

5 Things to Know About . . . Your Accreditation Portal

Have you logged into your Accreditation Portal lately? NAEYC staff have been working hard to make sure that the Portal is working properly and helps you navigate your accreditation process! The Portal isn't just a useful tool, it is the gateway to EVERYTHING you need to move through the accreditation process successfully. Here's 5 things that you should know about your Accreditation Portal!

1. The Portal Helps You Manage Your Timeline

If you log into your portal often, you can keep track of your accreditation timeline. Your Program Dashboard shows you exactly where you are in the process and the tasks you need to complete to move to the next stage. For more information about accreditation timelines click [here](#).

2. You Can Log into the Portal to Pay Your Fees

Most steps of the accreditation process have a [fee](#) associated. You can pay these fees directly in the Portal! If you are paying with a purchase order, by check or need an invoice for your main office, select the bill me later option on the payment screen. If you need assistance with your payment, please reach out to accreditation.info@naeyc.org.

3. All Accreditation Information is Submitted Directly in the Portal

Did you know that the submission of annual reports is a part of the accreditation process? Each year we ask that programs update their information so that we can understand what has been happening with you over the course of the year. In the Portal you can complete your annual report and pay your annual fee! NAEYC no longer accepts paper annual reports, so the Portal is really important to complete this requirement.

4. 72 Hour Notification Reporting

If your program has an incident that requires a [72 Hour Notification](#) you can submit it from the Portal through a tab found in the menu on the left side of the screen. The link provides the list of items that warrant a report as well.

5. NAEYC has Portal Resources

If you are having trouble accessing the Portal, we can help! NAEYC has a whole section on our website dedicated to [Portal support](#). There are some videos that offer information on creating an account, verifying your account status and an overview of the Portal. You can find printable documents to help you navigate the Portal and an Annual Report User Guide! You can also reach out to us by phone at 1-800-424-2460, option 3 or email at accreditation.information@naeyc.org for more personalized support.

Bonus Tip!

Make sure that your contact information is up to date in the Portal! You can do this by logging in and selecting Contacts on the left side of the screen. The contact information listed is how we communicate with you, so if it isn't updated, you won't get your notifications. Need to update your contact information? Fill out a [Self Report](#) form and NAEYC staff will take care of it for you!