



NM EDGE Payment Options

NM EDGE offer the following three payment options:

- 1. Payment by Check** – If you are paying by check, please make certain the check is made out to NM EDGE and includes the invoice number. The remittance address below should also be included on your check to ensure payment is received.

NM EDGE
NMSU Cooperative Extension Service
MSC 3AE, P.O. 30003
Las Cruces, NM 88003-8003

- 2. Payment with a Purchase Order** – Purchase orders created by your entity are not final payment. Once you have submitted your invoice to your entity, they may use the purchase order in place to make a payment to NM EDGE/NMSU Cooperative Extension Service.

Please note:

- **Address:** The remittance address is also 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 afn@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 for assistance.
- **Contact:** To contact NM EDGE with invoicing questions or concerns please email nmedge@nmsu.edu or call (505) 224-4057.

- 3. Payment with a Credit Card** – 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. Please be aware that there is a **2.95% service charge** to pay via credit card. This service charge is **non-refundable**.

NM EDGE Invoice
 Student Portal
[Go To Emarkets](#)

Date: 07/27/2022
 Invoice #: 10017
 Customer #: CC000060715
 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

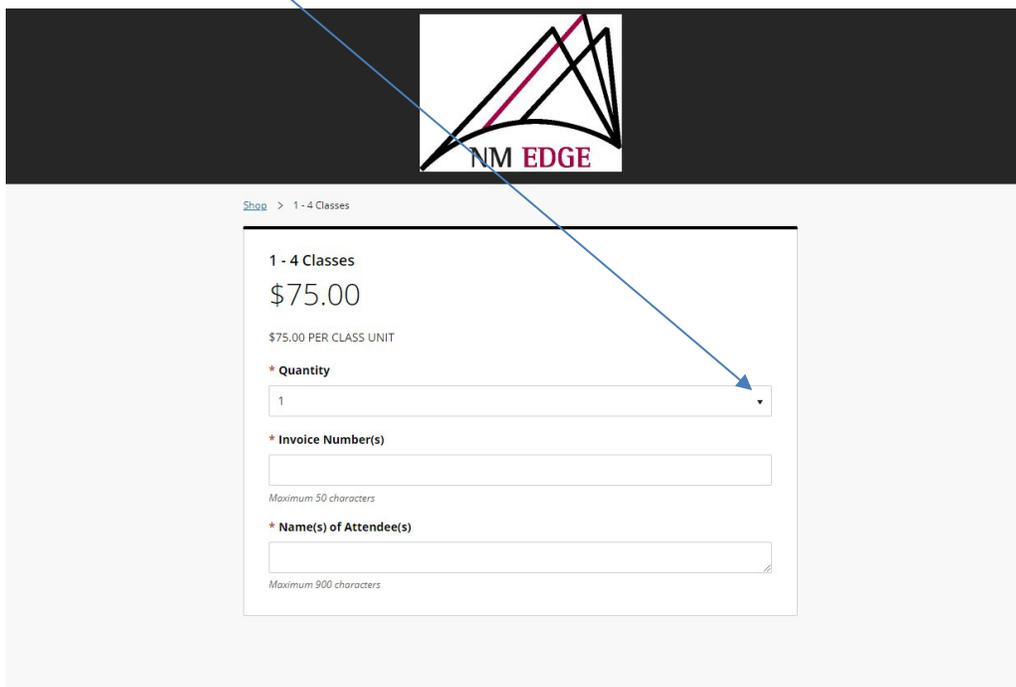
To ensure proper application of your payment send remittance to:
 NM EDGE
 NMSU Cooperative Extension Service
 MSC 3AE, P.O. 30003
 Las Cruces, NM 88003-8003
 Requests for W-9 should be submitted directly to afr@nmsu.edu.

Select the number range of classes based on your invoice.

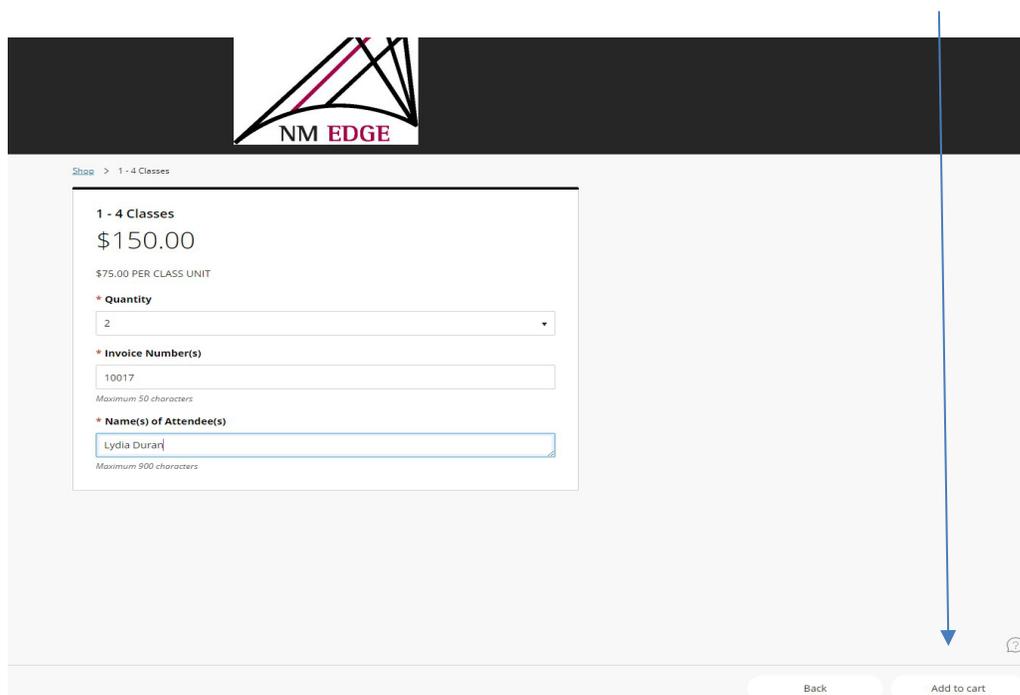
The screenshot shows the NM EDGE logo at the top. Below it, the heading "BULK ITEMS DISCOUNTS" is centered. Underneath, there is a section titled "Items" containing a list of discount options for different class ranges:

- 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](#)

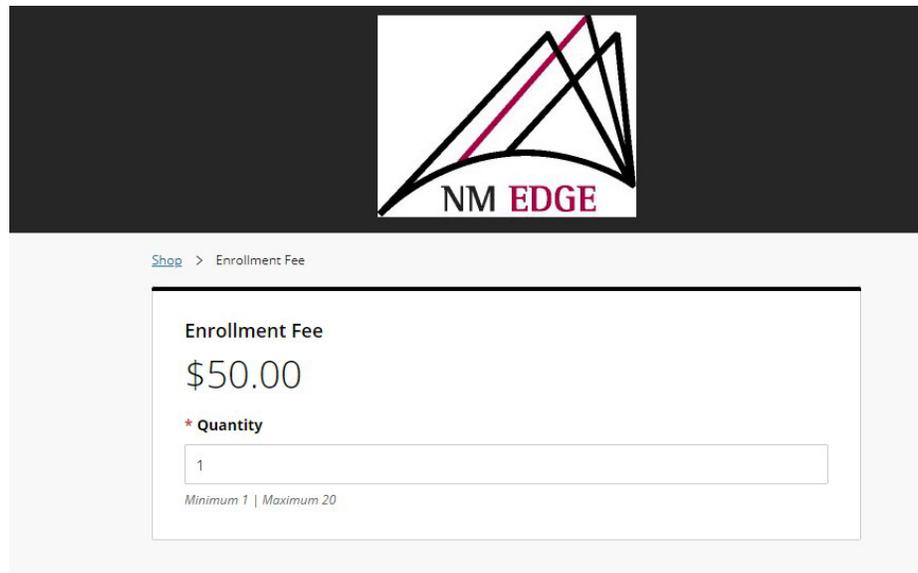
Click the down arrow under Quantity to select the exact number of classes noted on your invoice.



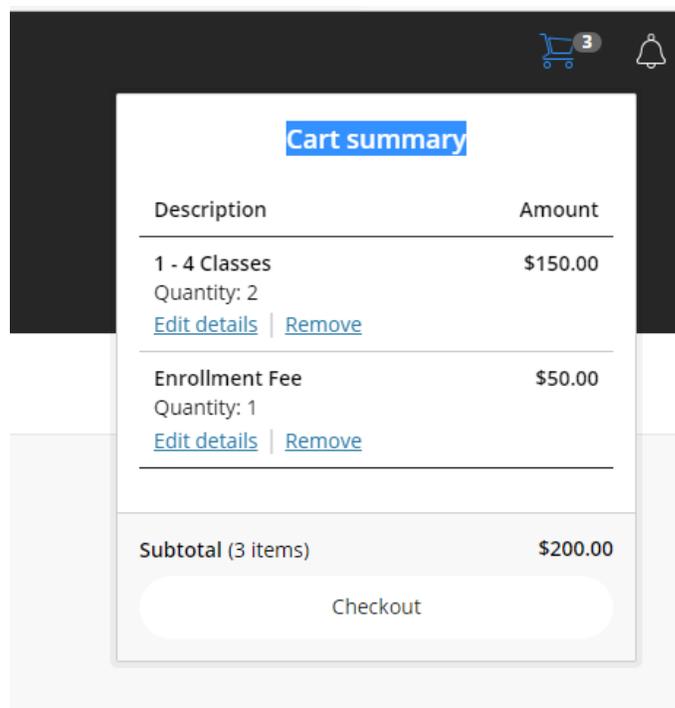
Based on the quantity of classes entered, the total cost will appear. Type in your invoice number and the name(s) of attendees and then click **Add to Cart**.



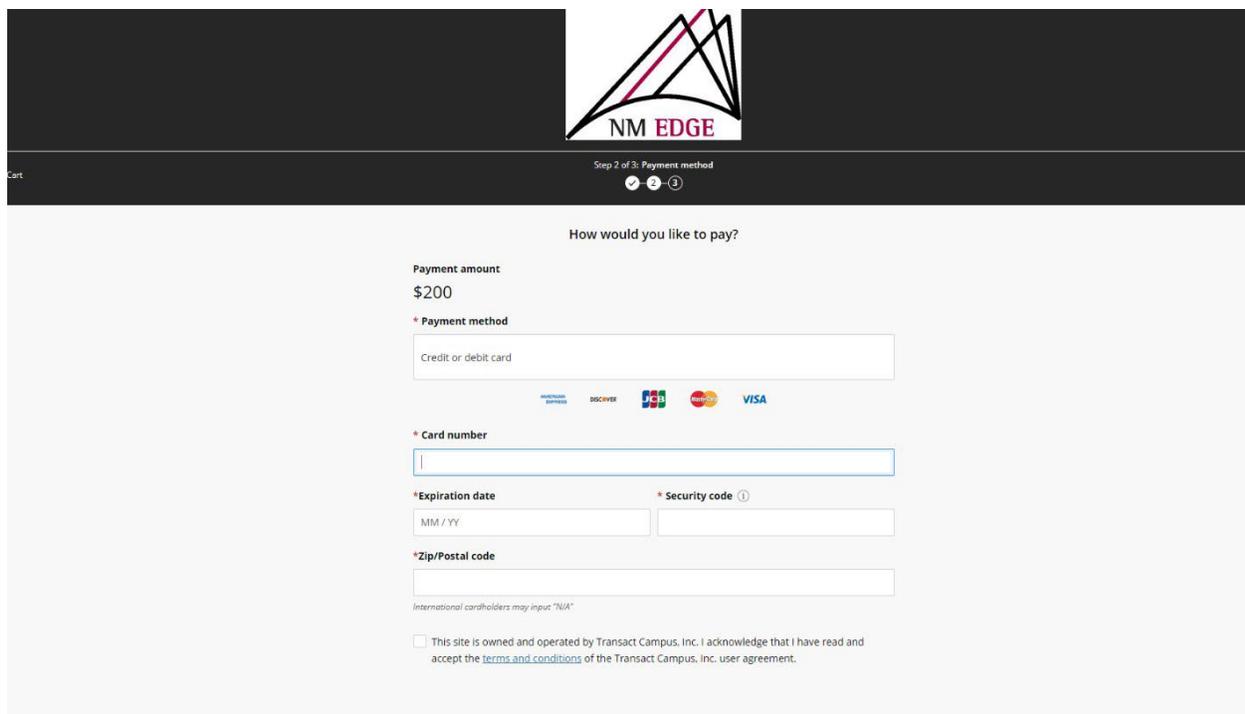
If you are a new student, a \$50 enrollment fee will automatically be added to your cart.



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.



The screenshot shows the NM EDGE payment interface. At the top, there is a black header with the NM EDGE logo on the right and a progress indicator in the center showing 'Step 2 of 3: Payment method' with three steps, the second of which is active. Below the header, the main content area is light gray and contains the following elements:

- How would you like to pay?**
- Payment amount:** \$200
- * Payment method:** A dropdown menu currently showing 'Credit or debit card'. Below it are logos for American Express, Discover, DCB, MasterCard, and VISA.
- * Card number:** A text input field.
- * Expiration date:** A text input field with 'MM / YY' placeholder.
- * Security code:** A text input field with a help icon.
- * Zip/Postal code:** A text input field.
- International cardholders may input "N/A"
- 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 agreen18@nmsu.edu or call (505) 224-4057.

