

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:

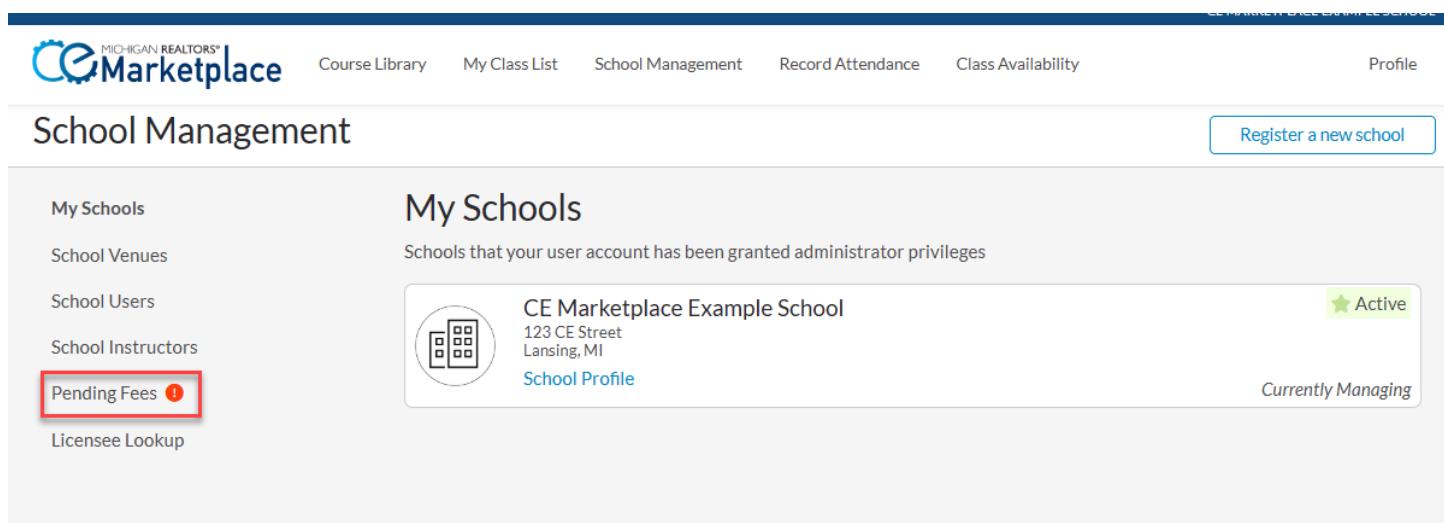
\$45 - Review within 10 Business Days

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

\$145 – Expedited review within 1 Business Day

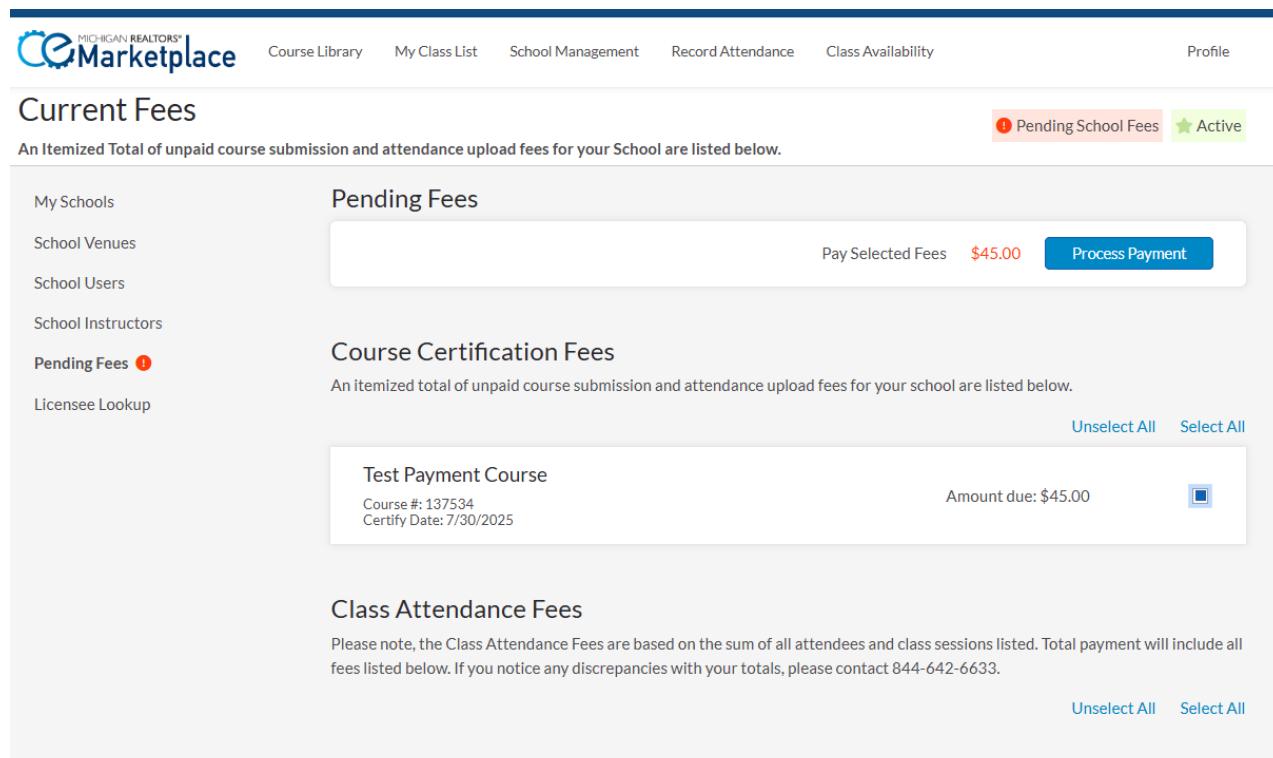
Attendance Upload Fee is \$1 per attendee uploaded

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



The screenshot shows the 'School Management' page of the CE Marketplace. On the left, a sidebar lists 'My Schools', 'School Venues', 'School Users', 'School Instructors', and 'Pending Fees' (which is highlighted with a red box). Below these are 'School Profile' and 'Licensee Lookup'. The main content area is titled 'My Schools' and shows a list of schools with administrator privileges. One school, 'CE Marketplace Example School' (123 CE Street, Lansing, MI), is listed with a green 'Active' status and a 'Currently Managing' badge. A 'School Profile' link is also present. A 'Register a new school' button is located in the top right corner of the main content area.

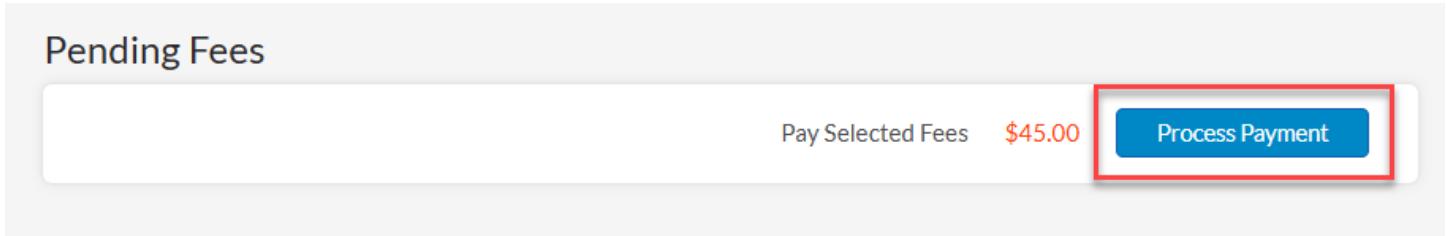
Next you will see an itemized view of all your charges under your School Account:



The screenshot shows the 'Current Fees' page of the CE Marketplace. On the left, a sidebar lists 'My Schools', 'School Venues', 'School Users', 'School Instructors', and 'Pending Fees' (which is highlighted with a red box). Below these are 'School Profile' and 'Licensee Lookup'. The main content area is titled 'Pending Fees' and shows a summary of unpaid fees. It includes a 'Pay Selected Fees' button with a total of '\$45.00' and a 'Process Payment' button. Below this is the 'Course Certification Fees' section, which lists a 'Test Payment Course' with a due amount of '\$45.00'. At the bottom, there is a 'Class Attendance Fees' section with a note about payment being based on the sum of all attendees and sessions, and a note to contact 844-642-6633 for discrepancies. There are 'Unselect All' and 'Select All' buttons for the fees listed.

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:



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.