



# Title I On Demand

Inspiring talks to motivate your team

## Check Payment Instructions

### **All Check Payments Must Follow These Instructions Exactly.**

Checks received without completing these instructions will be returned and items reserved will no longer be held for you.

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

Make check payable to:

A+ Events (EIN: 68-0384550)

A W9 may be downloaded from the payment information page of the Title I On Demand website.

### **When the check is issued and you have it in front of you, log in to your National Title I Association website account and go to the Invoice 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 “add another invoice” button to enter each invoice 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 Title I On Demand  
Finance Department  
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, at which time your subscription will be activated.**

**If the check is not received by the invoice expiration date, the items will no longer be held for you.**