

“BILL Me” Option when Registering for Events

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

The screenshot shows the NAGGL homepage. At the top, there's a banner for "Committee Requests Due: December 7" with icons for various committees. Below this are three orange buttons: "Business Smart Toolkit", "Operation Vet Access", and "Member Toolkit". A main announcement states: "NAGGL will offer a specially-priced \$99 WEBExpress session on the NEW SOP 50 57 2 on Tuesday, December 15 at Noon (Central) Register >". Below this, it says "SOP 50 57 2 is available now" and provides details about the new SOP 50 57 2, 7(a) Loan Servicing & Liquidation. There are links for "NEW 7(a) Servicing & Liquidation Matrix (ver. 12) >" and "NEW Form 4506-T available and effective 12/1/2015 >". A "Comments Due December 21" link is also present. On the right side, there's a "My Profile" menu with options like Profile Home, Manage Profile, Create Resumé/CV, Groups, Networks, Files & Links, Favorites, Messages, and Connections. Below that is a "Calendar" menu with a "more" link. The calendar shows two events: "12/10/2015 ONLINE Course: Est Internal Policies & Procedures for SBA Lending" and "12/15/2015 WEBExpress - Policy Updates in the New SOP 50 57 2". A large grey arrow points from the "Register >" link in the main announcement to the "12/15/2015" event in the calendar.

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”

The screenshot shows the NAGGL registration form. At the top, there's a warning: "NAGGL Members - Please login before proceeding!" and "WARNING: Registration is not complete until full payment is received. IF YOU ARE NOT ASKED TO PAY, THAT MEANS YOU HAVE FAILED TO SELECT ANY OPTIONS and SUBMITTED A \$0 REGISTRATION THAT WILL BE DELETED". Below this, there's a section for "Please select one of the following (required)" with a radio button selected for "ONLINE - Est Internal Policies & Procedures for SBA Lending". The "Regularly: \$650.00 Early Bird Price: \$350.00" is displayed. The "Registration Information" section includes fields for "Event Name", "Your Name *", "Organization", "Address Line 1", "Address Line 2", "City", "Location", "Email Address", and "Understand Price is Per Individual *". The "Validation Code" section asks the user to answer a simple math problem: "2 + 3 = 5". At the bottom, there are buttons for "Save & Add Another Attendee", "Save & Proceed to Checkout", and "More Actions". A callout box on the left side of the form says "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:

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

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Thank You

[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 Resume/CV
- Groups
- Networks
- Files & Links
- Favorites

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



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

NATIONAL ASSOCIATION OF GOVERNMENT GUARANTEED LENDERS

Invoice

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

Qty	Description	Price	Totals
1	ONLINE - Est Internal Policies & Procedures for SBA Lending - JC O'Neill	\$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

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