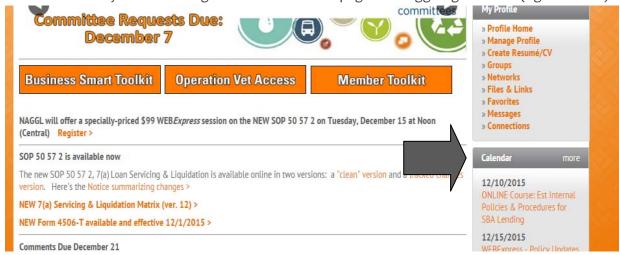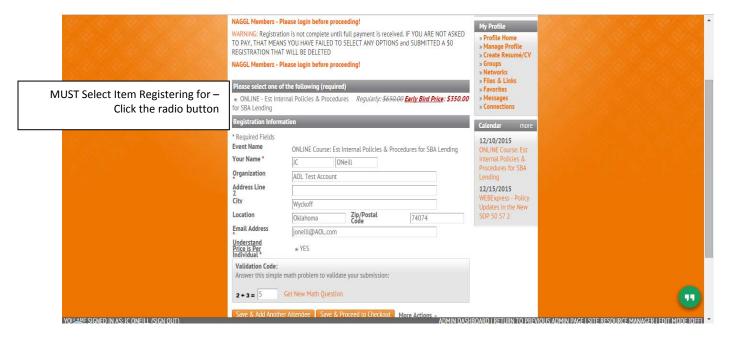## "BILL Me" Option when Registering for Events

Locate the event you want to register for on the homepage ww.naggl.org Calendar (right column)–

Need a reminder about HOW to register for NAGGL events online? Go here >

1. Login & Select the course or event link from the homepage calendar
2. Complete any required fields (indicated by a red *)
3. Complete the Validation Code (simple math equation) and select "Save & Proceed to Checkout"

MUST Select Item Registering for – Click the radio button

PAYMENT SCREEN: Select payment type, complete Bill To information and select Proceed to Confirmation (an opportunity for you to review the registration / order you are placing)

REMINDER: Your spot in the event is **NOT guaranteed** until payment in full is received.

Payment options –If your institution requires payment by check, select "Bill Me"

Payment Information

Total Amount:	$350.00
Promo Code:	[_____] Apply
Payment Type:	○ Bill Me
	● Credit Card

Card Type:*	[_____▼]
Card Number:*	[_____]
Card CVV Number:*	[___] (What is this?)
Exp. Date:*	[__] / [__] (mm/yyyy)

☐ Check here if the billing address is the same as the recipient information

Name on Card:*	[_____] [_____]
Organization:	AOL Test Account
Address:*	[_____]
	[_____]
City/Town:	[_____]
Country: *	[_____▼]
Location:	[_____]

If Bill to Name and address is same as the registrant's, check the box; if not complete Bill to information

Review the registration for accuracy, select Complete Order, land on screen where you **MUST PRINT your invoice:**

Print Page | Contact Us | Report Abuse | Sign Out

NATIONAL ASSOCIATION
OF GOVERNMENT GUARANTEED LENDERS

| Home | Membership | In the News | Advocacy | Conferences | Training | Member Resources | About NAGGL | Job Bank |

Thank You

Hit the 'printer' icon to View/Print your Invoice

🖨 View Invoice/Receipt 📅 View Event Registrations

Thank you for your purchase. You can expect an email confirmation shortly.

Keyword Search
Enter search criteria... 🔍

My Profile
» Profile Home
» Manage Profile
» Create Resumé/CV
» Groups
» Networks
» Files & Links
» Favorites

Opens a window from which you can print the Invoice by Clicking Print:

➡ [Print] [Close]

NATIONAL ASSOCIATION
OF GOVERNMENT GUARANTEED LENDERS

Invoice

Bill To:		Invoice Date:	12/7/2015
JC ONeill			
AOL Test Account		Invoice Number:	200003803
123 Easy Street			
Wyckoff, OK 74074			
United States		Terms:	Due Upon Receipt
Member ID:			
37702868			

Qty	Description	Price	Totals
1	ONLINE - Est Internal Policies & Procedures for SBA Lending - JC ONeill	$400.00	$400.00
1	Discount (ONLINE - Est Internal Policies & P... - $50.00 (0))	($50.00)	($50.00)
		Sub-Total	$350.00
		Total	$350.00

REMINDER: Your spot in the event is NOT guaranteed until payment in full is received.