class Class List Record Class Attendance Pending School Fees (\$45.00)

If you need to make a payment, you'll see your "Pending School Fees" in one place:

- When you log in to CE Marketplace, you will see any pending fees on your School Overview page if you have a balance. Click on *Pending School Fees* to go to the School Fees page (described below).

The School Fees Page

Pay School Fees

School: CE Marketplace Example School

An itemized total of unpaid course submission and attendance upload fees for your School are listed below.

Please note, the Class Attendance Fees are based on the sum of all attendees and class sessions listed. Total payment will include all fees listed below. If you notice any discrepancies with your totals, please contact 844-642-6633 before making your payment.

Payment Due

Total Amount Due: \$ 45.00

Process Payment

Course Certification Fees

Course Code: 051174

Test Course Two

Certify Date: Pending

Amount Due: \$ 45.00

Class Attendance Fees

The School Fees page will display an itemized total of unpaid course submission and attendance fees.

- Please note, the Class Attendance Fees are based on the sum of all attendees, and class sessions listed. Total payment will include all fees listed on the Pending School Fees page.
- The *Total Amount Due* field is auto-filled with your *Payment Due* amount. You will not be able to pay a different amount.
- When you're ready, click Process Payment. Once you do this, you will be taken to the Order Summary screen.
- If you notice any discrepancies with your totals, please contact 844-642-6633 before making your payment.

Order Summary

Description	Payments for 51174	Total	\$ 45.00
Invoice Number	71479		

Billing Address

USA

The Order Summary page collects billing information from you so your School can process your payment.

- Enter your requested information accurately and completely. If you don't, the payment may be declined.
- After you've filled in the payment details, click Pay Now. Once you do this, your payment will be submitted and you'll be taken to a confirmation page, where you may choose to print a copy of your receipt.

For more information on how to use the CE Marketplace for all of your CE needs, visit our [Resources page](#) or give us a call at 844.642.6633.