



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 afr@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) 224-4060.

- 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

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
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 afn@nmsu.edu.

Select the number of classes based on your invoice.



BULK ITEMS DISCOUNTS

Items

1 - 4 Classes
 \$75.00 [View details](#)

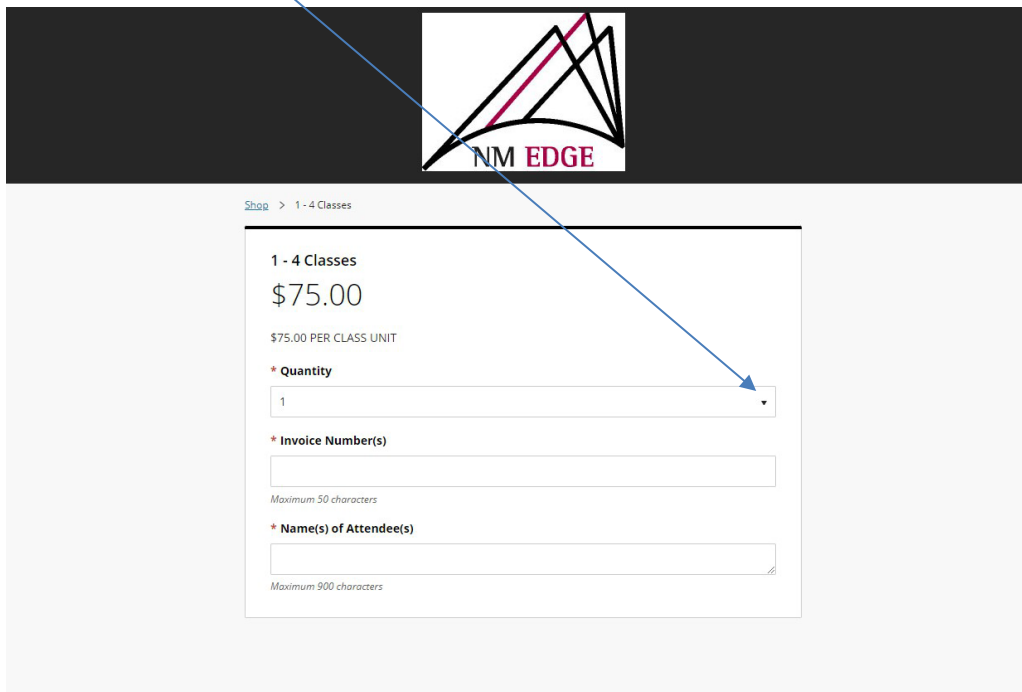
5 - 9 Classes
 \$70.00 [View details](#)

10 - 14 Classes
 \$65.00 [View details](#)

15 - 19 Classes
 \$60.00 [View details](#)

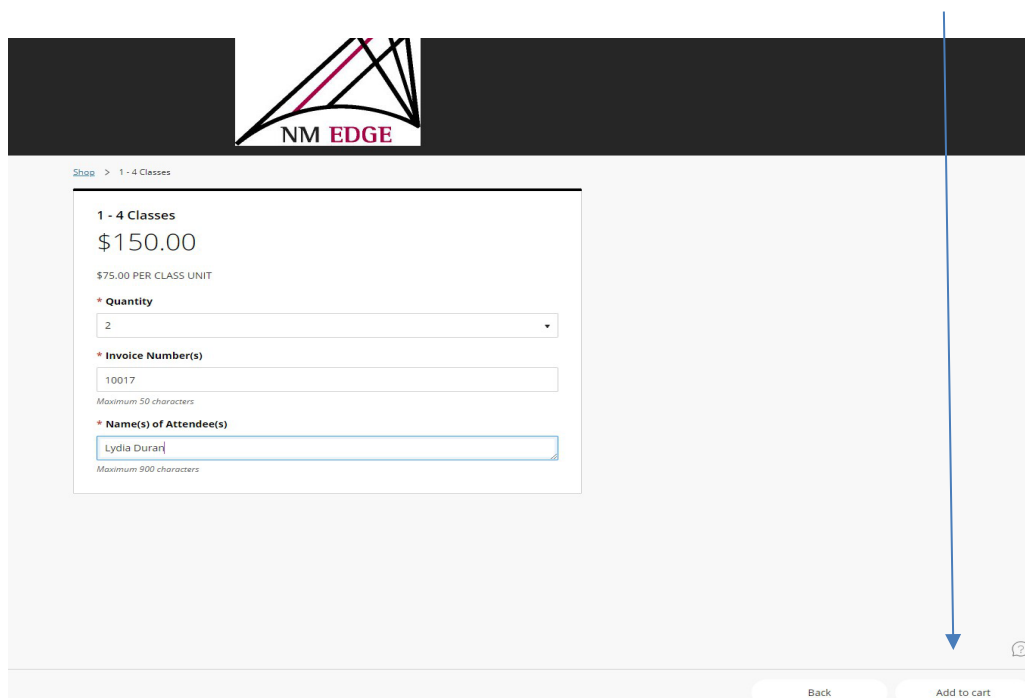
20 - 24 Classes
 \$55.00 [View details](#)

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



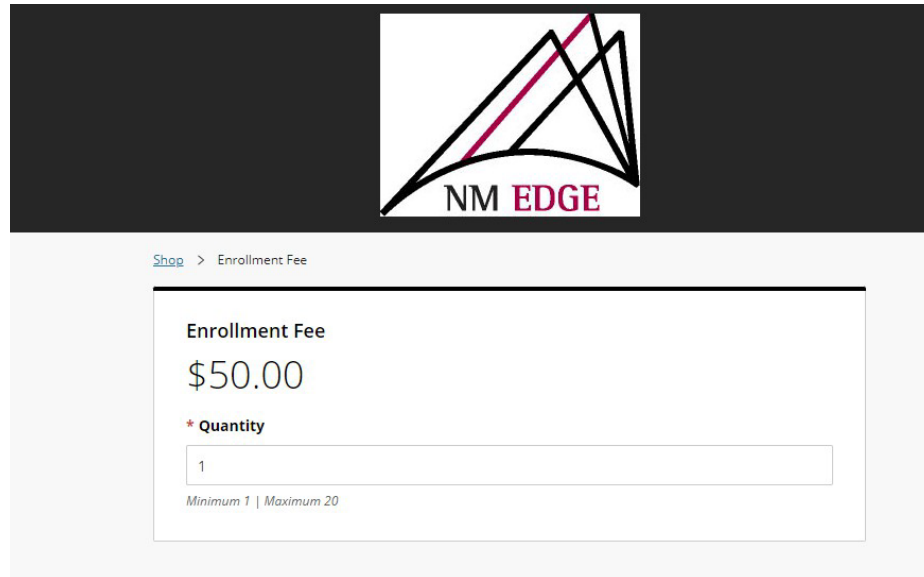
The screenshot shows the NM EDGE website header with the logo. Below the header, the breadcrumb trail reads "Shop > 1 - 4 Classes". The main form area is titled "1 - 4 Classes" and displays a price of "\$75.00" with a unit price of "\$75.00 PER CLASS UNIT". The "Quantity" dropdown menu is set to "1", and a blue arrow points to its down arrow. Below the quantity field are input fields for "Invoice Number(s)" (with a "Maximum 50 characters" limit) and "Name(s) of Attendee(s)" (with a "Maximum 900 characters" limit).

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**.

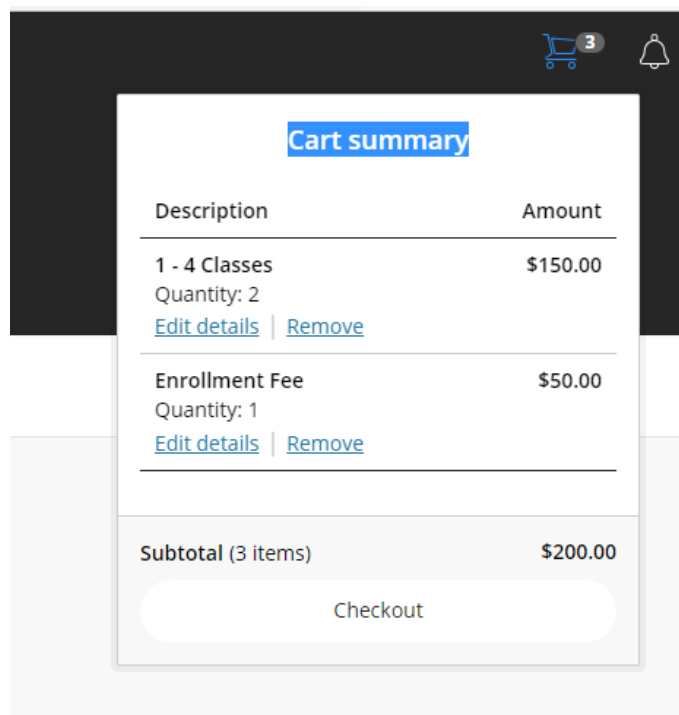


The screenshot shows the same NM EDGE website form, but with updated values. The "Quantity" dropdown is now set to "2", and the total cost has increased to "\$150.00". The "Invoice Number(s)" field now contains "10017", and the "Name(s) of Attendee(s)" field contains "Lydia Duran". A blue arrow points to the "Add to cart" button at the bottom right of the form. The "Back" button is also visible next to it.

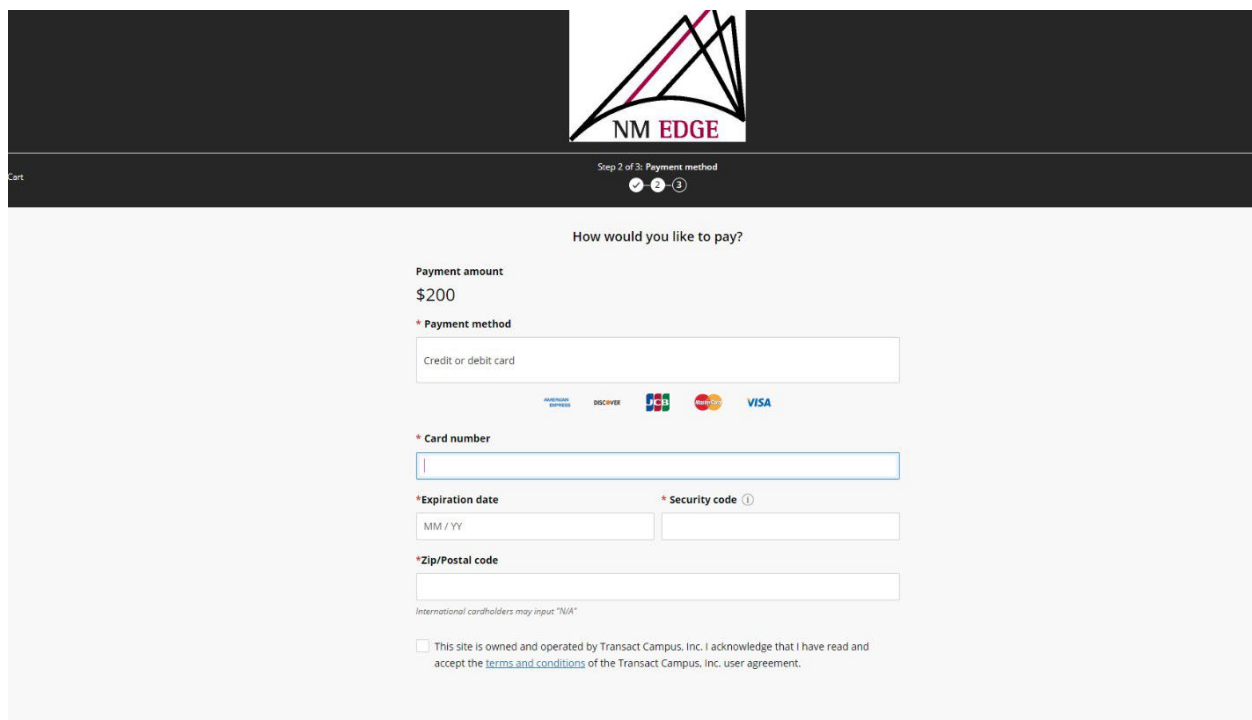
If you are a new student, a \$50 enrollment fee will automatically be added to your cart.



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 displays the NM EDGE payment interface. At the top, the NM EDGE logo is centered. Below it, a progress bar indicates 'Step 2 of 3: Payment method', with the second step highlighted. The main heading is 'How would you like to pay?'. The 'Payment amount' is listed as '\$200'. Under the '* Payment method' section, there is a dropdown menu currently set to 'Credit or debit card'. Below this, logos for American Express, Discover, DCH, Mastercard, and Visa are shown. The '* Card number' field is a large text input box. The '* Expiration date' field is labeled 'MM / YY' and the '* Security code' field is labeled with a circled '1'. The '* Zip/Postal code' field is another text input box. At the bottom, a checkbox is followed by 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.' A small note below the checkbox states: 'International cardholders may input "N/A"'.

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) 224-4060.

