



How to create Non-Group Account Invoices

- Once you have registered for NM EDGE classes at our Student Record and Enrollment Site (reg.nmedge.nmsu.edu), you will need to create and process an invoice for payment.
 - Follow the step-by-step instructions to create your invoice
 - Accepted forms of payment: Credit Card or Check
- After you have selected your NM EDGE classes, **CLICK** the “Submit Registration” button on the bottom right-hand corner to register:

 A screenshot of a web application window titled "Select Class". The window contains a form with the following elements:

- An "Options" section with a dropdown menu set to "August 6-10, 2018 - Level 1 & Level II Public Finance Classes (Aug 6-10, 2018)". Below the dropdown are two checkboxes: "Display Descriptions" and "Late Registration", both of which are unchecked.
- A section header: "August 6-10, 2018 - Level 1 & Level II Public Finance Classes".
- Dates: "8/6/2018-8/10/2018".
- A "Session #1" section with details: "Monday, August 06, 2018" and "1:00 PM - 4:00 PM".
- A course entry: "CPM 265 IT for Non-IT Users" with a "remove" button to its right.
- Course details: "Prerequisites: n/a", "Instructor: TBD", "Class Units: 1", "Capacity: 20", "Current enrollment count: 11", and "Current wait list: 0".
- A "Session #2" section which is currently empty.
- At the bottom right of the form, there are two buttons: "Submit Registration" and "Cancel". A blue arrow from the text above points directly to the "Submit Registration" button.

- After this, you will be taken to your Student Cart: Please confirm that the classes you registered for are checked and (if you are a new student) that the enrollment fee option is checked, as well.

Note: *There is a one-time enrollment fee for all new students. If you have previously paid the fee, that option is grayed out and unavailable.*

- At this point you will have 3 options for payment:
 - 1) **“Continue and Pay Later”** – CLICK this option to **enroll** for classes and **NOT GENERATE AN INVOICE**. (This option is available for students who are enrolled in a group account).
 - 2) **“Pay with Credit Card”** – CLICK this option to **generate** an invoice and to pay with a credit card immediately (a 2.85% transaction fee will be added). *Please refer to page 4 for more information regarding credit card purchases.*
 - 3) **“Pay with Check or Purchase Order”** – CLICK this option to **GENERATE AN INVOICE**.


**At this time, our system does not take Purchase Order numbers as a payment option. If you need to reference your Purchase Order number on your invoice, please email: lydherre@nmsu.edu with your PO and Invoice number.*

Student Cart

Barton, Chantel (13274)
Available Class Units: 0

Description	Qty.	Unit Price	Discount	Line Total
Registered Classes				
<input checked="" type="checkbox"/> CPM 265 – IT for Non-IT Users (August 6–10, 2018 – Level I & Level II Public Finance Classes, Albuquerque, NM)	1	\$75.00	\$0.00	\$75.00 F
<input checked="" type="checkbox"/> NMF 102A – Accounting II A: Fund Acc... (August 6–10, 2018 – Level I & Level II Public Finance Classes, Albuquerque, NM)	1	\$75.00	\$0.00	\$75.00 F
<input checked="" type="checkbox"/> NMF 102B – Accounting II B: HR Accou... (August 6–10, 2018 – Level I & Level II Public Finance Classes, Albuquerque, NM)	1	\$75.00	\$0.00	\$75.00 F
Additional Items				
<input checked="" type="checkbox"/> Enrollment Fee	1	\$50.00	\$0.00	\$50.00 F
<input type="checkbox"/> Class Unit	<input type="text" value="0"/>	\$75.00	\$0.00	\$0.00 F
Subtotal				\$275.00
Amount Discounted				\$0.00
Sales Tax				\$0.00
Total				\$275.00

Continue and Pay Later
Pay with Credit Card
Pay with Check or Purchase Order



4. Once you have clicked an option for payment, an invoice will automatically generate for your classes. Please verify that your name, address and classes are correct. If an error occurs, please email nmedge@nmsu.edu to request assistance.

Student Portal

Pay with Credit Card

Date: 07/10/2018
 Invoice #: 5799
 Customer #: CC000030835
 Status: *Unpaid*
 Terms: Net 30
 Void?

To:
 Chantel Barton
 Chantel Barton
 123 Education Road
 Albuquerque, NM 87111
 505-123-4567

Description	Qty.	Unit Price	Discount	Line Total
CPM 265 - IT for Non-IT Users (August 6-10, 2018 - Level 1 & Level II Public Finance Classes, Albuquerque, NM)	1	\$75.00	\$0.00	\$75.00 F
NMF 102A - Accounting II A: Fund Acc... (August 6-10, 2018 - Level 1 & Level II Public Finance Classes, Albuquerque, NM)	1	\$75.00	\$0.00	\$75.00 F
NMF 102B - Accounting II B: HR Accou... (August 6-10, 2018 - Level 1 & Level II Public Finance Classes, Albuquerque, NM)	1	\$75.00	\$0.00	\$75.00 F
Enrollment Fee	1	\$50.00	\$0.00	\$50.00 F
Subtotal				\$275.00
Amount Discounted				\$0.00
Sales Tax				\$0.00
Total				\$275.00
Payments				\$0.00
Balance Due				\$275.00

To ensure proper application of your payment send remittance to:
 NM EDGE
 NMSU Cooperative Extension Service
 MSC 3AE, P.O. 30003
 Las Cruces, NM 88003-8003

Requests for W-9 should be submitted directly to Purchasing@nmsu.edu.

Invoice Payments:
 Invoice has no payments.

Please note:

- 1) **Address:** The remittance address is shown on your invoice. To ensure that your payment is received, the **correct address** must be on your check or Purchase Order.
- 2) **W-9:** To request a W-9, please email afr@nmsu.edu.
- 3) **Errors:** It is possible to create multiple invoices for the same classes. If this occurs or if any changes need to be made to your invoice, please email: nmedge@nmsu.edu for assistance.
- 4) **Contact:** To contact NM EDGE with invoicing questions or concerns please email Lydia Duran lydherre@nmsu.edu or call (505) 224-4057.

If you choose to pay with a credit card, you will be directed to this screen as your invoice has now been created. To proceed with the credit card payment, Click the **Go to Emarkets** button.

NM EDGE Invoice

Student Portal

[Go To Emarkets](#)

Date: 07/27/2022

Invoice # 10017

Customer #: CC0006071S

Status: Pending

Terms: Net 30

Void?

To:

lydia i duran

lydia i duran

1448 peppoli lp se

rio rancho, nm 87124

(575)649-4993

Description

NMF 101A - Accounting I A. Key Conce... (August 2022 NM Public Finance Levels I and II, Zoom Live Online, NM)

NMF 101B - Accounting I B. Technical... (August 2022 NM Public Finance Levels I and II, Zoom Live Online, NM)

Enrollment Fee

Qty.	Unit Price	Discount	Line Total
1	\$75.00	\$0.00	\$75.00 F
1	\$75.00	\$0.00	\$75.00 F
1	\$50.00	\$0.00	\$50.00 F
			Subtotal \$200.00
			Amount Discounted \$0.00
			Sales Tax \$0.00
			Total \$200.00
			Payments \$0.00
			Balance Due \$200.00

To ensure proper application of your payment send remittance to:

NM EDGE


NMSU Cooperative Extension Service

MSC 3AE, P.O. 30003

Las Cruces, NM 88003-8003

Requests for W-9 should be submitted directly to af@nmsu.edu.

Select the number range of classes based on your invoice.


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BULK ITEMS DISCOUNTS

Items

1 - 4 Classes
\$75.00 [View details](#)

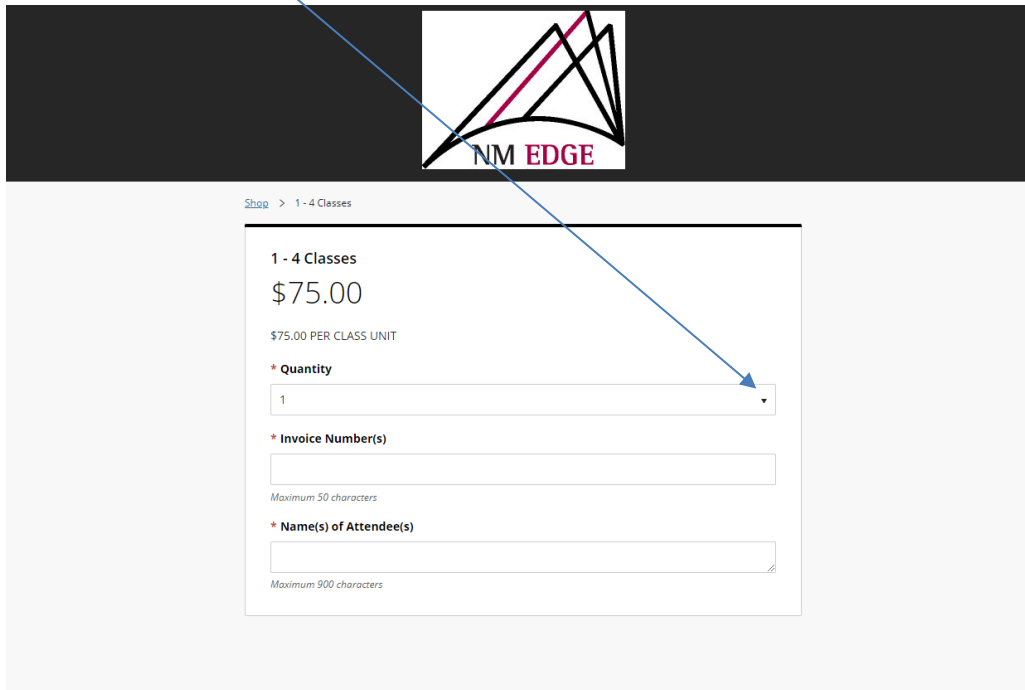
5 - 9 Classes
\$70.00 [View details](#)

10 - 14 Classes
\$65.00 [View details](#)

15 - 19 Classes
\$60.00 [View details](#)

20 - 24 Classes
\$55.00 [View details](#)

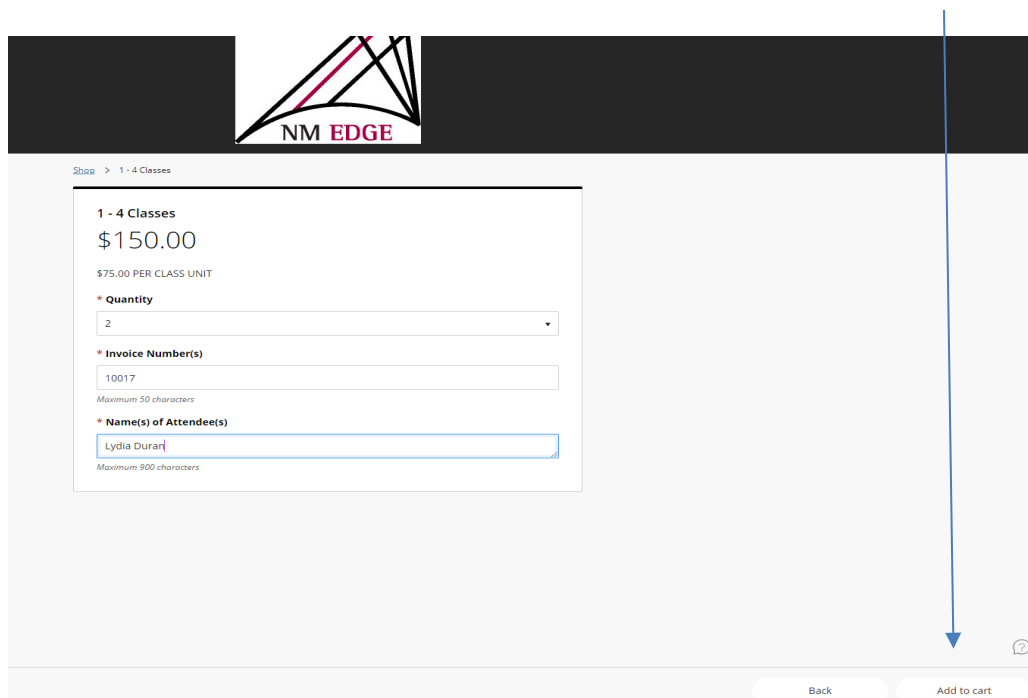
Click the down arrow under Quantity to select the exact number of classes noted on your invoice.



The screenshot shows the NM EDGE logo at the top. Below it, a breadcrumb trail reads "Shop > 1 - 4 Classes". The main form area contains the following information:

- 1 - 4 Classes
- \$75.00
- \$75.00 PER CLASS UNIT
- * Quantity: A dropdown menu with "1" selected and a down arrow.
- * Invoice Number(s): An empty text input field with a note "Maximum 50 characters" below it.
- * Name(s) of Attendee(s): An empty text input field with a note "Maximum 900 characters" below it.

Based on the quantity of classes entered, the total cost will appear. Type in your invoice number and the name(s) of attendees and then click **Add to Cart**.

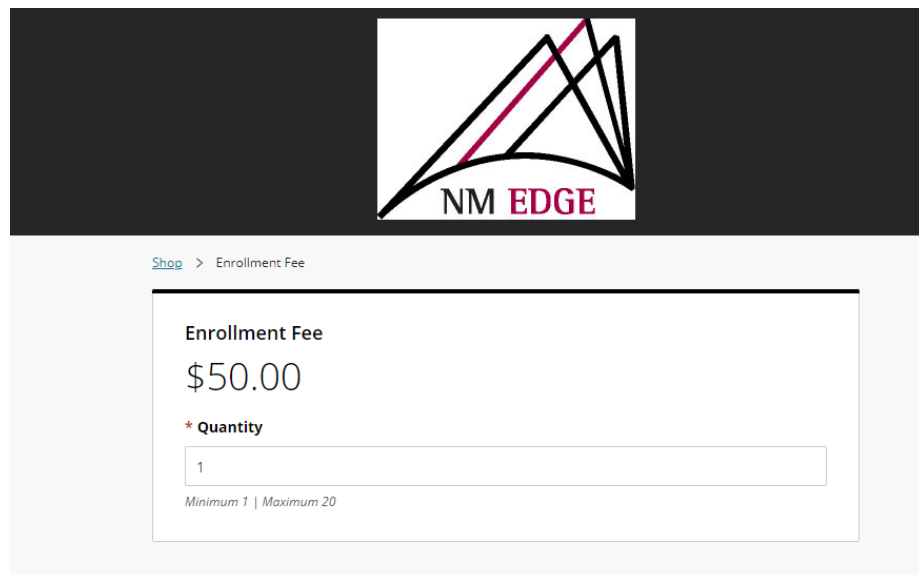


This screenshot shows the same form as the previous one, but with the following updates:

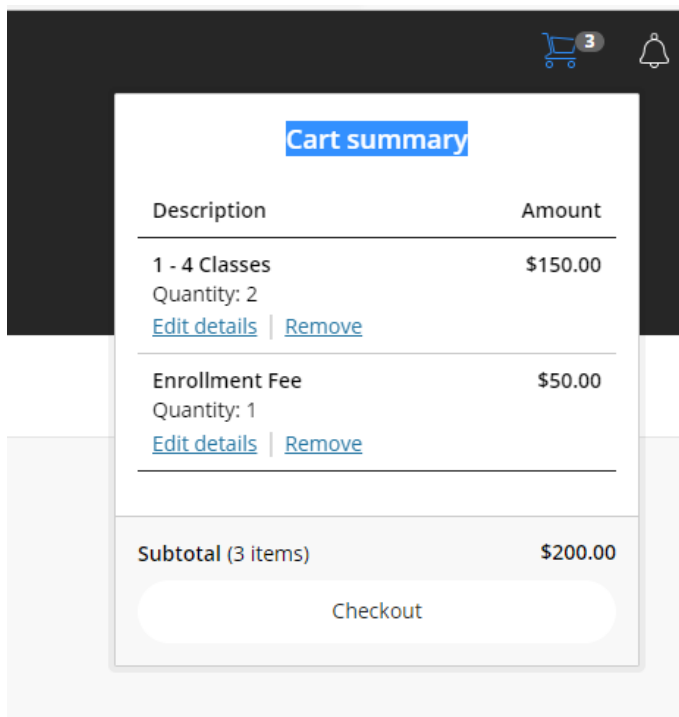
- Quantity: The dropdown menu now shows "2".
- Total Cost: The price has updated to \$150.00.
- Invoice Number(s): The field now contains "10017".
- Name(s) of Attendee(s): The field now contains "Lydia Duran".

At the bottom of the page, there are two buttons: "Back" and "Add to cart". A blue arrow points from the top of the page down to the "Add to cart" button.

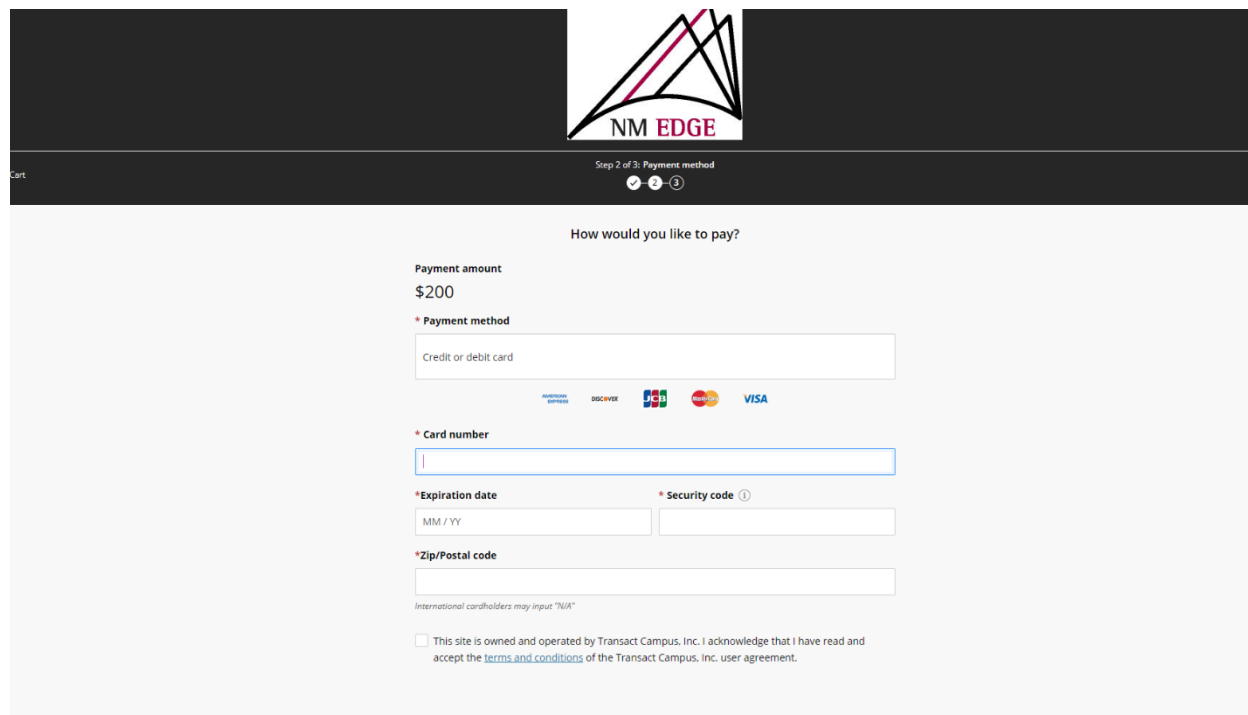
If you are a new student, a \$50 enrollment fee will automatically be added to your cart.



Click the shopping card icon located in the top right corner of the Emarkets window. Verify that everything looks correct and click **Checkout**.



You will then be asked to enter your credit or debit card information.



The screenshot shows the NM EDGE payment interface. At the top, the NM EDGE logo is displayed. Below the logo, the text "Step 2 of 3: Payment method" is visible, with a progress indicator showing three steps, the second of which is active. The main heading is "How would you like to pay?". The payment amount is listed as "\$200". Under the heading "* Payment method", there is a dropdown menu currently set to "Credit or debit card". Below this, logos for American Express, DISCOVER, and VISA are shown. The next section is "* Card number", followed by a text input field. Below that are two input fields: "* Expiration date" (MM / YY) and "* Security code" (with a help icon). The final section is "* Zip/Postal code" with a text input field. At the bottom, there is a checkbox and a disclaimer: "This site is owned and operated by Transact Campus, Inc. I acknowledge that I have read and accept the [terms and conditions](#) of the Transact Campus, Inc. user agreement."

NM EDGE will receive an email confirming the payment has been successfully applied and will update your invoice to **Paid**. If you wish to get a copy of the invoice reflecting that it has been paid, please email nmedge@nmsu.edu or lydherre@nmsu.edu to request one.

If you need help with the payment process, email lydherre@nmsu.edu or call (505) 224-4057.