

NM EDGE

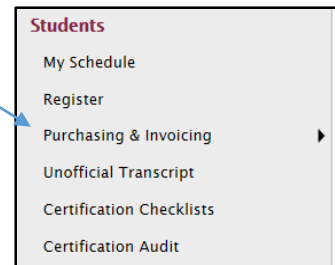
9 SUPER EASY STEPS

TO CREATE INDIVIDUAL INVOICES and PAY FOR YOUR CLASSES

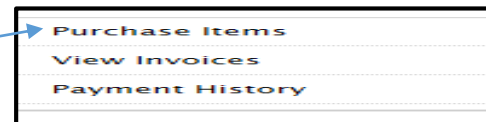
1. Once you have registered for NM EDGE Classes, you will need to create and process an invoice for payment.

- 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).

A screenshot of a web application form titled "Purchase Class Coupons" under the "Student Portal". It includes a "View Price Schedule" link and a table for items. A blue arrow points to the "Quantity" column of the table.

ItemName	UnitPrice	Quantity
Class Unit	\$75.00	0
Enrollment Fee	\$50.00	0

Next

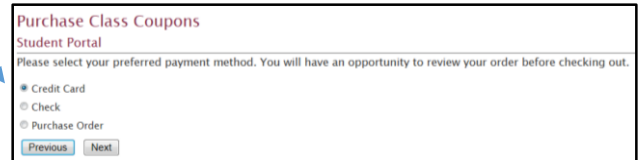
5. CLICK the **Next** button.

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.



Purchase Class Coupons
Student Portal
Please select your preferred payment method. You will have an opportunity to review your order before checking out.

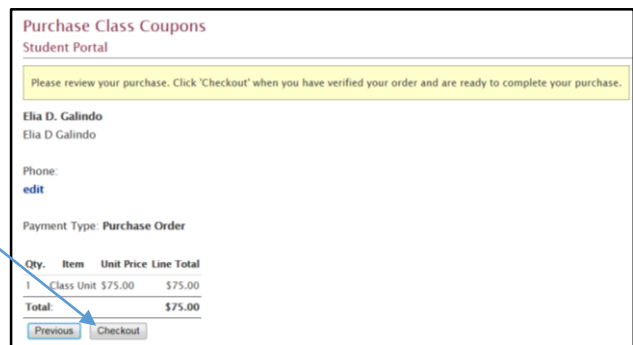
Credit Card
 Check
 Purchase Order

[Previous](#) [Next](#)

7. CLICK the *Next* button.

8. Review your purchase to verify your order.

Then CLICK the *Checkout* button.



Purchase Class Coupons
Student Portal

Please review your purchase. Click 'Checkout' when you have verified your order and are ready to complete your purchase.

Elia D. Galindo
Elia D Galindo

Phone:
[edit](#)

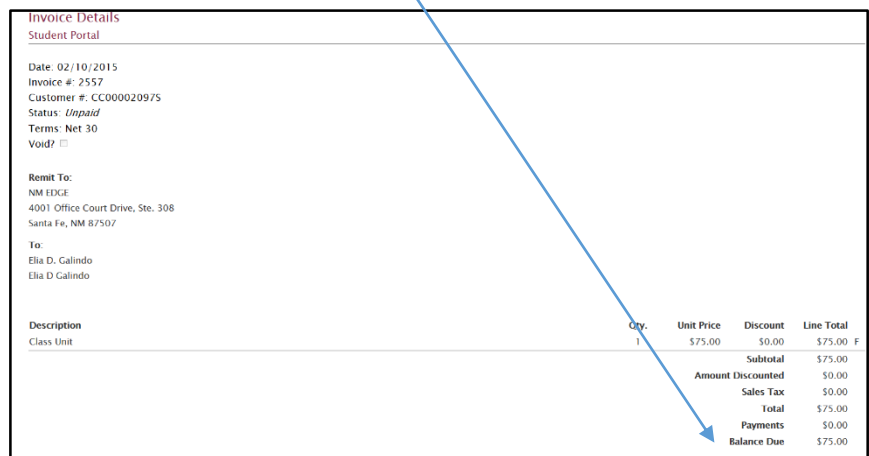
Payment Type: Purchase Order

Qty.	Item	Unit Price	Line Total
1	Class Unit	\$75.00	\$75.00
Total:			\$75.00

[Previous](#) [Checkout](#)

9. The next screen takes you to the *INVOICE*,

It is now ready to *PRINT* for use to *PROCESS your payment* with your employer.



Invoice Details
Student Portal

Date: 02/10/2015
Invoice #: 2557
Customer #: CC000020975
Status: *Unpaid*
Terms: Net 30
Void?

Remit To:
NM EDGE
4001 Office Court Drive, Ste. 308
Santa Fe, NM 87507

To:
Elia D. Galindo
Elia D Galindo

Description	Qty.	Unit Price	Discount	Line Total
Class Unit	1	\$75.00	\$0.00	\$75.00
Subtotal				\$75.00
Amount Discounted				\$0.00
Sales Tax				\$0.00
Total				\$75.00
Payments				\$0.00
Balance Due				\$75.00

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