

Submitting Post Activity Filing Fee Payment in the AAST CEC Portal

Within 45 days after the completion of your activity, please complete the following steps to submit payment on your post activity filing fees in the CEC Portal. Without these documents and completion of all steps below including completed payment, AAST cannot issue CEC certificates to your participants.

1. Log in to your AAST educational account used to create the CEC application for the activity. To login, visit <https://www.aastweb.org/> and select “Continuing Education” and then “CEC Program” from the top navigation. Next, scroll down to the “Educational Providers” section on the CEC Program page, and select the hyperlink under “Current Providers.” Enter your login credentials.
2. Enter the name of your event into the Program Name field or use the Program Type, Date Range, or Status fields to find your activity Program ID. Please note you may have to scroll down the page to find this section. The Program ID is the unique identifier that is tied to the amount of approved CECs for your activity. Use the unique Program ID to locate your programs.

Program ID:

Program Name:

Program Type: All

Submission Date Range: MM/DD/YYYY to MM/DD/YYYY

Program Date Range: MM/DD/YYYY to MM/DD/YYYY

Status: My Inbox

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Program ID	Program Name	Program Type	Program Date	Educational Provider Name	Submission Date
A09164	13th Annual Sleep Disorders Conference	Education Provider Educational Program	4/10/2009	AAST	Approved

Please note: The AAST is only looking for the number of attendees claiming CECs. The fee calculated is based on the number of AAST members and AAST guests entered in your attendance upload so please ensure that you enter the correct number. If you have not submitted attendance yet, view the process document, [How to Report Post Activity Attendance in the CEC Portal](#). You may share [these instructions](#) with your participants for viewing certificates in the CEC portal.

Your filing fee calculates **\$5/AAST Member** and **\$10/AAST non-member** wishing to claim an AAST CEC Certificate. This number will match the number of attendees included in your attendance spreadsheet exactly. You should only report attendees for CECs, if they have completed all required steps to claim CECs including: completing any evaluations and quizzes that you require, submitting their filing fee to you (if collecting), and providing their AAST User ID.

Remember that the system will automatically calculate the filing fees owed based on the number of CEC attendees you entered. **Please remember, AAST will not collect CEC filing fees directly from your attendees. It is the responsibility of the activity organizer to collect filing fees from participants and submit to AAST. Do not instruct participants to pay or send checks to AAST individually.**

3. After 45 days, the CEC portal will initiate the Filing Fee payment and calculate payment based on the number of members and non-members uploaded against that course. Providers can also initiate this themselves by clicking the gear icon and selecting “Access Filing Fee.”

Please note, you cannot go back to the upload page once you have clicked the continue button so please ensure that you have uploaded all of the correct documents and entered the correct number of attendees claiming CECs.

4. The system will verify the member and non-member numbers. If these are blank, you have not uploaded your post activity attendance. Attest to completing attendance, and “Continue.”

UAT Testing Filing Fee: Review Attendance ✕

Please review the member and non-member counts below prior to proceeding to payment.

I attest that I have completed reporting attendance for this program*:

5. To pay the lump sum filing fees with a credit or debit card click the “Pay Fees” button.
 - a. Click “Pay by Check” to receive an automated invoice, payable by check only.
 - b. You may submit one check for the lump sum.

UAT Testing Filing Fee: Pay Filing Fee

Members Attended:

Non-members Attended:

Payment: Filing Fee*:

Title: Education Provider
 Online Learning/Webinar -
 Filing Fee
Amount: \$ 55.00

6. Once payment has been completed, AAST will issue certificates to your participants via the CEC portal within two weeks of payment processing (please allow time for checks to mail and process before inquiring). Please share [these instructions](#) with your participants for viewing certificates in the CEC portal.