

## Attention Child Care Vendors:

Checking ATTENDANCE is EASY and helps you get TIMELY and ACCURATE PAYMENTS!

### FOLLOW THESE STEPS:

1. Go to the Vendor Web Portal [www.vaecc.org/eccpw](http://www.vaecc.org/eccpw)
  - Login with your USER ID and PASSWORD
    - **To Reset ID/PASSWORD:** Call Conduent at 1-877-918-2776
2. From the VENDOR PROFILE screen, scroll to the bottom and click the tab located at the right hand corner entitled, ATTENDANCE REPORT.

**The current month is always displayed, but ANY month can be selected.**



### ***What do the colors and letters mean?***

- **Red "I"** - incomplete transaction (cardholder swiped to check-in, but DID NOT swipe to check-out, or vice versa)
- **Green "PD" or "FD"** - complete transaction (cardholder swiped to check-in and swiped to check-out)
- **Blue Boxes** – dates of authorized or approved child care
- **White Boxes** - dates of unauthorized or unapproved child care

