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How to Register for NEIWPCC or JETCC Go-To-Training Courses and use an alternative payment method. Complete this form if you are unable to use a credit card, or your credit card will not process through PayPal.

- 1. Click on the link for the NEIWPCC or JETCC webinar for which you are registering.
- 2. Fill in all the required (*) personal information fields.
- 3. Click on **CONTINUE**
- 4. Instead of continuing to PayPal, close out of the registration. Your information will be stored in the GoToTraining System.
- 5. Please use the form below to submit your alternative payment.
- 6. Once your payment is received, your registration will be completed and you will receive a registration confirmation email with the link for your training class. To ensure enrollment, your form should be received by our office not less than three (3) business days in advance of the webinar you wish to attend.

<u>The Remote Learning Payment Form is **NOT** a registration form. Its sole purpose is for the submission of alternative payment. You must complete the online steps above to be registered.</u> If you are mailing your payment, please keep the three-business-day time frame in mind when mailing your form.

> MAIL FORM AND PAYMENT TO: NEIWPCC - Training; 650 Suffolk St., Ste. 410, Lowell, MA 01854 FAX TO: (978) 323-7919 EMAIL TO <u>Training@NEIWPCC.org</u> Registrations CANNOT be completed over the phone. Hard copies MUST be mailed, emailed or faxed.





REMOTE LEARNING PAYMENT FORM

THIS IS NOT A REGISTRATION FORM. This form is only for the submission of an			
alternative payment.			
Please be sure to register through our online portal before sending in payment.			
COURSE TITLE			
COURSE NUMBER			
COURSE DATE		_	
NAME (Please print clearly)			
PHONE: ()		_	
EMAIL (required):			
PAYMENT METHOD:			
AMOUNT \$:			
CHECK #	PO #		
PO BILLING ADDRESS:			
NOTE: POs must be attached to this form and received 3 business days prior to class to ensure enrollment.			
CREDIT CARD (Please circle):	MASTERCARD	VISA	DISCOVER
CREDIT CARD #		EXP DATE:	3-DIGIT CODE:
NAME ON CARD:			
CARD BILLING ADDRESS:			
RECEIPT EMAIL IF DIFFERENT THAN ABOVE:			
SIGNATURE (required)			
MAIL FORM AND PAYMENT TO:			
NEIWPCC - Training; 650 Suffolk St., Ste. 410, Lowell, MA 01854 Or fax to: (978) 323-7919. Email to: training@neiwpcc.org Registrations CANNOT be completed over the phone. Hard copies MUST be mailed, emailed or faxed.			
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