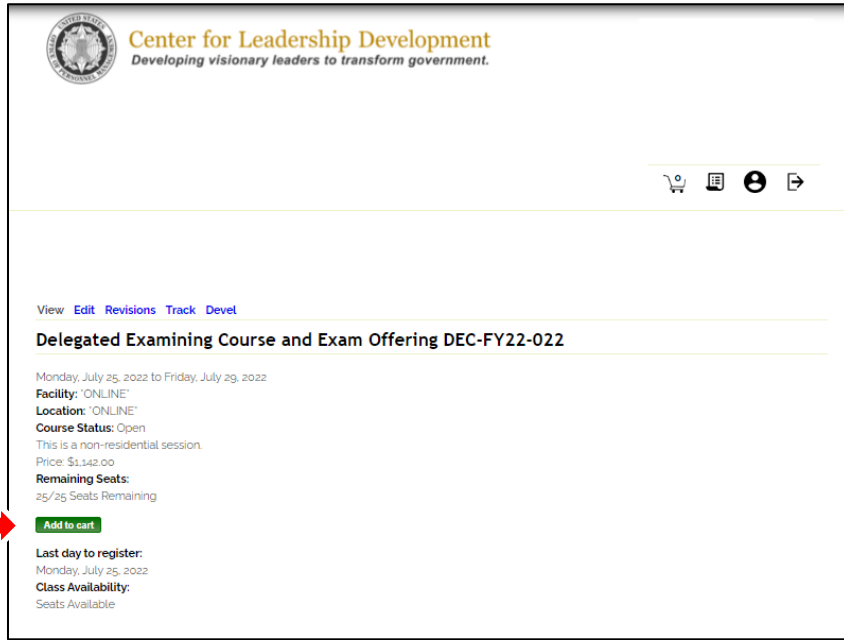
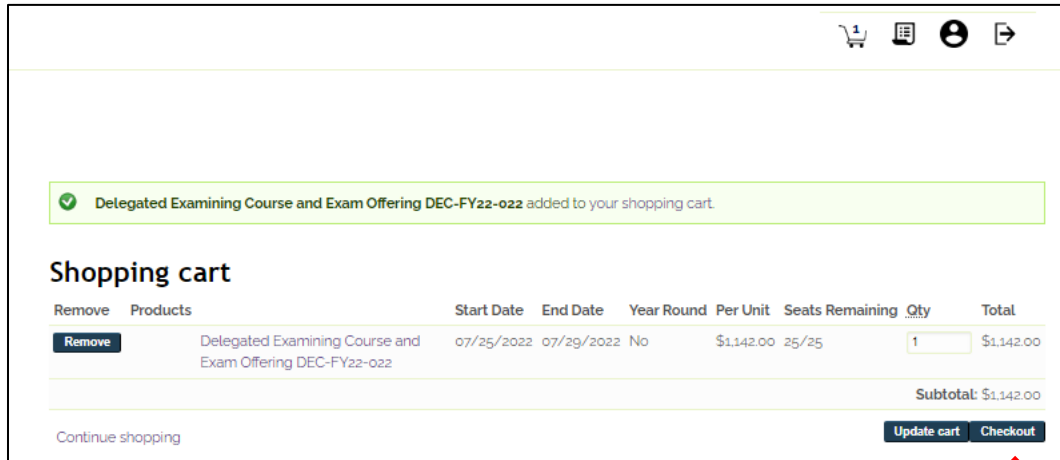


Delegated Examining Payment Job Aid

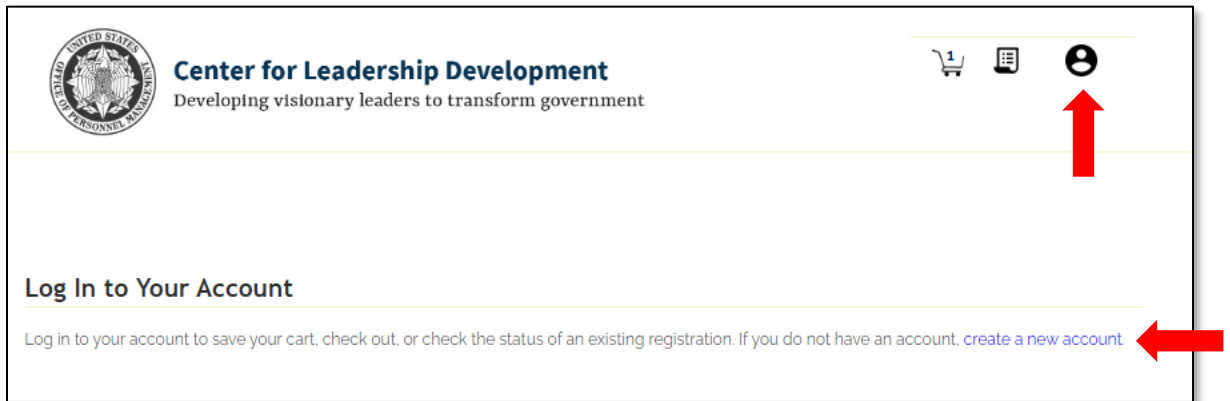
1. Once you arrive to the DE payment site, select **Add to cart**.



2. Select **Checkout**.



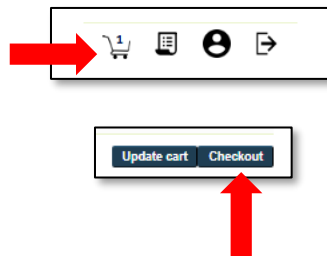
3. If you have an account created, select the icon at the top right to Login. Otherwise, select **Create a new account**. All users will need separate login credentials to submit payments.



4. Fill out the information. E-mail address must be the same email used for de.usalearning.gov.

The screenshot shows the "Create new account" form. At the top are links for "Create new account", "Log in", "Request new password", and "Forgot username". The form includes fields for "Full Name", "Username", "E-mail address", "Password", and "Confirm password". A "Password quality" indicator is shown next to the password field. Below the password fields is a CAPTCHA section with the text "This question is for testing whether or not you are a human visitor and to prevent automated spam submissions." and a reCAPTCHA "I'm not a robot" checkbox. At the bottom left is a "Create new account" button.

5. Select the cart icon then checkout.



6. Select **Update Information**.

Checkout

Step 1: **Your Information** | Step 2: Student Information | Step 3: Payment Information

Your Information
Review and update your contact information.

Update Information

7. Complete all required fields and select **Continue**.

Your Contact Info

Email Address *

Email will be used for all order communication

First Name *

Your first name

Last Name *

Your last name

Middle Initial

Your middle initial

Title
- None -
Your title

Suffix

(e.g. Jr, Sr, II, IV)

Agency *
Your agency and sub agency
- Select a value -

Mailing Address *

Do not use special characters (such as \$ % &) or punctuation (such as , . ;). For example, do not use periods. Type PO for PO, box numbers. Abbreviate street as St (no period after the t).

Floor/Suite/Mail Stop

Do not use special characters (such as \$ % &) or punctuation (such as , . ;).

City *

Do not use special characters (such as \$ % &) or punctuation (such as , . ;).

State *
Alabama

Zip Code *

Enter the 5-digit zip code. Do not use hyphens, punctuation, or other special characters (such as - , \$ % &).

Phone Number *

Fax Number

Continue **Delete**
Back to Checkout

8. Review your contact information and select **Next Step**.

Checkout

Step 1: Your Information Step 2: Student Information Step 3: Payment Information

Your Information
Review and update your contact information.

Email Address	
First Name	
Last Name	
Middle Initial	
Title	
Suffix	
Agency	
Mailing Address	
Floor/Suite/ Mail Stop	
City	
State	
Zip Code	
Phone Number	
Fax Number	

[Update Information](#) [Next Step](#)

9. Select **Assign Student**.

Checkout

Step 1: Your Information **Step 2: Student Information** Step 3: Payment Information

Student Information
Assign a student for each course.

Course	First Name	Last Name	Options	Status
Delegated Examining Course and Exam Offering DEC-FY22-022 <i>December 13, 2021 - December 16, 2021</i>			Assign Student Remove from Checkout	<input type="radio"/> No Student Assigned

10. Select either **Create new student, I am the student**, or **Select previous student**. The student email must be the same as the one used to create the account at de.usalearning.gov.

11. Once the student is assigned, select **Next Step**.

Checkout

Step 1: Your Information **Step 2: Student Information** Step 3: Payment Information

Student Information
Assign a student for each course.

Course	First Name	Last Name	Options	Status
Delegated Examining Course and Exam Offering DEC-FY22-022 <i>December 13, 2021 - December 16, 2021</i>			Update Information Change Student Remove from Checkout	<input checked="" type="radio"/> Student Assigned

[Next Step](#)

12. Select a payment method: **Funding Document** or **Credit Card**. Complete required steps for payment method and then select **Complete purchase**.
 - a. If no payment method is shown, check the Payment Status. If the course is full, the status will say "Waitlisted." Select **Complete purchase** to be notified if a space becomes available.

Checkout

Step 1:
Your Information
Step 2:
Student Information
Step 3:
Payment Information

Payment Information

Select a payment method for each assigned student and then "Complete Purchase" to submit your order.


Funding Document

- Select the funding document icon to upload the funding document. You can pay with any funding document that can be used to generate an IPAC invoice.
- Funding document orders are reviewed for accuracy. Your registration will not be confirmed until the funding information is determined to be complete. You will be contacted by email if there are issues with your funding document.

Credit Card

- Select the credit card icon to initiate the credit card payment and then "Run Card" to be directed to Pay.gov. Credit card orders are confirmed immediately and cannot be modified after running the card at Pay.gov.
- After running the card at Pay.gov, you'll be returned to this page to enter the cardholder email. All individual credit card transaction receipts for each registered student will be sent to the cardholder email address provided.

Registrations are first-come, first-serve by payment. Once payment is confirmed, it is final and non-refundable.

Course	Assigned Student	Payment Status	Cost	Payment Method	Payment Details	Options	Status
Delegated Examining Course and Exam Offering DEC-FY22-022 <i>December 13, 2021 - December 16, 2021</i>	[REDACTED]	-	→	 (Select Method)	Select payment method.	○	

13. The student will receive a confirmation email.