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.