

# **HOW TO PAY YOUR REGISTRATION FEE(S) IF YOU ALREADY REGISTERED FOR THE CONFERENCE**

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**IPU PAYMENT PORTAL  
JOB AID**

# Go to the IPU Payment Portal and Select Your Registration Type

- Use the following link to visit the IPU MSU Cash Net Payment Portal:  
[https://commerce.cashnet.com/msu\\_3509](https://commerce.cashnet.com/msu_3509)
- Scroll down the catalog list until you reach the MEPC registration types.
- Select the **registration type** (IE: MEPC-General Attendance) that you need to pay for by clicking on the registration type title (A1) **or** the **View Details** (A2) button.

## MEPC Registration Types

MEPC-Child Fee	\$35.00	<input type="button" value="View Details"/>
MEPC-Children's Program Fee	\$5.00	<input type="button" value="View Details"/>
(A1) MEPC-General Attendance	\$445.00	<input type="button" value="View Details"/> (A2)
MEPC-Golf Scramble	\$110.00	<input type="button" value="View Details"/>
MEPC-State or Federal Government	\$125.00	<input type="button" value="View Details"/>
MEPC-Municipal Government	\$195.00	<input type="button" value="View Details"/>
MEPC-Sponsor	\$10.00	<input type="button" value="View Details"/>
MEPC-Spouse or Guest	\$150.00	<input type="button" value="View Details"/>

# Enter Registration Type Information

- Change the Quantity if you are adding more than one registrant of a particular registration type. *The default value is 1.* (B1)
- Enter the YOUR NAME (Conference Attendee) in the **Attendee Name** field. (B2)
- Enter YOUR organization (Conference Attendee's Org) in the **Organization** (B3) field
- Click **Add to basket** (B4)

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your account browse catalog basket

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**MEPC-General Attendance**

Select this registration option if you are paying General Attendance fee for Michigan Energy Providers Conference. You can change the quantity to pay for more than one attendee.

Quantity: 1 unit at \$445.00 each.

\*Attendee Name: (B2)

\*Organization: (B3)

To purchase this item, select the quantity from the list above, enter other requested information and click on the "Add to Basket" button.

(B4)

# If You Need to Pay For More Than One Registration Type, do the following, if not continue to slide 5

- Click **Continue shopping** (C1)

- Locate the additional MEPC Registration type (IE: MEPC-Spouse or Guest). (C2)

- Follow steps 1-4 on the previous slide.

- Go to Slide 5

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Item Code	Quantity	Edit	Delete	Amount
MEPC-General Attendance Attendee Name: Ian Burgess Organization: Consumers Energy	Quantity: 1	<a href="#">Edit Item</a>	<a href="#">Delete Item</a>	\$445.00
Total Amount				\$445.00

[Continue Shopping](#) (C1) [Update Quantities](#) [Checkout](#)

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**MEPC-Spouse or Guest** (C2)

Select this if you are including a spouse or a guest in your registration. You can change the quantity to pay for more than one guest.

Quantity: 1 unit at \$150.00 each.

\*Attendee Name:

\*Organization:

To purchase this item, select the quantity from the list above, enter other requested information and click on the "Add to Basket" button.

[Add to basket](#)

# Checking Out

- Click **Check Out (D1)**
- Click **Continue as Guest (D2)**

your account browse catalog basket

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Item Code	Quantity	Edit	Delete	Amount
MEPC-General Attendance Attendee Name: Ian Burgess Organization: Consumers Energy	Quantity: <input type="text" value="1"/>	<a href="#">Edit Item</a>	<a href="#">Delete Item</a>	\$445.00
Total Amount				\$445.00

**(D1)**

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Please Log In

**Registered Users**  
If you have previously registered with MSUPayments, please enter your User Name and Password.



User Name  \*

Password  \*

[Forgot your password?](#)

**New Registration**  
If you have never registered with MSUPayments, please click Register to create an account.

**Guest Access**  
Registration is optional. To continue without registration, click 'Continue as Guest'.

**(D2)**

# Enter Billing Information

- Enter billing information (E1)
- Click **Continue Checkout** (E2)

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[browse catalog](#) [basket](#) [sign out](#)

Search

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Enter billing information (E1)

\*Name:   
\*Address:   
\*City:   
\*State:   
\*Zip Code/Postal Code:   
\*Country:   
\*e-mail:

[If You Need to Pay For More T...](#)

(E2) [Continue Checkout](#)

# Select Method of Payment

- Select Payment Method (F1)
- Continue Checkout (F2)

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Select Method of Payment

**New Payment Methods (F1)**

Enter new credit / debit card information

Enter new checking / savings account information

(F2)



# Enter Payment Information

- Enter Credit/Debit Card information (G1) or Bank Account Information (G2)
- Click **Continue Checkout** (G3)
- Confirm your information
- Click **Submit Payment** to complete your transaction

(G1)

Enter new credit / debit card information

Credit Card Number	<input type="text"/>	
Expiration Month	Select Month ▾	*
Expiration Year	Select Year ▾	*
Cardholder Name	Candace Gonzales	*
Address	910 Center Street	* Enter the address where you receive the bill for this card.
City	LANSING	*
State/Province/Region	MI	*
Zip/Postal Code	48906	*
Country	United States	▾
Card ID Code	<input type="text"/>	* Enter the three or four digit code from your card. <a href="#">Help</a>
Email Address	candace.gonzales@cmsenergy.com	*

We accept:  

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

(G3) [Continue Checkout](#)

(G2)

Notice: By proceeding with this ACH transaction, you are agreeing to the following:

**ACH TRANSACTION AUTHORIZATION AGREEMENT**

AGREEMENT:

By proceeding with this transaction, I agree to the terms and conditions of this ACH Transaction Authorization Agreement ("Agreement"). If an e-mail address has been provided, MSU will send an e-mail confirmation of this transaction. *(Please*

**IMPORTANT:** Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH". Your debit or credit card number will NOT work. You will need to enter your bank account number.

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing/transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Bank Account Number	<input type="text"/>	*
Confirm Bank Account Number	<input type="text"/>	*
Account Type*	<input type="radio"/> Checking <input type="radio"/> Savings	
Routing Transit Number	<input type="text"/>	* <a href="#">What are my Routing Transit and Account Numbers?</a>
Account Holder Name	Candace Gonzales	*
Email Address	candace.gonzales@cmsenergy.com	*

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

(G3) [Continue Checkout](#)



# Confirm Information & Submit Payment

- Confirm all of your information on the screen (H1)
- Click **Submit Payment** (H2) to complete your transaction.
- You will receive a confirmation via email.

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<b>Attention:</b> Please confirm the information below. To complete this transaction, click the 'Submit Payment' button at the bottom of the screen.	
<b>Items Selected</b>	<b>Amount</b>
1 MEPC-Spouse or Guest Attendee Name: John Doe Organization: MEPC	\$150.00
<b>Total Amount</b> <b>\$150.00</b>	
<b>(H1)</b>	
<b>Reference information</b>	
Name: John Doe Address: 111 Main Street City: Lansing Zip Code/Postal Code: 48906 e-mail: john.doe@mepc.org	
<b>Payment Information</b>	
Credit Card Number:	MasterCard XXXXXXXXXXXX1234
Expiration Date:	0717
Cardholder Name:	John Doe
Address:	111 Main Street
City:	LANSING
State/Province/Region:	MI
Zip/Postal Code:	48906
Country:	United States
Email Address:	john.doe@mepc.org
<b>(H2)</b> <b>Submit Payment</b>	

# Confirmation & Receipt

- Print receipt (I1)
- Receipt number (I2)
- You will also receive a receipt via email.

(I1) [Print Receipt](#) [Back](#)

## Institute of Public Utilities

Institute of Public Utilities  
517 432-2262  
ipu@msu.edu

Receipt Number 2017001

MSU Online  
Current Date: 05/30/2017

Name: John Doe  
Address: 101 Main St.  
City: Lansing  
Zip Code/Postal Code: 48912  
e-mail: John.Doe@mepc.org

Description	Amount	Tax
1 MEPC-General Attendance	\$445.00	
Attendee Name:		
Organization:		
<b>Total</b>	<b>\$445.00</b>	

Payments Received	Amount
MSU CC Payment	\$445.00
MasterCard XXXXXXXXXXXXX	
Authorization # 12345678910	
<b>Total</b>	<b>\$445.00</b>

This payment will appear on your statement as Michigan State University.