

ICN sites are permitted to charge up to \$12.50 per hour for use of the ICN site for actual hours of ICN time scheduled (exception: K-12 users or uses may not be charged for use of site between hours of 7:00 a.m. to 5:00 p.m., Monday - Friday). It is the responsibility of the site to bill the user of the site.

The room use fees are separate from the ICN line charges which are billed directly by ICN to the originator of the reservation.

Your school has the option to bill or waive the room use fees. These allowable room use fees were established to permit schools to recover “operating costs” directly related to providing the site such as utilities, equipment, maintenance, etc.

You must have a Login and Password.

1. Go to: <http://www.icnvoss.state.ia.us/tcreliance/login.jsp>
2. Enter your Username and Password as assigned by your regional scheduler.

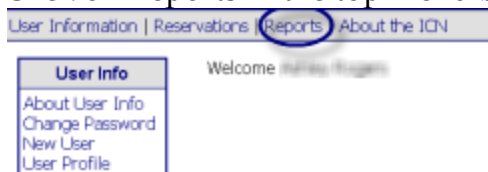
Please provide your access information:

User Name

Password

you do not have an account, you may log in with limited access using the guest login.

3. Click on Reports in the top menu bar.



4. Select Room Use Bill under the Report column.



5. Complete the Room Use Bill form.
 - a. Select REGION 10 for the Region.
 - b. Select K-12 for the Facility.
 - c. Enter your node number. If you don't know your node number, click on the Update Site List Button and choose your site from the drop down box.
 - d. Enter a Begin Date and an End date using the date format of: mmddyyyy
 - e. Click on the Generate Report button.

A screenshot of the 'Room Use Bill' form. The form has a title bar 'Room Use Bill'. Below the title bar, there is instructional text: 'Select a Region or Facility or enter a Site ID at the Site prompt. Leaving the Site prompt blank will report on all sites in the selected region and/or facility.' and 'Select the 'Update Site List' button to display a list of sites just for the Region and/or Facility selected.' and 'Leaving the Region or Facility blank will have the effect of selecting all.' The form contains three dropdown menus: 'Region:' with 'REGION 10' selected, 'Facility:' with 'K-12' selected, and 'Site:' with '457' selected. Below these are two date input fields: 'Begin Date:' with '01012009' and 'End Date:' with '01312009'. The 'Date Format: mmddyyyy' is displayed to the right of the date fields. At the bottom of the form are two buttons: 'Generate Report' and 'Update Site List'. The 'Region:', 'Facility:', 'Site:', 'Begin Date:', and 'End Date:' labels are circled in blue.

6. The Room Use Bill report will open in your browser window in the same format as the Schedule by Site. This can be printed, e-mailed or saved in various formats.
 - a. Most school districts have their own billing system, so the report page(s) could be given to the person who creates the invoices for your institution.

7. Remember, you are permitted to charge up to \$12.50 per hour for use of your ICN site for actual hours of ICN time scheduled (exception: K-12 users or K-12 uses may not be charged for use of site between hours of 7:00 a.m. to 5:00 p.m., Monday - Friday).
8. There are a couple of ways to determine if the ICN session is by a K-12 user or for a K-12 use.
 - a. Check the billing address to see if it is a K-12 school, IPTV or Department of Ed.
 - b. Check a Reservations Report to see the Audience.
9. To check the Reservations Report, go to the Report menu and click on the Reservations link under the Reports column.
 - a. Enter the Reservation Number and click on the Generate Report button. The Reservation Number can be found on the Room Use Bill. (It is listed as Res.#)

Reservations Report

I KNOW THE RESERVATION NUMBER, SKIP THE OTHER PROMPTS.

Reservation Number:

- b. In this case, K-12 Educators/ Administrators is listed in the Audience area, so you would not be able to bill. Other K-12 uses would include the Audience description of 9-12 Students or PK-8 Students.

Selection Criteria: Reservation: 540095

Reservation Number:		540095
Title:	Title IIB Grant	End Date: 01/06/2009
Start Date:	12/18/2008	Scheduler: Jan Robertson Region 10 Scheduler
Request Date:	12/17/2008	Phone: 319-398-5452 Fax: 319-398-5492
Requester:	Jan Robertson Region 10 Scheduler	Email: jan.robertson@kirkwood.edu
Phone:	319-398-5452	Participants: 20
E-Mail:	jan.robertson@kirkwood.edu	
Account Code:	41118008	
Description:	12/22 is make up date if needed. Kirkwood and Region 10 schools. Chris O'Brien	
Audience(s):	K-12 Educators/Administrators Postsecondary Educators/Admin	Subject(s): Meeting or Public Hearing

- c. Do not send a bill when "Test" is listed as the Reservation or class title.