



## 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, Check, or ACH
- After you have selected your NM EDGE classes, **CLICK** the “Submit Registration” button on the bottom right-hand corner to register:

- 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 2.95% 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: [nmedge@nmsu.edu](mailto:nmedge@nmsu.edu) with your PO and Invoice number.*

Student Cart					
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 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	
<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
<div style="display: flex; justify-content: flex-end; gap: 10px;"> <span>Continue and Pay Later</span> <span>Pay with Credit Card</span> <span>Pay with Check or Purchase Order</span> </div>					

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](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 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
<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:**

- 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](mailto: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](mailto:nmedge@nmsu.edu) for assistance.
- 4) **Contact:** To contact NM EDGE with invoicing questions or concerns please email [nmedge@nmsu.edu](mailto:nmedge@nmsu.edu) or call (505) 224-4058.

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 #: CC00006071S

Status: *Pending*

Terms: Net 30

Void?

To:

lydia l duran

lydia l 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
			<b>Subtotal</b> \$200.00
			<b>Amount Discounted</b> \$0.00
			<b>Sales Tax</b> \$0.00
			<b>Total</b> \$200.00
			<b>Payments</b> \$0.00
			<b>Balance Due</b> \$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 [afn@nmsu.edu](mailto:afn@nmsu.edu).

Select the range of classes based on your invoice.

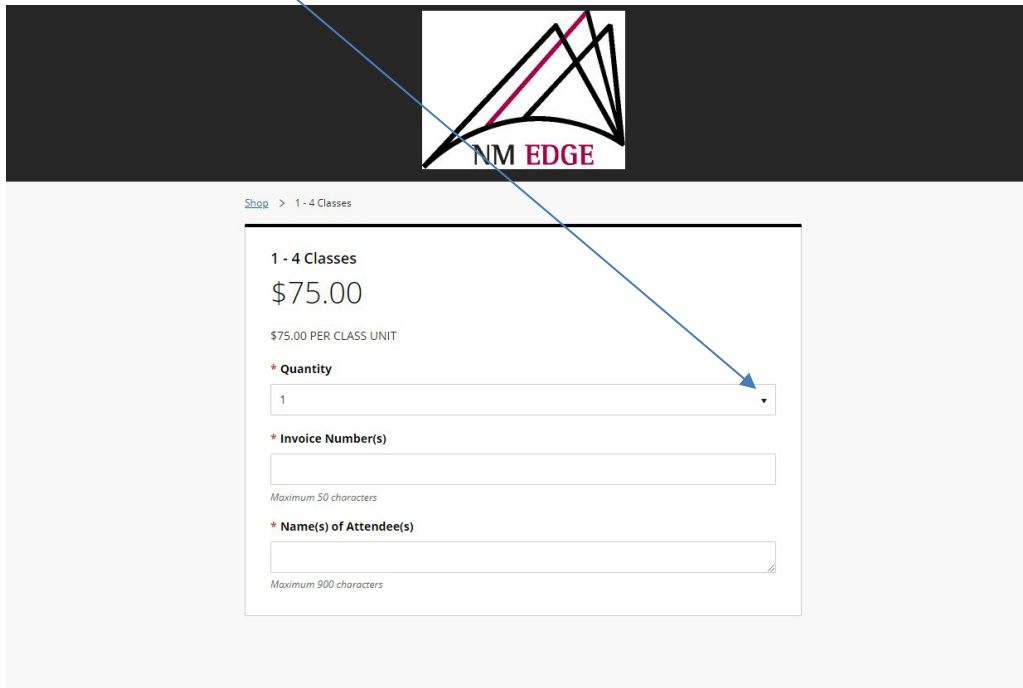


BULK ITEMS DISCOUNTS

Items

<p><b>1 - 4 Classes</b> \$75.00 <a href="#">View details</a></p>
<p><b>5 - 9 Classes</b> \$70.00 <a href="#">View details</a></p>
<p><b>10 - 14 Classes</b> \$65.00 <a href="#">View details</a></p>
<p><b>15 - 19 Classes</b> \$60.00 <a href="#">View details</a></p>
<p><b>20 - 24 Classes</b> \$55.00 <a href="#">View details</a></p>

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



Shop > 1 - 4 Classes

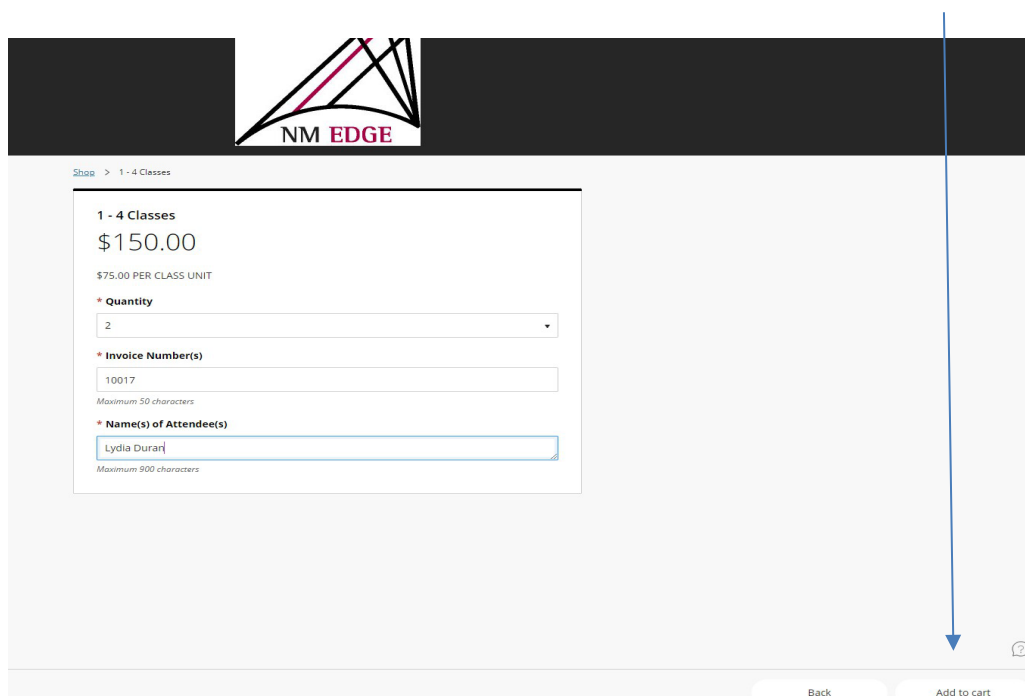
**1 - 4 Classes**  
\$75.00  
\$75.00 PER CLASS UNIT

\* **Quantity**  
1

\* **Invoice Number(s)**  
  
Maximum 50 characters

\* **Name(s) of Attendee(s)**  
  
Maximum 900 characters

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**.



Shop > 1 - 4 Classes

**1 - 4 Classes**  
\$150.00  
\$75.00 PER CLASS UNIT

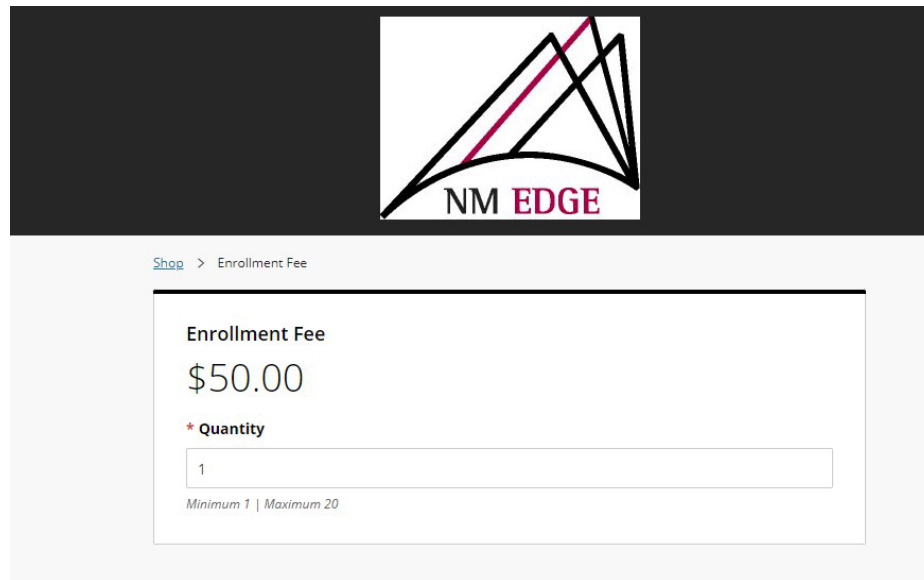
\* **Quantity**  
2

\* **Invoice Number(s)**  
10017  
Maximum 50 characters

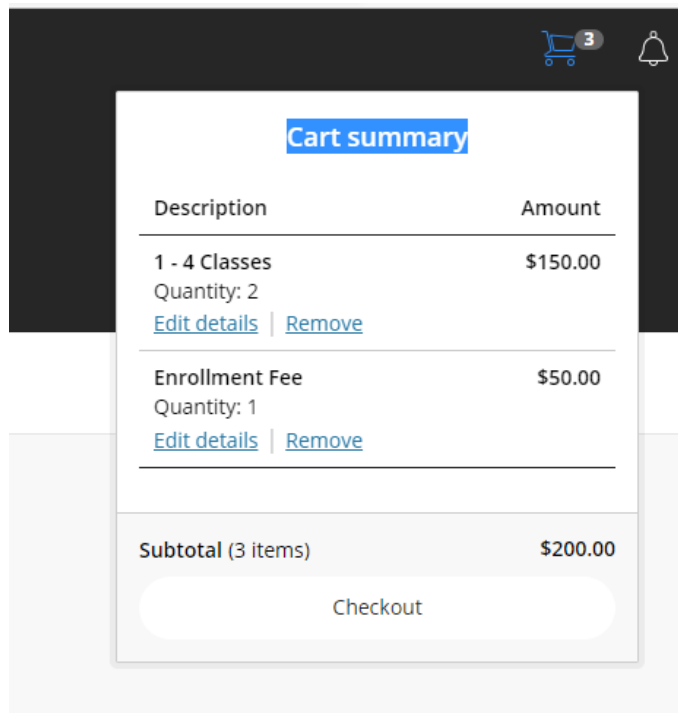
\* **Name(s) of Attendee(s)**  
Lydia Duran  
Maximum 900 characters

Back Add to cart

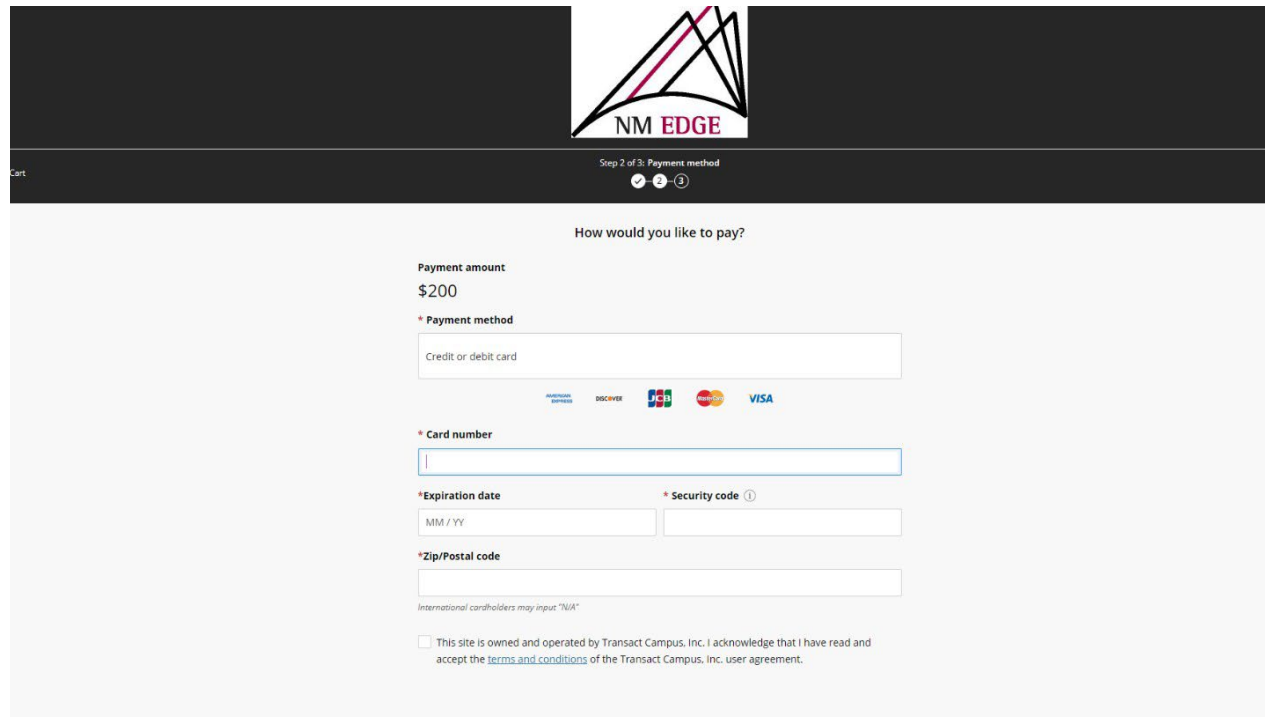
If you are a new student, a \$50 enrollment fee will automatically be added to your cart.



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. The main heading is "How would you like to pay?". The payment amount is \$200. The payment method is "Credit or debit card". Below this, there are logos for American Express, Discover, JCB, Mastercard, and Visa. The card number field is empty. The expiration date field is labeled "MM / YY" and is empty. The security code field is labeled "Security code" and is empty. The zip/postal code field is empty. A checkbox is present with the text "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**.

Copies of paid invoices will be emailed to you.

If you need help with the payment process, email [nmedge@nmsu.edu](mailto:nmedge@nmsu.edu) or call (505) 224-4057.