



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: A+ Events

(A current W9 is attached)

- **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:**

A+ Events
for the National ESEA Conference
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.