## **Delegated Examining Payment Job Aid**

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

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2. Select Checkout.

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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.

Center for Leadership Development Developing visionary leaders to transform government	
Log In to Your Account	
Log in to your account to save your cart, check out, or check the status of an existing registration. If you do not h	ave an account, create a new account.

4. Fill out the information. E-email address must be the same email used for <u>de.usalearning.gov</u>.

Full Name	
Enter your given name. This will be	hidden from other users.
Username *	
Please create a user name (ex. B.Sn	nith21). The following punctuation is allowed: Spaces, periods, hyphens, apostrophes, and underscores.
E-mail address *	
Please use your official governmer	it email address.
Password *	December quality
Confirm possiviard t	Password quality.
comini password	
Provide a password for the new acc	) count in both fields.
САРТСНА	
This supplies is featureling	
This question is for testing v	whether or not you are a human visitor and to prevent automated spam submissions.
I'm not a robot	
	reCAPTCHA Priszy * Tema

5. Select the cart icon then checkout.



6. Select Update Information.

Step 1:	Step 2:	Step 3:
Your Information	Student Information	Payment Information
our Information		
view and update your contact information	l.	

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

Email Address *	
Email will be used for all order communication	
First Name '	
Your first name	
Lact 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 (suct the t).	n as 3. For example, do not use periods. Type PO for PO, box numbers. Abbreviate street as St (no period after
Floor/Suite/Mail Stop	
Do not use special characters (such as \$%.8) or punctuation (suc	has )
Citud	
Do not use special characters (such as \$ % &) or punctuation (such	n as., 0.
State *	
Alabama 🗸	
Zip Code *	
Enter the 5-digit zip code. Do not use hyphens, punctuation, or ot	her special characters (such as , \$ % &).
Phone Number *	
Fax Number	

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

Step 1: Your Information	Step 2: Student Information	Step 3: Payment Information	
ur Information			
view and update your contact information			
mail Address			
irst Name			
.ast Name			
Aiddle Initial			
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uffix			
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floor/Suite/ Aail Stop			
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9. Select Assign Student.

Checkout					
Step 1: Your Information	<u>Step 2:</u> Student Infor	mation		Step 3: Payment Information	n
Student Information Assign a student for each course.		First Name	Last Name	Options	Status
					_

- 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**.

Step 1: Your Information	<u>Step 2:</u> Student Information		Step 3: Payment Information	
Student Information Assign a student for each course.	First N	ame Last Nam	ne Options	Status

- 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.

Step 1: Your Information	Ste Student Ir	p 2: Information		Pay	<u>Step 3:</u> ment Informa	tion
Payment Information						
Select a payment method for each assigne Funding Document	d student and then "Con	nplete Purchase"	to submit your	order.		
<ul> <li>Setect the funding document icon an IPAC invoice.</li> <li>Funding document orders are revie complete. You will be contacted by</li> </ul>	to upload the funding doo ewed for accuracy. Your re r email if there are issues v	cument. You can p gistration will not with your funding	pay with any fund t be confirmed ur document.	ding docume ntil the fundin	nt that can be u g information is	used to generate s determined to b
Credit Card						
<ul> <li>Select the credit card icon to initiate immediately and cannot be modifie</li> <li>After running the card at Paygov, yn for each registered student will be</li> </ul>	e the credit card payment ed after running the card a ou'll be returned to this pa sent to the cardholder en	t and then "Run C at Pay.gov. age to enter the c nail address provi	ard" to be directe ardholder email. ded.	ed to Pay.gov. All individual	Credit card on credit card tra	ders are confirmed
Registrations are first-come, first-serve by pa	ayment. Once payment is	confirmed, it is fir	al and non-refur	idable.		
Course	Assigned Student	Payment Status	Pa Cost M	lyment lethod	Payment Details	Options Statu
Delegated Evamining Course and Evam Off	ering	_				0

13. The student will receive a confirmation email.