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?

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

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		

Card Number •   Exp. Date •   Card Code •

Billing Address

First Name •   Last Name •

Billing Country •
USA   Zip •

Street Address •   City •

State •   Phone Number

Email

[Pay]   [Cancel]

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.