

Hello Child Care Vendors,

Looking for details about your last PAYMENT?

The VaECC Vendor Web Portal has a new feature designed to help!

It's a FAST, EASY way to check attendance and payment details.

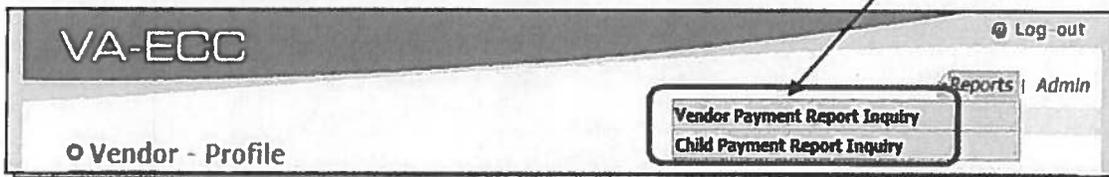
**Need Help?**

Call the Xerox Vendor Help Desk: 1-877-918-2776

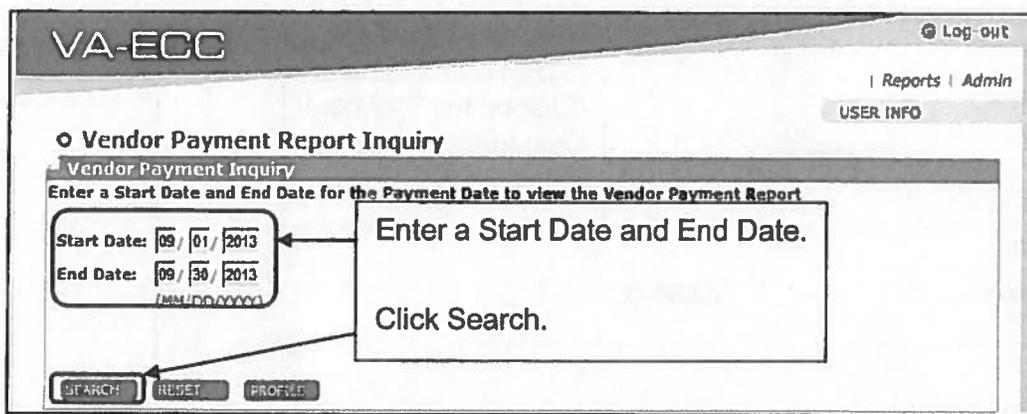
Check out the VaECC Vendor Portal User Guide at <http://www.dss.virginia.gov/family/cc/assistance.cgi>.

**FOLLOW THESE STEPS:**

1. Go to the Vendor Portal at [www.vaecc.org/eccpw](http://www.vaecc.org/eccpw).
2. Login with your User ID (your vendor number) and password (zip code of your child care program plus your FIPS code).
3. Roll your mouse over Reports and click on the Vendor Payment Report link.  
**TIP:** Links are in blue text.



4. What dates would you like to check? Enter a date range to search for Payment Reports.



5. Now you have a list of Payment Dates. (In this example, there is only one Payment Date.) Click DETAILS next to the date you need.

VA-ECC Log-out

| Reports | Admin

USER INFO

**Vendor Payment Report**

Vendor Payment Search Results

Payment Date	DETAILS
09/17/2013	Click DETAILS.

SEARCH | PROFILE

6. This is a payment summary for the date you selected. Click on the Payment Subtotal link.

VA-ECC Log-out

| Reports | Admin

Vendor Payment Report Inquiry  
Child Payment Report Inquiry

**Vendor - Payment Summary**

**Vendor Profile**

Vendor Information	Address Information
Vendor Name: Little Angels	Address: 7845 Heavenly Corner
Vendor ID: 510001249	City/State: James City, VA
Vendor Level: 1	ZIP: 23185
Vendor Type: UNREGDF	Email:
Vendor FIPS: 095-James City County	Contact Name:
Vendor Phone #: (757)456-1233	Contact Phone #:
License #:	
License End Date: 12/31/9999	

**Vendor - Payment Summary**

Payment Date:	09/17/2013
Payment ID:	410001130
Payment Status:	Issued

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Attendance Amount:	\$228.00
Absence Amount:	\$0.00
Holiday Amount:	\$0.00
Registration Fee Amount:	\$0.00
Adjustment Amount:	\$0.00
Copay Amount:	\$0.00
<b>Payment Subtotal:</b>	<b>\$228.00</b>
Vendor Withholding Amount:	\$0.00
Tax Amount:	\$0.00
<b>Adjustments Subtotal:</b>	<b>\$0.00</b>
<b>Total Payment Amount:</b>	<b>\$228.00</b>

PROFILE

7. This screen displays totals for each case in the payment.  
Click on the Total Amount link for the case you want to check.

**Vendor - Case Payment Details**

**Vendor Profile**

Vendor Information		Address Information	
Vendor Name:	Little Angels	Address:	7845 Heavenly Corner
Vendor ID:	510001249	City/State:	James City, VA
Vendor Level:	1	ZIP:	23185
Vendor Type:	UNREGDF	Email:	
Vendor FIPS:	095-James City County	Contact Name:	
Vendor Phone #:	(757)456-1233	Contact Phone #:	
License #:			
License End Date:	12/31/9999		

**Vendor Case Payment Details**

Payment Date: 09/17/2013  
Payment ID: 410001138

Case Name	Service Month	Case #	Attendance Amount	Absence Amount	Holiday Amount	Reg Fee Amount	Adjustment Amount	Copay Amount	Total Amount
Smith, Julie	08/2013	112031339	\$228.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$228.00

Results 1 - 1 of 1.

Total Payment Amount \$228.00

SUMMARY PROFILE

Click on the Total Amount link for the case you want to check.

8. This screen displays totals for each authorization included in the payment.  
Click on the link under Paid Units FD / PD.

**Vendor - Authorization Payment Details**

**Vendor Profile**

Vendor Information		Address Information	
Vendor Name:	Little Angels	Address:	7845 Heavenly Corner
Vendor ID:	510001249	City/State:	James City, VA
Vendor Level:	1	ZIP:	23185
Vendor Type:	UNREGDF	Email:	
Vendor FIPS:	095-James City County	Contact Name:	
Vendor Phone #:	(757)456-1233	Contact Phone #:	
License #:			
License End Date:	12/31/9999		

**Vendor Authorization Payment Details**

Payment Date: 09/17/2013      Case #: 112031339      Service Month: 08/2013  
Payment ID: 410001138      Case Name: Smith, Julie

Child Name	Case FIPS	Paid Units FD / PD	Attendance Amount	Absence Amount	Holiday Amount	Reg Fee Amount	Adjustment Amount	Copay Amount	Total Amount
Sergey, Teigan	015 - Augusta County	8 / 7	\$228.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$228.00

Results 1 - 1 of 1.

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