



# How Do I Pay the APN Program Fee?

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Summary Learn about the AWS Partner Program fee and how to pay via your AWS account

## How do I pay the APN program fee?

The APN Program fee is billed to AWS Partners who are progressing to the Confirmed stage or higher of their AWS Partner Path. AWS Partners will be billed annually for as long as your company maintains the Confirmed or higher AWS Partner Path status. You will have 90 days to complete payment for the APN annual fee before being at risk for downgrade and having to confirm your AWS Partner Path status once more.

The Alliance Lead and Alliance Team users will be able to submit an upgrade form and enter the AWS account ID to receive the APN Program fee. We encourage your company's Alliance Lead and Alliance Team to keep a record of the AWS account ID used to receive this fee.

Your AWS Account identification number is an important value used to track your account information with AWS. Your AWS Account ID is found through your [AWS Console](#).

To obtain your AWS Account ID, please follow the steps below:

1. Sign into your [AWS Account](#)
2. Click your name located on the top right navigation pane
3. Select "Account"

Your AWS ID is the twelve digit number located underneath the Account Settings section.

*Note that AWS accounts and AWS Partner Central accounts are separate and may use different login credentials.*

## To pay the APN Program fee via your company's designated AWS account:

1. Log into your company's AWS account's [Billing and Cost Management console](#)
2. In the navigation pane, choose Payments
3. Select the invoice you want to pay in the Payments due table, and then choose Complete payment
4. On the Complete a payment page, your default payment method is selected if it is eligible for you to use to pay the invoice. If you want to use a different payment method or choose an eligible payment method, choose Change
5. Confirm that the summary matches what you want to pay, and choose Verify and pay
6. After your bank processes your payment, you're redirected to the Payments page

For the full details on making a payment in your AWS Billing console, please see [Making payments, checking unapplied funds, and viewing your payment history](#).

Once the APN Program fee is paid, the Alliance Lead will receive an email with a promotional credit code and instructions on how to redeem this in your company's AWS account. For AWS Promotional Credit terms and conditions please see the [AWS Credits](#) page.

If your AWS account is part of an AWS Organization, the APN Program fee will be billed to the Payer account. You may need to consult the Payer AWS account administrator to locate the APN Program and pay this invoice. See the [AWS Billing and Cost Management user guide](#) for more information on AWS account billing.

If your firm is based outside of the United States, there may be an additional cost based on the Value Added Tax (VAT) for your country. For more information on why AWS is required to charge VAT, review the [Amazon Web Services Tax Help](#) page.

No manual deductions will be made to fees to adjust for GST or VAT tax, as tax is not charged on invoices outside of applicable countries. Please reference the [AWS Partner Network Terms & Conditions](#) regarding the formal stance regarding this matter.

If you opt to cancel your AWS Partner Network membership, contact our team by opening a [case](#) in AWS Partner Central. Use the "APN Program Fee and Renewal" and then "Downgrade my APN Membership" picklist items to submit your case.

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