



## How to create Non-Group Account Invoices

1. 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
2. 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 has a maroon header and a light gray background. It contains several sections: "Options" with a dropdown menu for "Select an Event" (currently showing "August 6-10, 2018 - Level 1 & Level II Public Finance Classes (Aug 6-10, 2018)"), two checkboxes for "Display Descriptions" and "Late Registration", and a section for "August 6-10, 2018 - Level 1 & Level II Public Finance Classes" with dates "8/6/2018-8/10/2018". Below this is "Session #1" with details: "Monday, August 06, 2018" and "1:00 PM - 4:00 PM". The course name is "CPM 265 IT for Non-IT Users" with a "remove" button. Other details include "Prerequisites: n/a", "Instructor: TBD", "Class Units: 1", "Capacity: 20", "Current enrollment count: 11", and "Current wait list: 0". At the bottom, there is a "Session #2" section and two buttons: "Submit Registration" and "Cancel". A blue arrow points from the text in step 2 to the "Submit Registration" button.

3. 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 (this is the most convenient option).
  - 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: [cbarton@nmsu.edu](mailto:cbarton@nmsu.edu) with your PO and Invoice number.*

**Student Cart**

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**Barton, Chantel (13274)**  
**Available Class Units: 0**

| Description  | Qty.                           | Unit Price | Discount | Line Total |
|--|--------------------------------|------------|----------|------------|
| <b>Registered Classes</b>  |                                |            |          |            |
| <input checked="" type="checkbox"/> 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  |
| <input checked="" type="checkbox"/> 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  |
| <input checked="" type="checkbox"/> 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  |
| <b>Additional Items</b>  |                                |            |          |            |
| <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   |
| <b>Subtotal</b>  |                                |            |          | \$275.00   |
| <b>Amount Discounted</b>   |                                |            |          | \$0.00     |
| <b>Sales Tax</b>   |                                |            |          | \$0.00     |
| <b>Total</b>   |                                |            |          | \$275.00   |

- 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](mailto: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 I & Level II Public Finance Classes, Albuquerque, NM)           | 1    | \$75.00    | \$0.00   | \$75.00 F  |
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| <b>Subtotal</b>  |      |            |          | \$275.00   |
| <b>Amount Discounted</b>   |      |            |          | \$0.00     |
| <b>Sales Tax</b>   |      |            |          | \$0.00     |
| <b>Total</b>   |      |            |          | \$275.00   |
| <b>Payments</b>  |      |            |          | \$0.00     |
| <b>Balance Due</b>   |      |            |          | \$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](mailto:Purchasing@nmsu.edu).

Invoice Payments:  
 Invoice has no payments.

**Please note:**

- 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.
- W-9: To request a W-9, please email [purchasing@nmsu.edu](mailto:purchasing@nmsu.edu).
- 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](mailto:nmedge@nmsu.edu) for assistance.
- Contact: To contact NM EDGE with invoicing questions or concerns please email Chantel Barton [cbarton@nmsu.edu](mailto:cbarton@nmsu.edu) or call (575) 646-0335.