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
   11024 Montgomery Blvd NE
   PMB 300
   Albuquerque, NM 87111

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. Please use address listed above
- 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: 05/14/2025
Invoice #: 15842
Customer #: CC00006814S
Status: *Pending*
Terms: Net 30
Void?

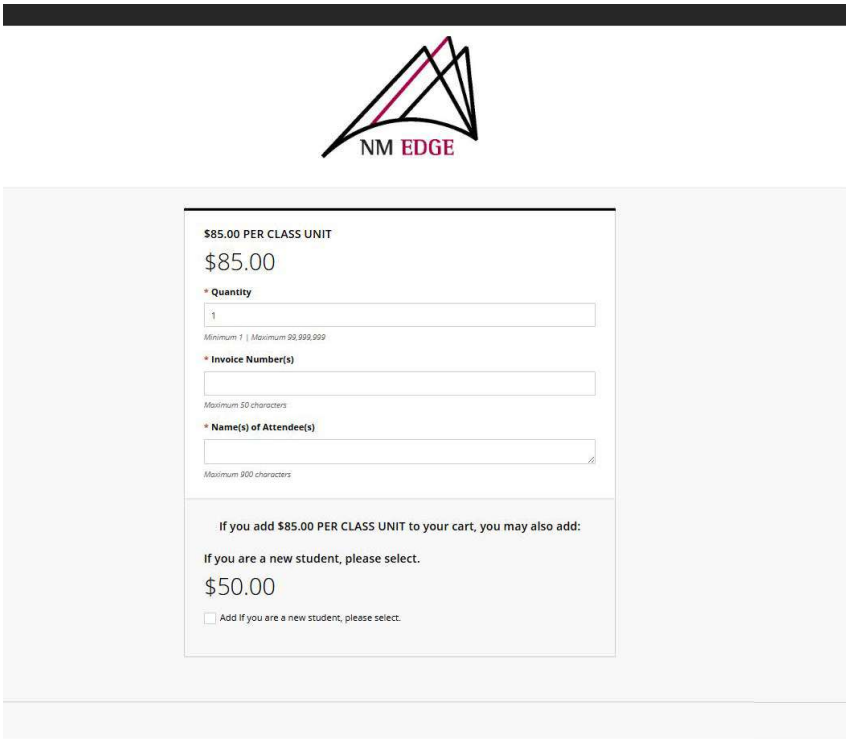
To:
Annabell Greenfield
Annabell Greenfield
MSC 3AE, P.O. 30003
Las Cruces, NM 88003-8003

Description	Qty.	Unit Price	Discount	Line Total	
CPM 141 – Public Finance (MARCH 2025 HONING, Live Online via Zoom, NM)	1	$85.00	$0.00	$85.00	F
CPM 124 – Grant Writing I– Federal ... (MARCH 2025 HONING, Live Online via Zoom, NM)	1	$85.00	$0.00	$85.00	F
CPM 224 – Grant Writing II (MARCH 2025 HONING, Live Online via Zoom, NM)	1	$85.00	$0.00	$85.00	F
NMF 201 – Public Finance Law (MAY 2025 NM Public Finance Level II Classes, Zoom Live Online, NM)	1	$85.00	$0.00	$85.00	F
NMF 204 – Finance Policies and Best... (MAY 2025 NM Public Finance Level II Classes, Zoom Live Online, NM)	1	$85.00	$0.00	$85.00	F
NMF 244 – Insurance in the Public S... (MAY 2025 NM Public Finance Level II Classes, Zoom Live Online, NM)	1	$85.00	$0.00	$85.00	F
CPM 265 – IT for Non-IT Users (MAY 2025 NM Public Finance Level II Classes, Zoom Live Online, NM)	1	$85.00	$0.00	$85.00	F
			Subtotal	$595.00	
			Amount Discounted	$0.00	
			Service Fee (Credit Card Payments ONLY)	$0.00	
			Sales Tax	$0.00	
			Total	$595.00	
			Payments	$0.00	
			Balance Due	$595.00	

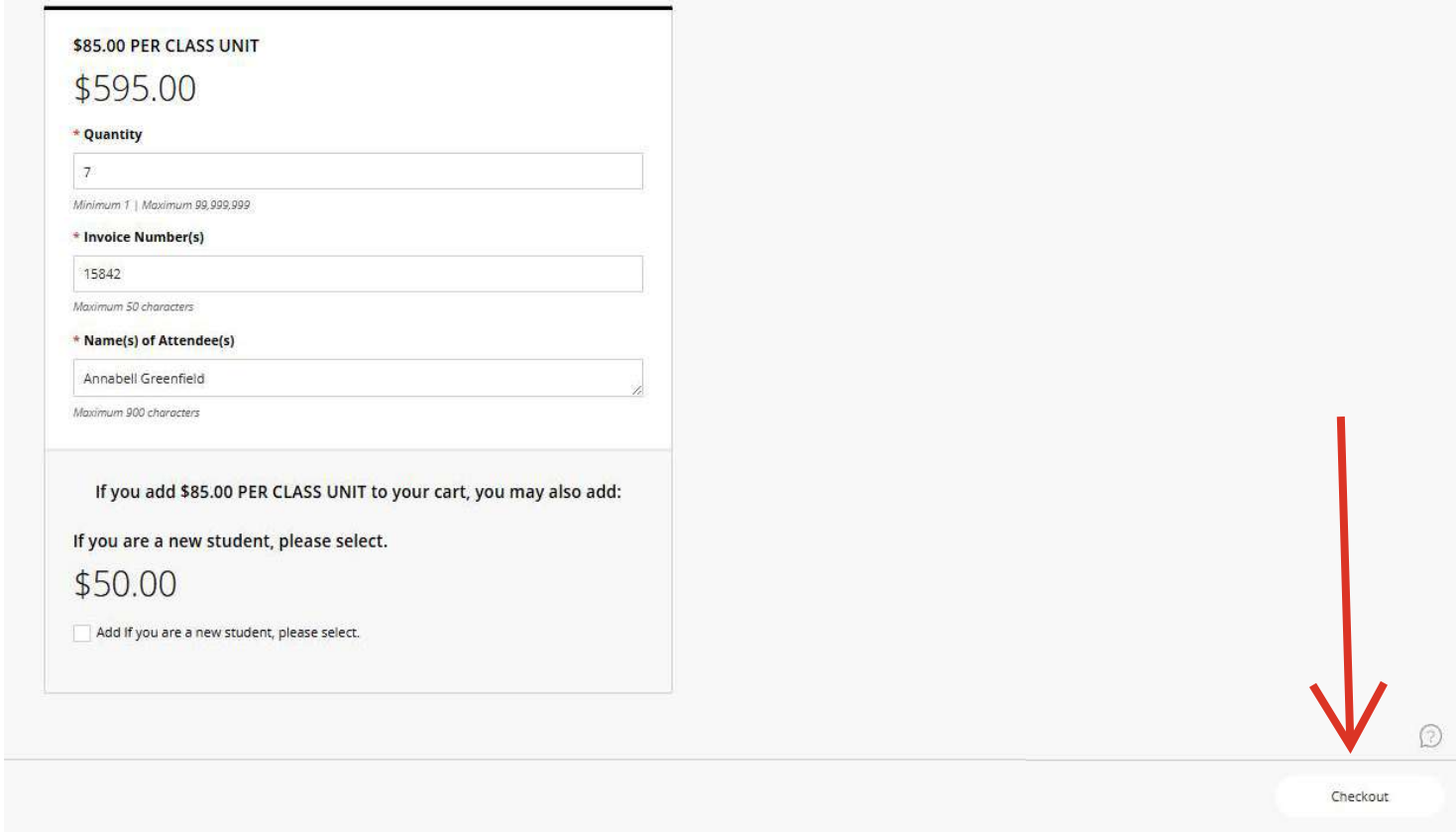
Once on the Emarkets Page:

Type in the number of classes on your invoice, your invoice number, and your name.

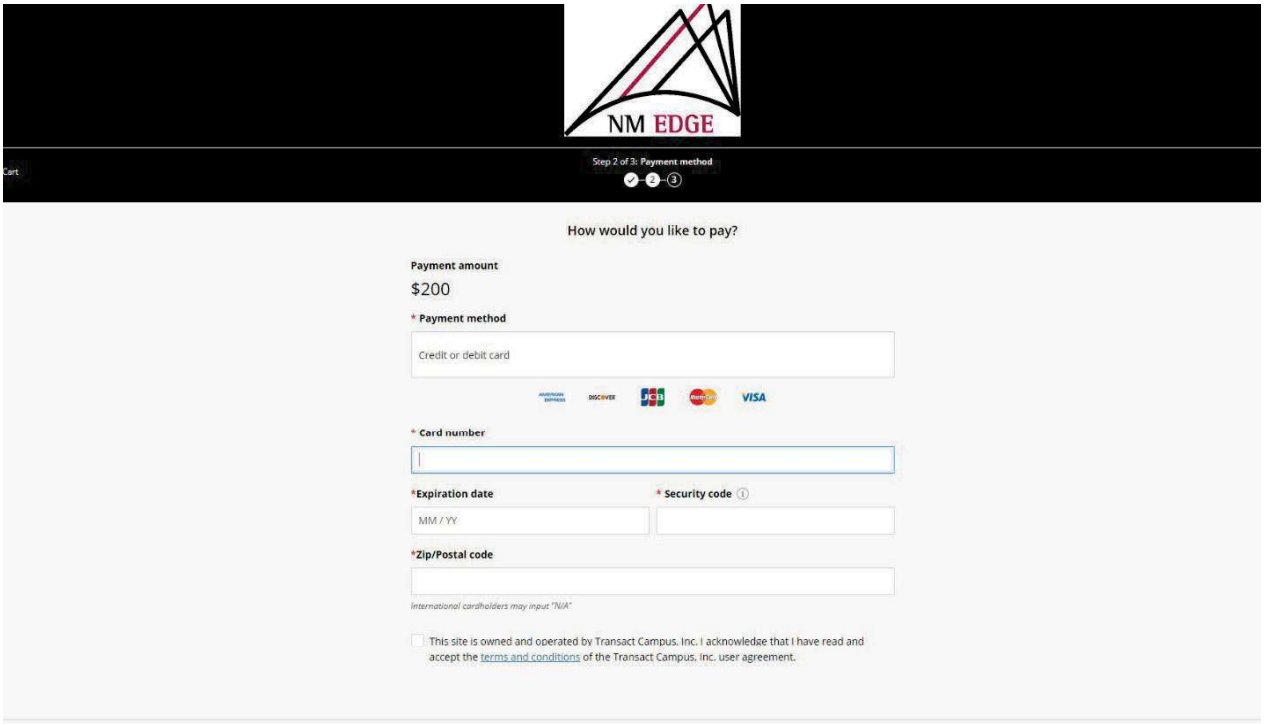
If you are a new student, please also select the one time enrollment fee of $50.00



Once all the required information is filled out and the total matches your invoice 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 nmedge@nmsu.edu or call (505) 224-4060