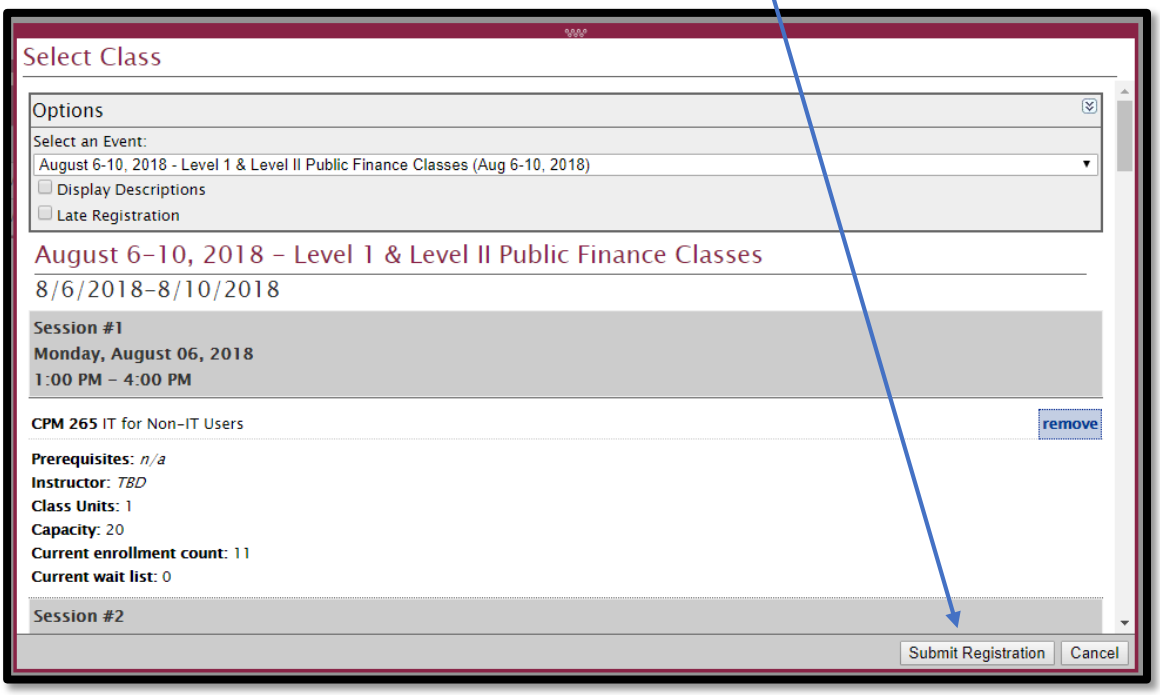
How to Create Non-Group Account Invoices

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, Check, or ACH

2. After you have selected your NM EDGE classes, **CLICK** the "Submit Registration" button on the bottom right-hand corner to register:



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).

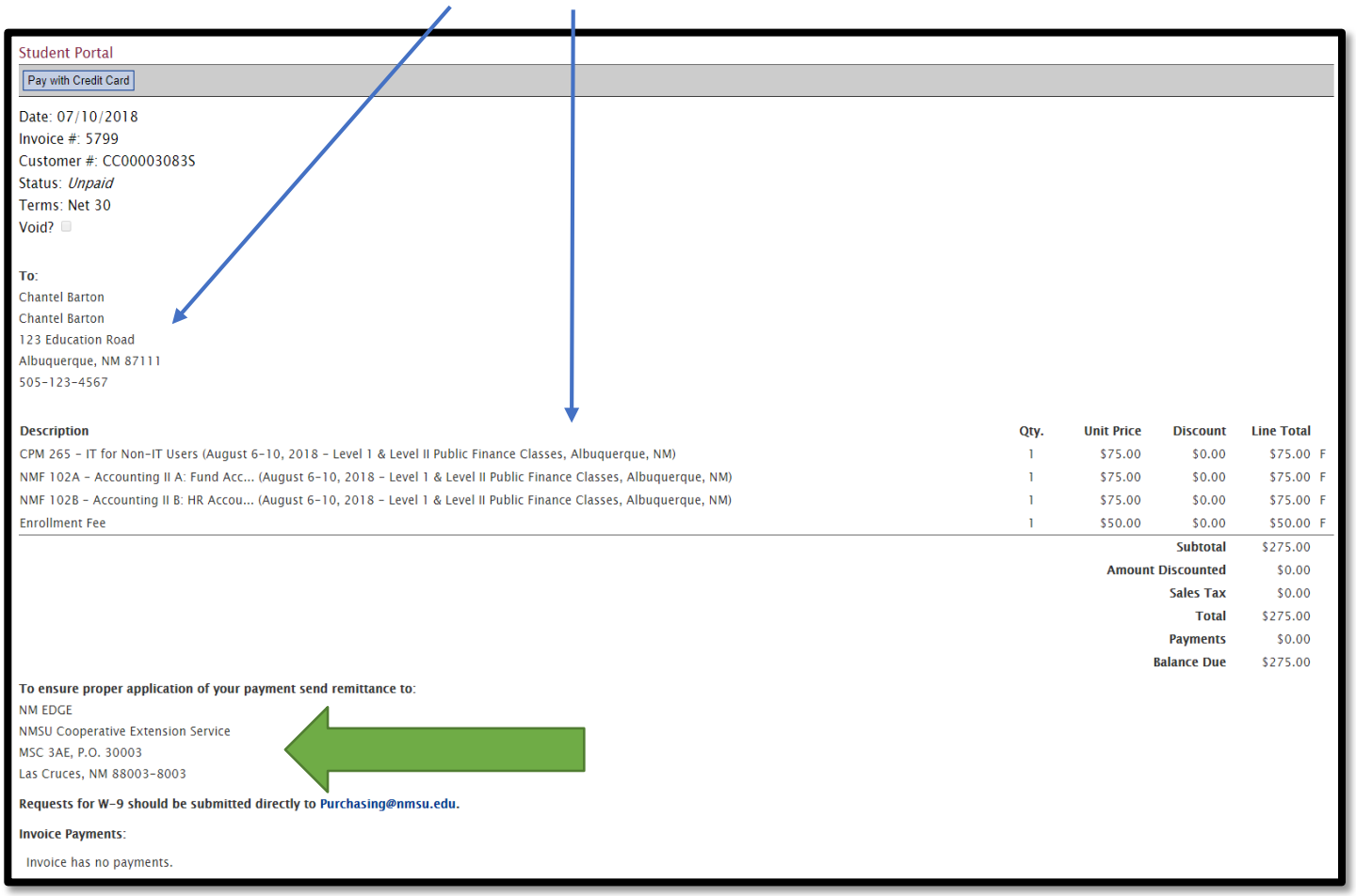
  2) "**Pay with Credit Card**" – CLICK this option to **generate** an invoice and to pay with a credit card immediately (a 2.95% transaction fee will be added). *Please refer to page 4 for more information regarding credit card purchases.*

  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 with your PO and Invoice number.*



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

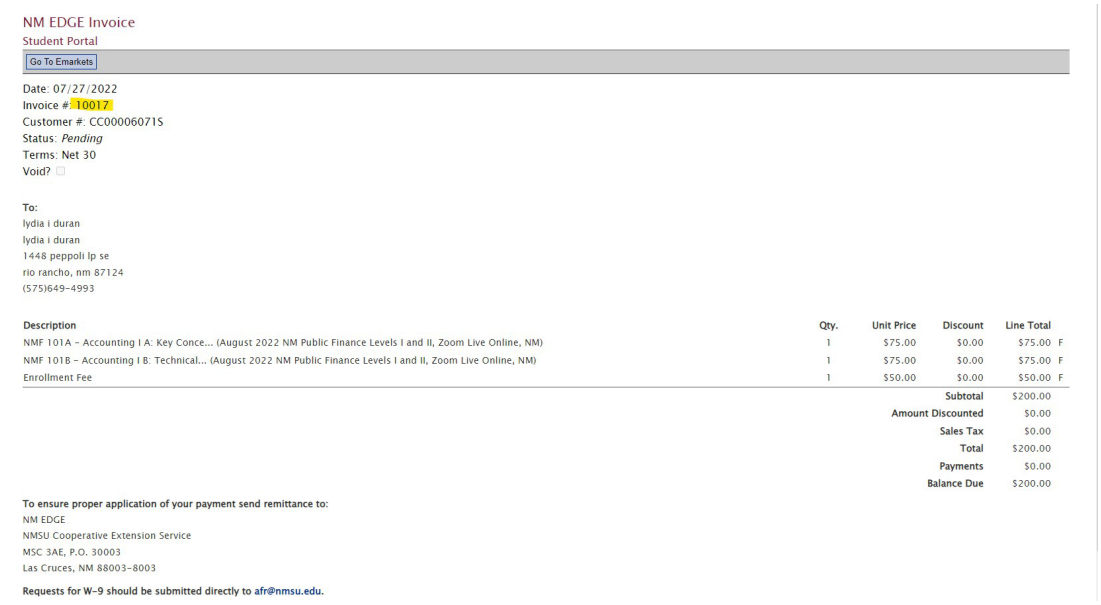
Requests for W-9 should be submitted directly to Purchasing@nmsu.edu.

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 agreen18@nmsu.edu or call (505) 224-4060.

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?

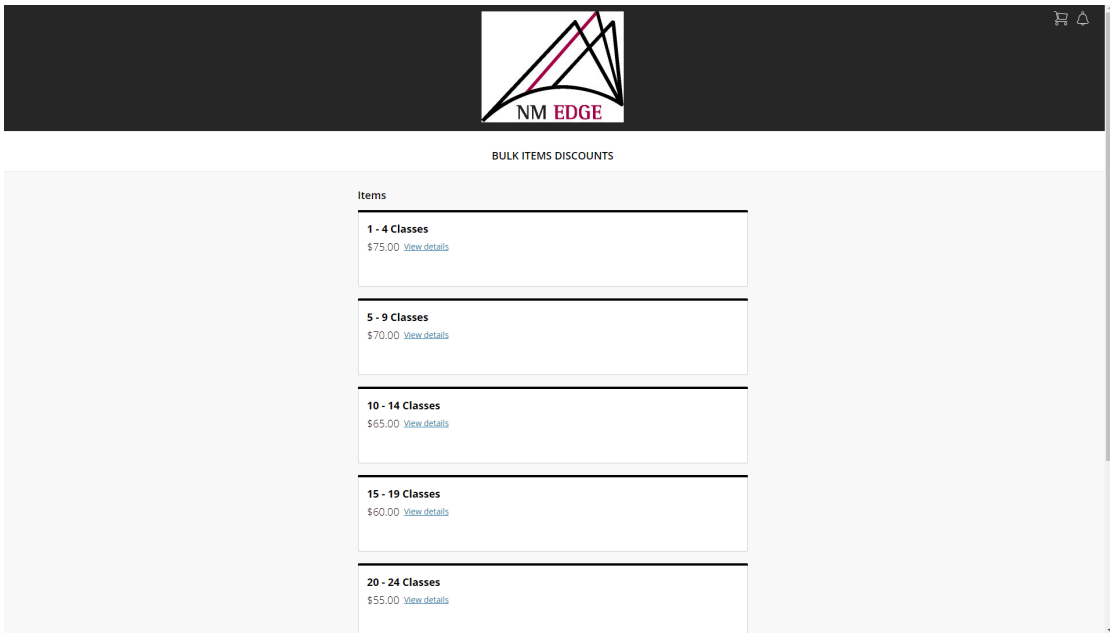
To:
lydia i duran
lydia i duran
1448 peppoli lp se
rio rancho, nm 87124
(575)649-4993

Description	Qty.	Unit Price	Discount	Line Total	
NMF 101A – Accounting I A: Key Conce... (August 2022 NM Public Finance Levels I and II, Zoom Live Online, NM)	1	$75.00	$0.00	$75.00	F
NMF 101B – Accounting I B: Technical... (August 2022 NM Public Finance Levels I and II, Zoom Live Online, NM)	1	$75.00	$0.00	$75.00	F
Enrollment Fee	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	

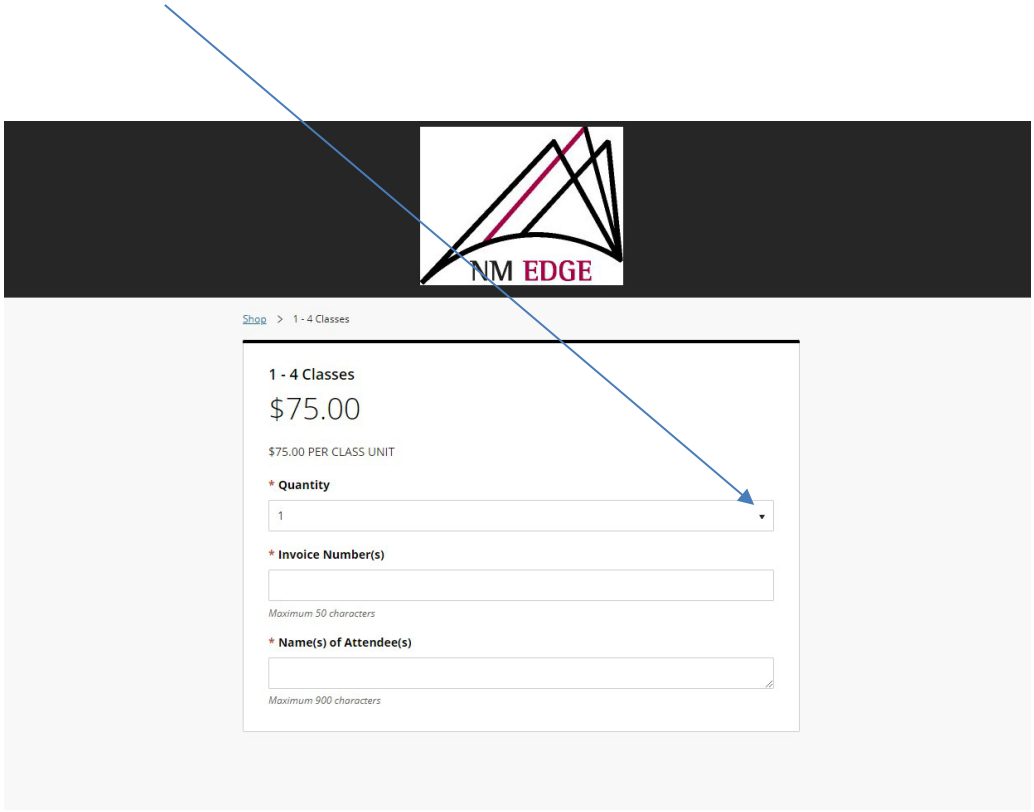
To ensure proper application of your payment send remittance to:
NM EDGE
NMSU Cooperative Extension Service
MSC 3AE, P.O. 30003
Las Cruces, NM 88003-8003

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

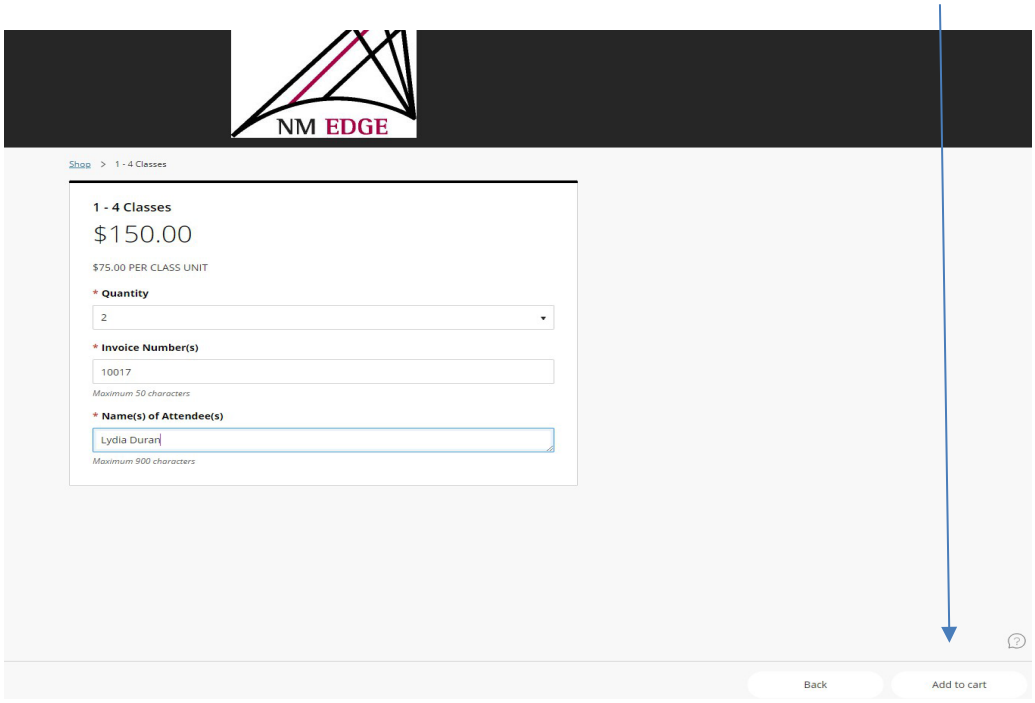
Select the range of classes based on your invoice.



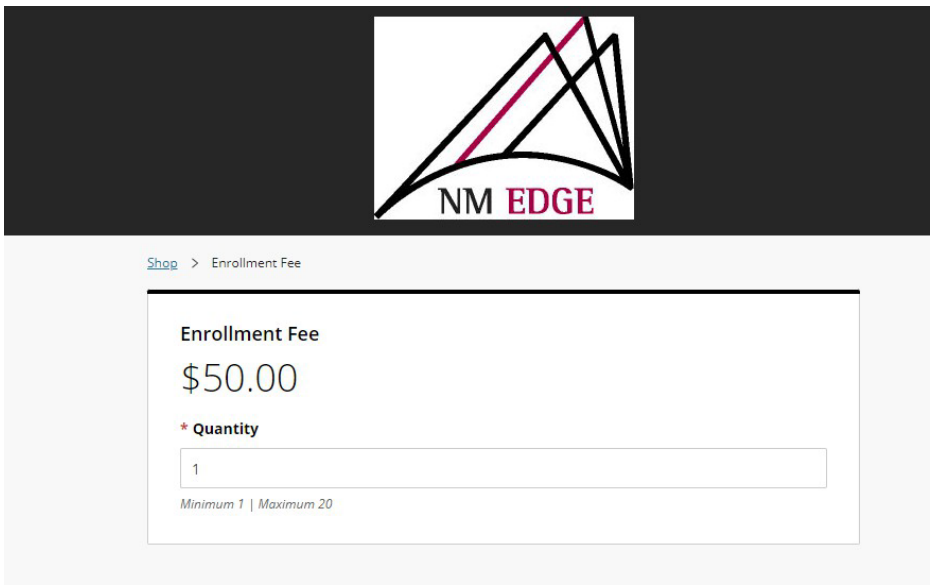
Click the down arrow under Quantity to select the exact number of classes noted on your invoice.



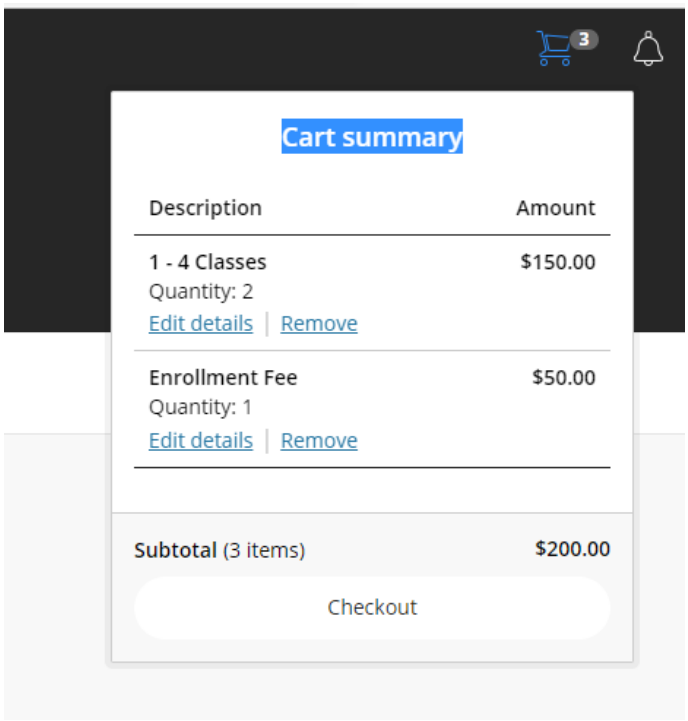
Based on the quantity of classes entered, the total cost will appear. Type in your invoice number and the name(s) of attendees and then click **Add to Cart**.



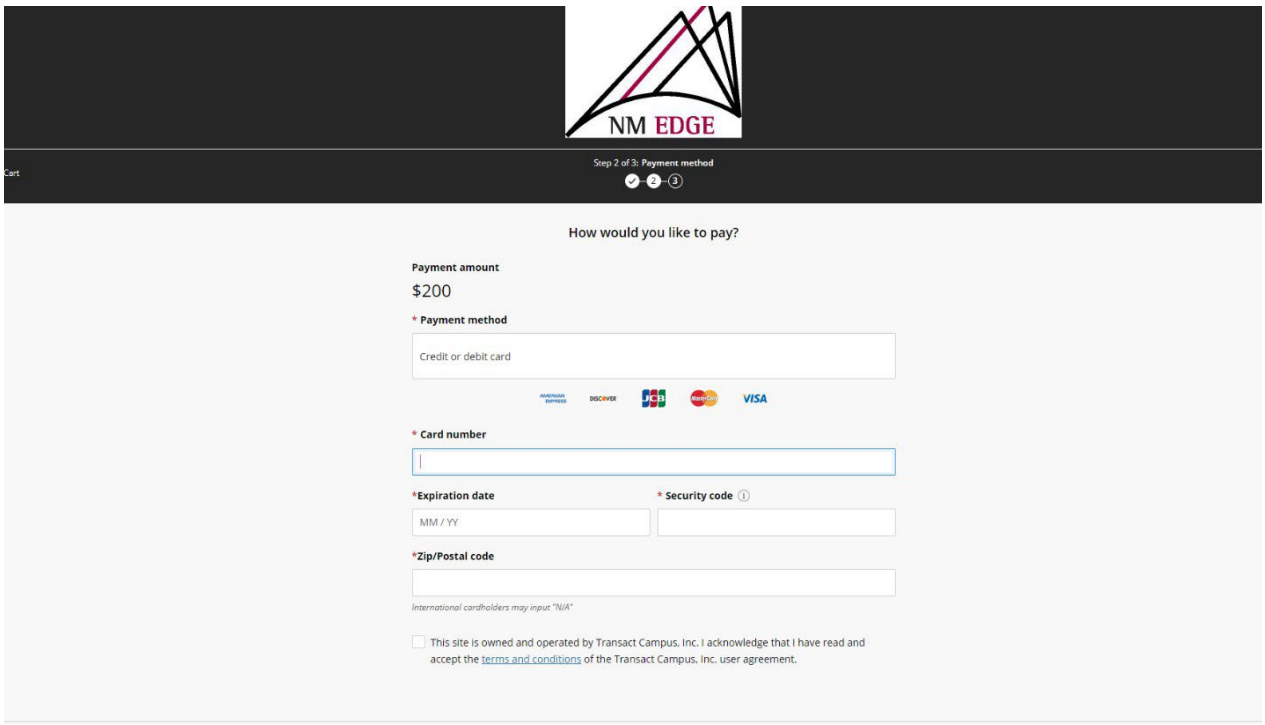
If you are a new student, a $50 enrollment fee will automatically be added to your cart.



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.



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 agreen18@nmsu.edu or call (505) 224-4057.