

Managing and Paying your CE Marketplace Balance

When submitting a course or uploading attendance to a class session you will be charged the following:

The course submission and attendance upload fees are as follows:

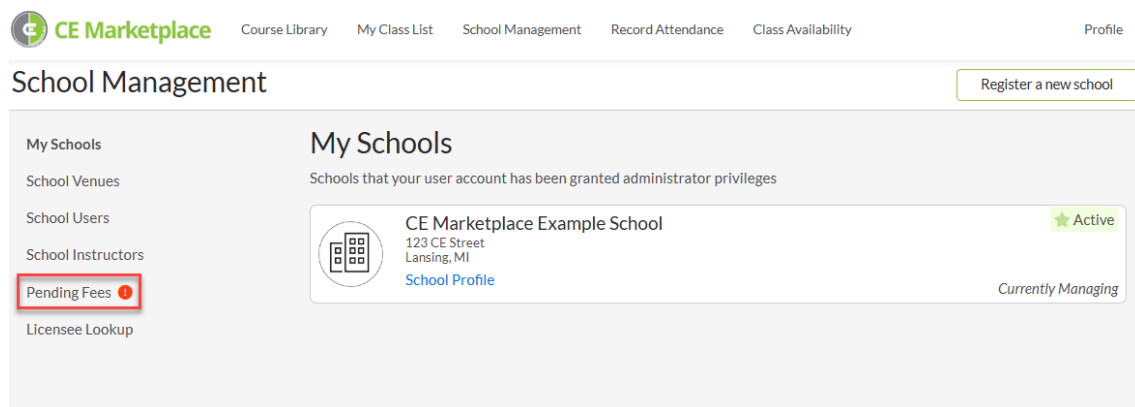
\$45 - Review within 10 Business Days

\$95 - Expedited review within 3-5 Business Days

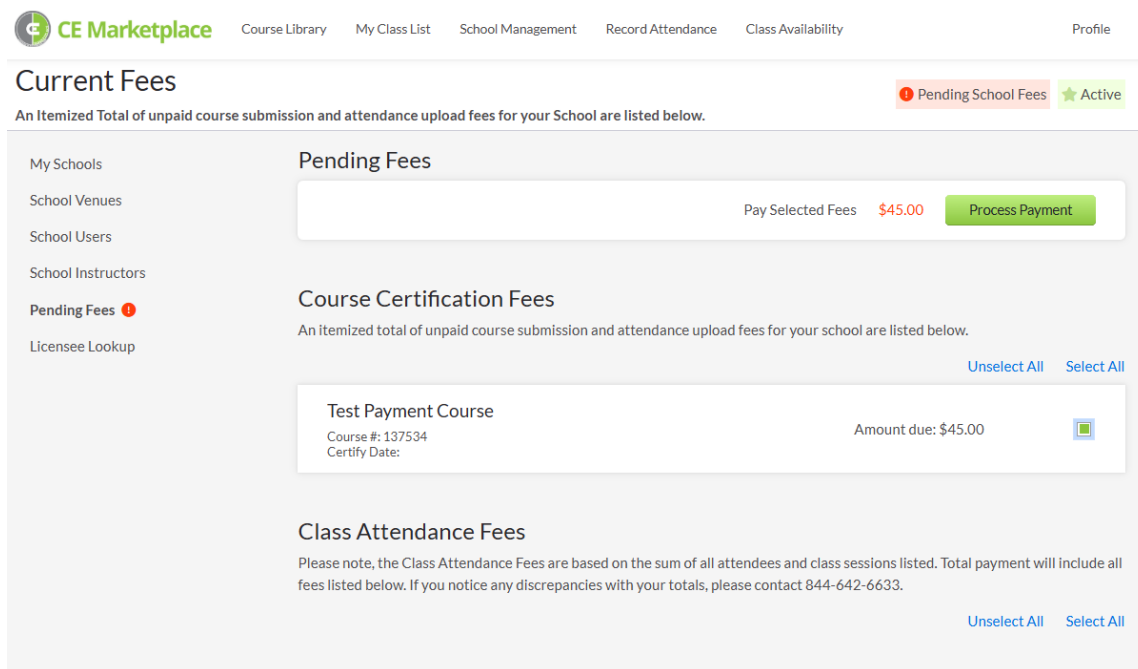
\$145 – Expedited review within 1 Business Day

Attendance Upload Fee is \$1 per attendee uploaded

To pay your course submission and/or upload fees you will visit the ‘School Management’ page and click on ‘Pending Fees’ as seen below:



Next you will see an itemized view of all your charges under your School Account:



To make a payment, select the box next the fee that you would like to include in the transaction. For convenience, you do have the option to select which fees you would like to pay, or you can select all fees to pay the entire balance.

Once you have selected the course submission fees and/or attendance upload fees you would like to pay, click on the 'Process Payment' button as seen below:

Pending Fees

Pay Selected Fees **\$45.00**

Process Payment

Upon clicking the 'Process Payment' button you will be directed to the payment gateway where you will enter in your credit card details. Once your details have been entered click the 'Pay' button to finalize the transaction.

If a receipt is needed, please print a copy of the receipt from the final step in the payment process.

Please note, CE Marketplace only accepts credit card payments and will not accept cash, check or money order as payment for fees.

If you have any questions or issues with your payment, please contact CE Marketplace at (844)642-6633 or tracking@cemarketplace.net.