

Registration Payment Instructions

Dear Attendees:

The NCSU credit card payment system is designed to accept payments from vendors and other entities from outside the University, and as such the forms are not completely intuitive for those submitting conference registration payments. Forgive us any confusion or inconvenience this may cause.

To guide you through the registration payment process, we have provided detailed instructions for each step you'll need to complete. Please follow the instructions in this document, noting that there are several pages of instructions to make things as clear as possible. See you in NC!

Access the payment portal through the following link:

<https://controller.ofa.ncsu.edu/non-student-credit-card-payments/>

This will take you to the Non-Student Credit Card Payments page of the NC State University Controller's Office. Click the link that reads "[Click Here to Make a Payment.](#)"

The screenshot shows the top navigation bar of the NC State University website. On the left is the NC State University logo. On the right are links for 'RESOURCES' and a search bar. Below the navigation bar is the 'University Controller's Office' header, followed by the 'THINK AND DO THE EXTRAORDINARY' slogan and 'The Campaign for NC State' logo. A secondary navigation bar contains links for Home, About Us, Accounts Payable, General Accounting, Financial Reporting, Payroll, Resources & Forms, and Recent News. The main content area features the title 'Non-Student Credit Card Payments' and a message of thanks. A prominent blue link 'Click Here to Make a Payment' is centered. A warning message at the bottom states that the site is for non-student payments only and provides contact information for the Cashiers Office.

NC STATE UNIVERSITY **RESOURCES** search ncsu.edu

University Controller's Office

THINK AND DO THE EXTRAORDINARY
The Campaign for NC State →

Home About Us Accounts Payable General Accounting Financial Reporting Payroll Resources & Forms Recent News

Non-Student Credit Card Payments

Thank you for choosing the NC State University credit card payment site. We hope you find this service convenient for your credit card payment needs. You will receive an email notification confirming your credit card payment. As always, we appreciate your business and support.

[Click Here to Make a Payment](#)

Warning: This website is for non-student payments only. All student payments should be made through the [Cashiers Office](#). University PCards are not to be used to process payments on behalf of NC State business. To make an internal payment, please journal the funds or initiate an IDT. State Agency payments should be processed through CMCS. Please email ncsucashmgmt@ncsu.edu with any questions.

The information you input on this page must be accurate for your payment to be properly routed to the workshop account. Use the values provided for *Payment Purpose*, *Invoice Number*, *NCSU Contact Name*, *NCSU Department*, and *Payment Amount*. Substitute your institution and name in the Company Name and Contact Name fields, respectively.

NC STATE UNIVERSITY

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HOME

NC State Controllers Office

Price: \$50.00

*Company Name (Required):	<input type="text" value="My Institution"/>	← Enter your information
*Contact Name (Required):	<input type="text" value="My Name"/>	
*Payment Purpose (Required):	<input type="text" value="CEvNS"/>	← Use these values!
*Invoice Number:	<input type="text" value="11092019"/>	
NCSU Contact Name:	<input type="text" value="Ashley Dyer"/>	
NCSU Department:	<input type="text" value="Physics"/>	
Project Number:	<input type="text"/>	
Account Information:	<input type="text"/>	
*Payment Amount (Required):	<input type="text" value="50.00"/>	

To pay for this item, click the button below.

[Add to Basket](#)

Click “Add to Basket”, and on the following page click “Checkout”

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Item Code	Edit	Delete	Amount
NC State Controllers Office Company Name (Required): My Institution Contact Name (Required): My Name Payment Purpose (Required): CEvNS Invoice Number: 11092019 NCSU Contact Name: Ashley Dyer NCSU Department: Physics Payment Amount (Required): 50.00	Edit Item	Delete Item	\$50.00
Total Amount			\$50.00
			Checkout

Enter your billing information on the following page, and click “Continue Checkout.” If outside the US, select “foreign” from the *State* drop-down menu list.

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*First Name:	<input type="text" value="Billing Info First Name"/>
*Last Name:	<input type="text" value="Billing Info Last Name"/>
*Address Line 1:	<input type="text" value="Billing Address"/>
Address Line 2:	<input type="text"/>
*City:	<input type="text" value="Billing City"/>
*State:	<input type="text" value="NC"/>
*Zip/Postal Code:	<input type="text" value="12345"/>
*Country:	<input type="text" value="Billing Country"/>
*Email Address:	<input type="text" value="Contact email"/>
*Phone Number:	<input type="text" value="Contact phone"/>

NCSU Controllers Office eStore:

[Continue Checkout](#)

Click “Continue Checkout” to select credit card as method of payment (there are no other options).

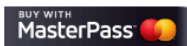
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Select Method of Payment

New Payment Methods

Credit Card



[Continue Checkout](#)

Enter your credit card information when prompted, and click “Continue Checkout.”

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Enter credit card information

Credit Card Number

Expiration Month

Expiration Year

Cardholder Name

Address * Enter the address where you receive the bill for this card.

City

State/Province/Region

Zip/Postal Code

Country

Card ID Code * Enter the three or four digit code from your card. [Help](#)

Email Address



We accept:



(You'll have a chance to review this order before it's final.)

[Continue Checkout](#)

Confirm your payment information, and click “Submit Payment.”

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Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

Items Selected	Amount
NC State Controllers Office	\$50.00
Company Name (Required): My Institution	
Contact Name (Required): My Name	
Payment Purpose (Required): CEvNS	
Invoice Number: 11092019	
NCSU Contact Name: Ashley Dyer	
NCSU Department: Physics	
Payment Amount (Required): 50.00	
Total Amount	\$50.00

Reference information

First Name: Billing Info First Name
Last Name: Billing Info Last Name
Address Line 1: Billing Address
City: Billing City
State: NC
Zip/Postal Code: 12345
Country: Billing Country
Email Address: Contact email
Phone Number: Contact phone

Payment Information

Credit Card Number:
Expiration Date:
Cardholder Name:
Address:
City:
State/Province/Region:
Zip/Postal Code:
Country:
Email Address:

[Submit Payment](#)

When the transaction is completed, you will be shown a payment confirmation screen, and an electronic receipt will be sent to the email address provided with the payment information. Please save this receipt for your records, in case there is irregularity routing the payment to our department. If your institution requires more detailed receipts for reimbursement purposes, we will provide them at the workshop in November.

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Transaction Approved

RECEIPT NUMBER: 262881

NCSU CONTROLLERS OFFICE

CURRENT DATE: 09/30/2019

First Name: Billing Info First Name

Last Name: Billing Info Last Name

Address Line 1: Billing Address

City: Billing City

State: NC

Zip/Postal Code: 12345

Country: Billing Country

Email Address: Contact email

Phone Number: Contact phone

Description	Amount	Tax
NC State Controllers Office Company Name (Required): My Institution Contact Name (Required): My Name Payment Purpose (Required): CEVNS Invoice Number: 11092019 NCSU Contact Name: Ashley Dyer NCSU Department: Physics Payment Amount (Required): 50.00	\$50.00	
Total \$50.00		
Payments Received	Amount	
	\$50.00	
Total	\$50.00	

Thank you for the payment.

Your receipt has been emailed to matthew_green@ncsu.edu

[Email Another Receipt](#)

[View Printable Receipt](#)