# NATIONAL ASSOCIATION OF ESEA
## STATE PROGRAM ADMINISTRATORS
*Ensuring Student Equity & Access*

# CHECK PAYMENT INSTRUCTIONS

## ALL CHECK PAYMENTS MUST FOLLOW THESE CHECK INSTRUCTIONS EXACTLY
*Checks received without completing these instructions will be returned and items reserved will no longer be held.*

- Print all invoices to be included in this payment and request a check for the total amount.

    - Make check payable to:    ESEA Network (A current W9 is attached)
    EIN: (05-0487084)

- When the check is issued and you have it in front of you, log in to your ESEAnetwork.org account and go to the Finance tab in your Dashboard.

    - Locate the invoice you wish to pay and select "View Now."

    - Press the button at the bottom of the page to "Pay This Invoice."

    - If your check is paying for more than one invoice: use the "Pay additional invoices" button to add each invoice ID number included in this payment. When the total amount due matches the amount of the check, select "pay now."

    - Read and accept the terms and conditions.

    - Choose "check" as the payment method and enter the required check information.

    - Press the "Submit" button.

- Print the invoice that now includes the check details as you entered them.

- Enclose the check detail invoice with the check and send it by traceable, overnight delivery service such as FedEx or UPS, to:

    ESEA Network
    532 North Franklin Street
    Fort Bragg, CA 95437 707-961-6202

- You'll receive a confirmation email as soon as the check has been applied.

## IF THE CHECK IS NOT RECEIVED BY THE INVOICE EXPIRATION DATE, THE RESERVED ITEMS WILL NO LONGER BE HELD.