Attention Child Care Vendors:

Checking Payment Reports is EASY!

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, 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. From 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.
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.

5. From the VENDOR - PAYMENT SUMMARY screen, click on the PAYMENT SUBTOTAL link for more information.
From the VENDOR - CASE PAYMENT DETAILS screen, click on the TOTAL AMOUNT link to view payment details of a particular case.
7. 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.

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.