

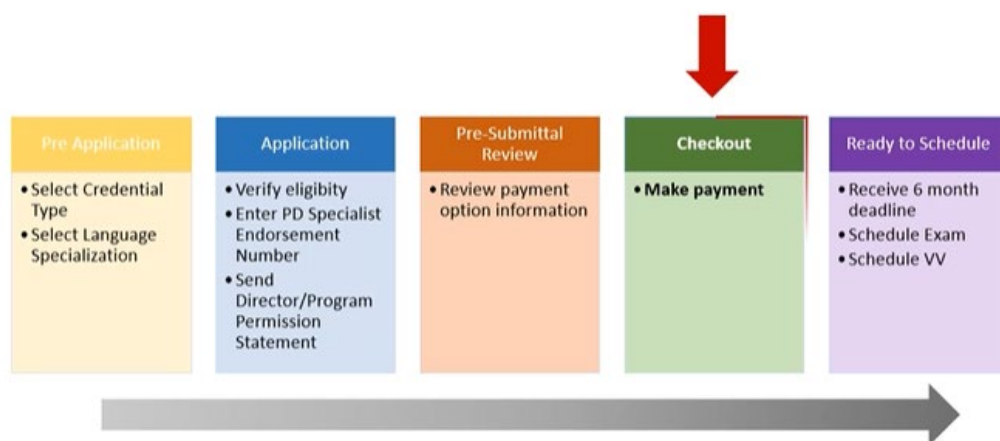
Redeeming a Voucher for an application (online applications only are paid for by the MDHS ECCDI Program)

You will receive an email from info@yourcouncil.org letting you know that a voucher has been issued, and this communication will include the voucher authorization code for redeeming the voucher.

Here are the instructions on how to redeem your voucher:

- You must have completed the CDA Council “Pre-Submittal Review” then you are able to checkout for your CDA application.

Application Progress



Paying with a Voucher Number

If your fee is being paid by a third party, you must wait to receive the automated email from info@yourcouncil.org which will contain your voucher number. When you receive your voucher number:

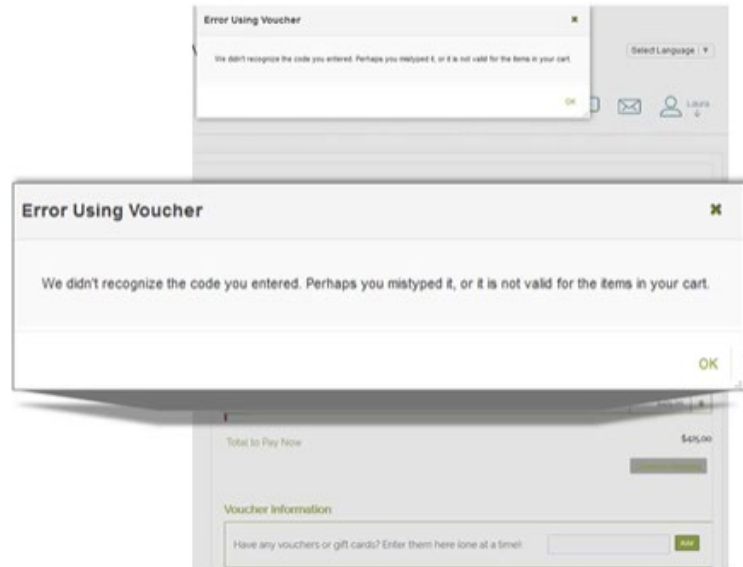
- Enter voucher number in the Voucher Information field
- Click **Add**
 - ✓ If your voucher is not for the full amount of \$425, you will be responsible for the remaining balance

The screenshot shows the 'Review and Payment' page for an applicant named Mary Jane Smith. The page displays the 'Shopping Cart Contents' with a total to pay of \$425.00. A red box highlights the 'Voucher Information' field, which contains the text: 'Have any vouchers or gift cards? Enter them here (one at a time)'. Below this field is a 'Payment Information' section with a dropdown menu for 'select a payment option'. A 'Process Payment' button is visible at the bottom right.

Paying with a Voucher Number

If you get the following error message. Click OK and try entering the voucher number again

If you get the message again, contact the agency paying your fee to verify that you have the correct voucher number and that they have authorized the payment for the **correct credential type** and **language specialization**

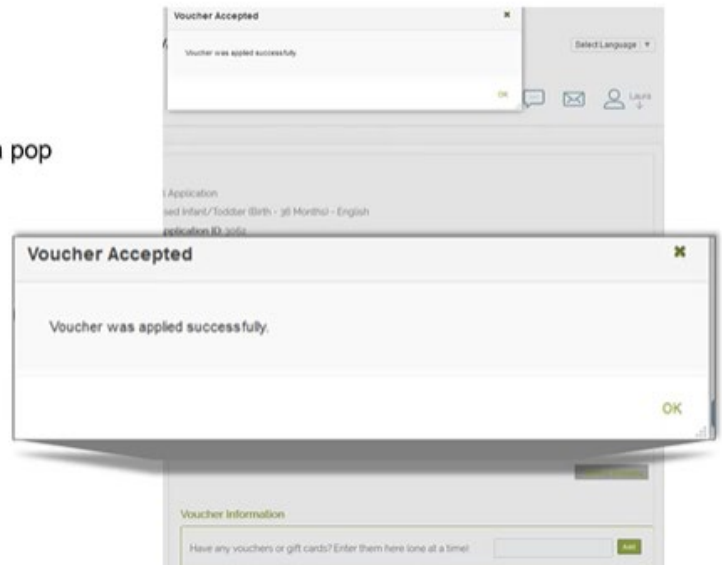


The error message states, "We didn't recognize the code you entered. Perhaps you mistyped it, or it is not valid for the items in your cart."

Paying with a Voucher Number

If the voucher is applied successfully, a pop up message will appear at the top of screen

➤ Click **OK**



The popup message states, "Voucher was applied successfully".

Paying with a Voucher Number

- Click **Process Payment** to complete the transaction

Checkout and Make Payment

Review and Payment

Shopping Cart Contents

| Item Description | Subtotal |
|---|----------|
| 03EN07 - Infant Toddler - English CDA Initial Application Fee | \$425.00 |

| Voucher Applied | Amount |
|--------------------------|----------|
| Advanced Account Voucher | \$425.00 |

Total to Pay Now \$0.00

Continue Shopping

Voucher Information

Have any vouchers or gift cards? Enter them here (one at a time): Add

Process Payment

Paying with a Voucher Number

You will receive and email with your consolidated receipt

| Sent To | Subject |
|--------------|----------------------|
| mj@gmail.com | Consolidated Receipt |

| Receipt Number 203004 | | | | | |
|-------------------------|--------------|---|----------|--------------|-----------------|
| Receipt Date 02/19/2019 | | | | | |
| Bill To | | | | | |
| Laura Croft | | | | | |
| 123 Tomb Street | | | | | |
| New York, NY 20009 | | | | | |
| Invoice Number | Product Area | Product Description | Price | Quantity | Subtotal |
| 1094695 | EC | (03EN07) - Infant Toddler - English CDA Initial Application Fee | \$425.00 | 1 | \$425.00 |
| | | | | Total | \$425.00 |
| Payment Information | | | | | |
| Payment Date | Paid By | Paid With | Account | Amount | Amount Due |
| 02/19/2019 | | Voucher: Advanced Account Voucher (2779657) | | \$425.00 | \$0.00 |