

## 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:*

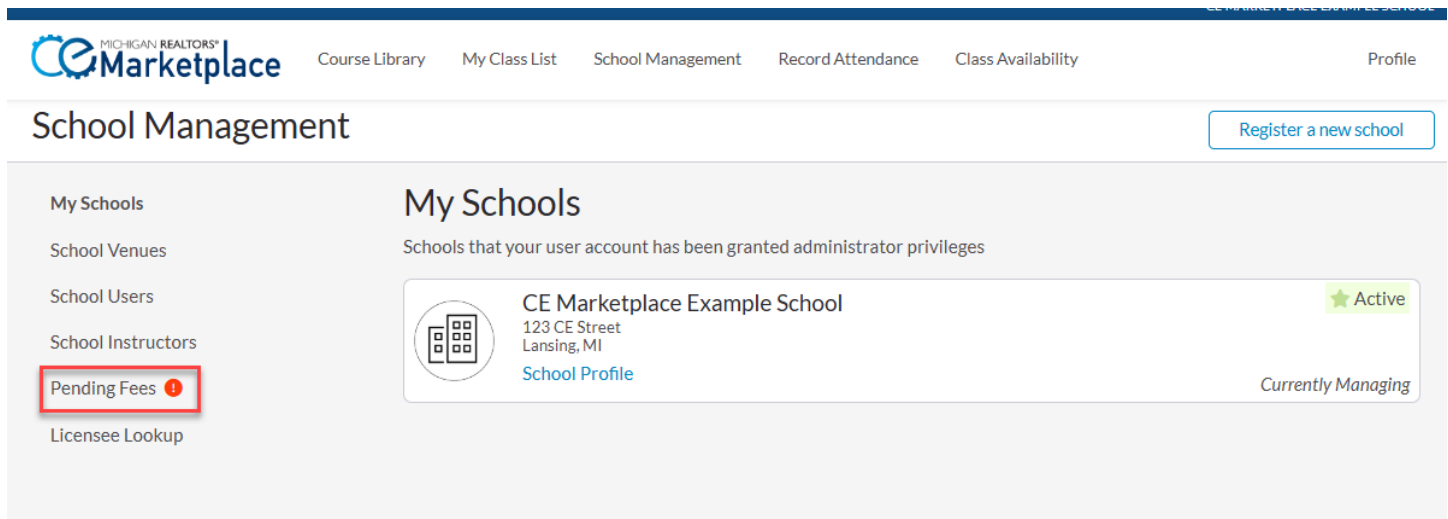
*\$45 - Review within 10 Business Days*

*\$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:



**CE Marketplace** MICHIGAN REALTORS®

Course Library My Class List School Management Record Attendance Class Availability Profile

### School Management

Register a new school

**My Schools**

School Venues

School Users


School Instructors

**Pending Fees** 1

Licensee Lookup

### My Schools

Schools that your user account has been granted administrator privileges

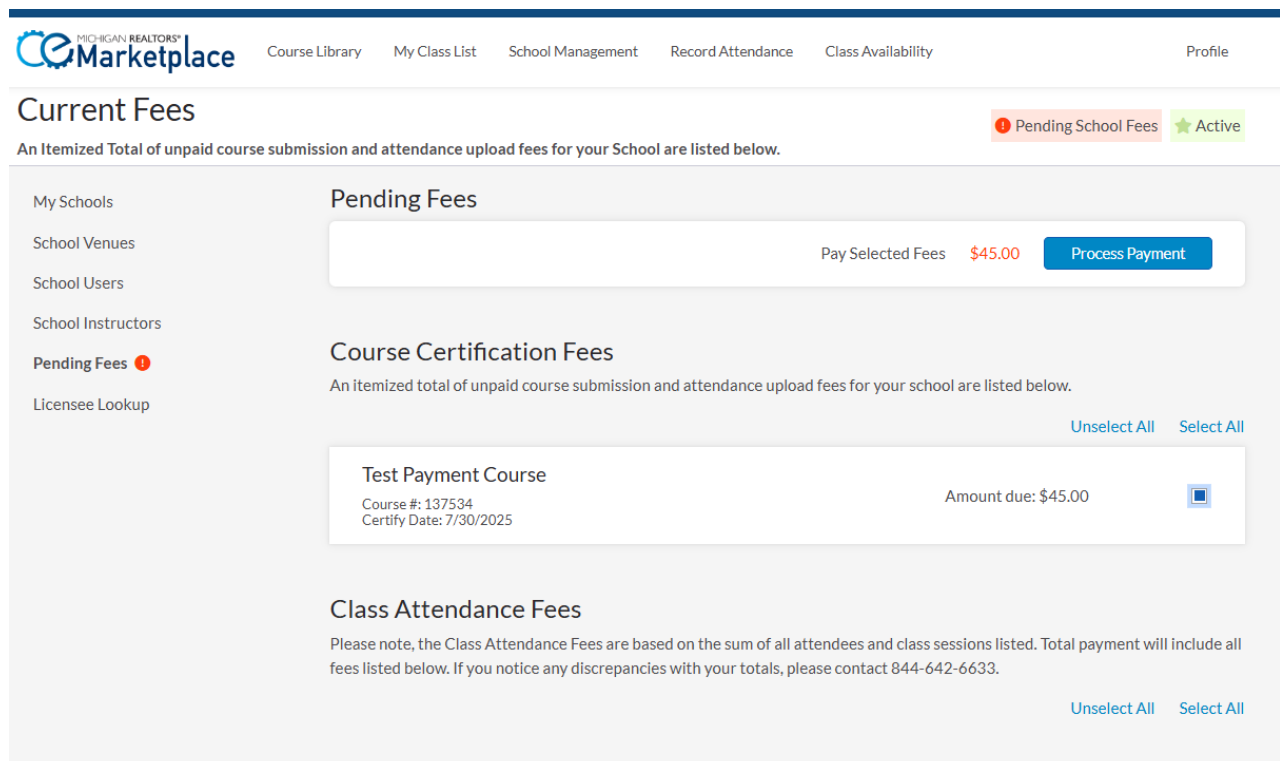


**CE Marketplace Example School**  
123 CE Street  
Lansing, MI  
[School Profile](#)

★ Active

Currently Managing

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



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### Current Fees

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

1 Pending School Fees ★ Active

**Pending Fees**

Pay Selected Fees **\$45.00** [Process Payment](#)

**Course Certification Fees**

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

[Unselect All](#) [Select All](#)

<b>Test Payment Course</b> Course #: 137534 Certify Date: 7/30/2025	Amount due: \$45.00	<input type="checkbox"/>
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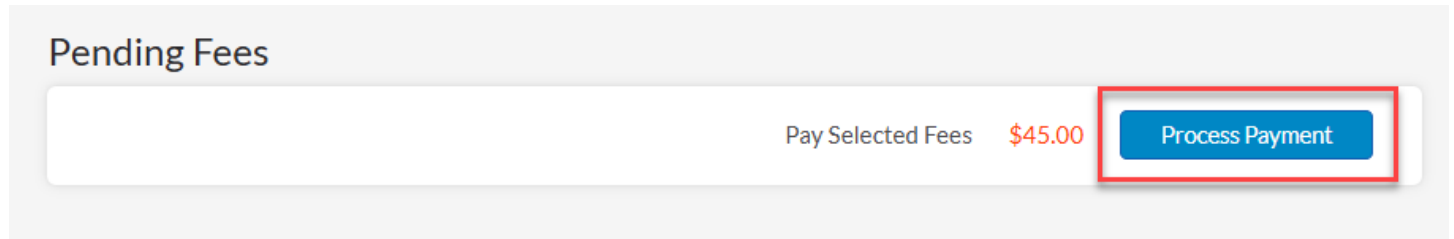
**Class Attendance Fees**

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 below. If you notice any discrepancies with your totals, please contact 844-642-6633.

[Unselect All](#) [Select All](#)

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](mailto:tracking@cemarketplace.net).