

Attention Child Care Vendors:

Checking Payment Reports is EASY!

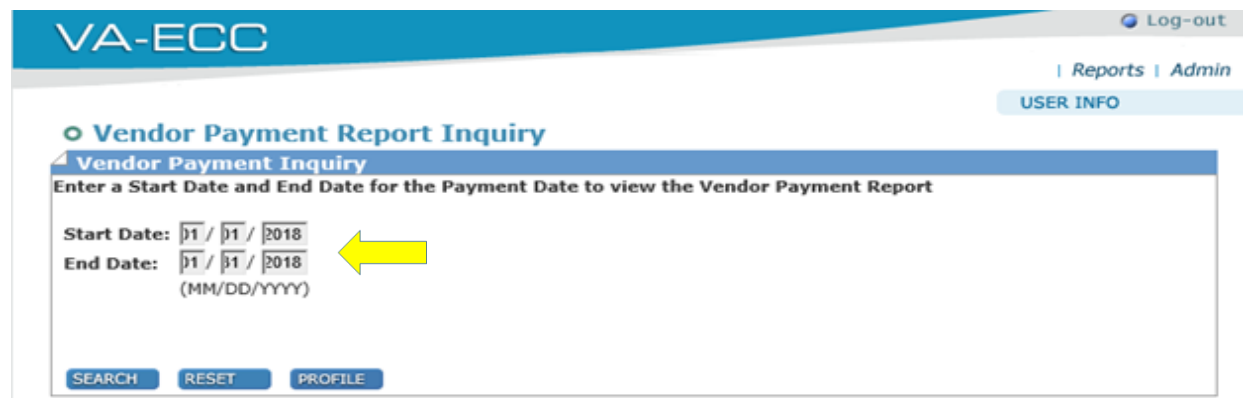
FOLLOW THESE STEPS:

1. Go to the Vendor Web Portal 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, in the upper right hand corner, hover your mouse pointer over the word, REPORTS and click on the VENDOR PAYMENT REPORT INQUIRY link. **TIP: Links are in blue text.**



3. On the VENDOR PAYMENT REPORT INQUIRY screen, decide what dates you would like to search. Enter any date range by typing a START DATE and END DATE, then click SEARCH.



4. A list of payment dates displays on the VENDOR PAYMENT REPORT screen. **TIP: In this example, there is only one payment date.** Click DETAILS next to the date to view more information.

Vendor Payment Report

Vendor Payment Search Results

Vendor Name	Vendor ID	Payment ID	Payment Date	Payment Amount	Payment Status
				\$6,387.00	Issued

Results 1 - 1 of 1.

SEARCH PROFILE

5. From the VENDOR - PAYMENT SUMMARY screen, click on the PAYMENT SUBTOTAL link for more information.

Vendor - Payment Summary

Vendor Profile

Vendor Information	Address Information
Vendor Name:	Address:
Vendor ID:	City/State: RICHMOND,VA
Vendor Level: 2	ZIP:
Vendor Type: LICCDCC	Email:
Vendor FIPS: 760-Richmond City	Contact Name:
Vendor Phone #:	Contact Phone #:
License #:	
License End Date: 09/22/2019	

Vendor - Payment Summary

Payment Date:	01/03/2018
Payment ID:	
Payment Status:	Issued
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Attendance Amount:	\$6,906.00
Absence Amount:	\$60.00
Holiday Amount:	\$0.00
Registration Fee Amount:	\$200.00
Adjustment Amount:	\$0.00
Copay Amount:	(\$779.00)
Payment Subtotal:	\$6,387.00
<hr/>	
Vendor Withholding Amount:	\$0.00
Tax Amount:	\$0.00
Adjustments Subtotal:	\$0.00
<hr/>	
Total Payment Amount:	\$6,387.00

PROFILE

- From the VENDOR - AUTHORIZATION PAYMENT DETAILS screen, click on the link under the PAID UNITS FD/PD tab to view authorized child care unit totals.

VA-ECC Log-out

| Reports | Admin

USER INFO

Vendor - Authorization Payment Details

Vendor Profile

Vendor Information	Address Information
Vendor Name: [REDACTED]	Address: [REDACTED]
Vendor ID: [REDACTED]	City/State: RICHMOND, VA
Vendor Level: 2	ZIP: [REDACTED]
Vendor Type: LICCDCC	Email: [REDACTED]
Vendor FIPS: 760-Richmond City	Contact Name: [REDACTED]
Vendor Phone #: [REDACTED]	Contact Phone #: [REDACTED]
License #: [REDACTED]	
License End Date: 09/22/2019	

Vendor Authorization Payment Details

Payment Date	01/03/2018	Case #:	113017501	Service Month:	12/2017
Payment ID	411383092	Case Name:	TURNER, KIMBERLY		

Child Name	Case FIPS	Paid Units FD / PD	Attendance Amount	Absence Amount	Holiday Amount	Reg Fee Amount	Adjustment Amount	Copay Amount	Total Amount
[REDACTED]	760 - Richmond City	1 / 10	\$192.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$68.00)	\$124.00

Results 1 - 1 of 1.

Total Case Payment Amount \$124.00

[SUMMARY](#) [PROFILE](#)

For Technical Assistance call the Conduent Vendor Help Desk: 1-877-918-2776 or the CommonHelp/ Subsidy Child Care Center: 1-855-635-4370

Visit: dss.virginia.gov/family/cc/approved_subsidy_vendors.cgi for vendor user manuals and other help aids. **TIP: Click on the VaECC banner.**