NM EDGE
9 SUPER EASY STEPS
TO CREATE INDIVIDUAL INVOICES and PAY FOR YOUR CLASSES

1. Once you have registered for NM EDGE Classes, you will need to create and process an invoice for payment.
   - Follow these easy step by step instructions to create your invoice and submit to your employer for payment.
   - Payment is due within two weeks after completion of classes.

2. Select Purchasing & Invoicing (left hand side of the task bar)

3. CLICK on the Purchase Items option.

4. Enter the quantity of Class Units you would like to purchase.
   Note: The $50.00 Enrollment Fee is a ONE time enrollment fee for ALL new students, if you have previously paid the fee, that option is grayed out).

5. CLICK the Next button.
6. Select one of the three preferred method of payment options. 

Note: You will have an opportunity to review your order before checking out.
A FAST and EASY way to pay is by Credit Card however if you are not able to pay by credit card, then please make checks payable to NM EDGE and mail to the address listed on the invoice. Address may change from time to time, and sending payment to any other address may cause a delay.

7. CLICK the Next button.

8. Review your purchase to verify your order.
Then CLICK the Checkout button.

9. The next screen takes you to the INVOICE, It is now ready to PRINT for use to PROCESS your payment with your employer.

If you have any questions or would like any other assistance please call NM EDGE at (575) 646-4304.