



# GROUP ACCOUNT TIP SHEET

Better Government through Education

## What is a *Group Account*?

A *group account* is a pool of class coupons that allows an organization to have more control over the training expenditures of their employees who are taking NM EDGE classes, while securing the best available rate via our bulk buying option. Rather than purchasing classes for an individual student, a *group account* allows an entity or a department to buy class coupons that can be shared by a group.

For many organizations, creating a *group account* can assist in helping to cut the cost of professional development and training. Whether these classes fill a one-time training need or are part of on-going professional development for your organization, **you can save up to 33% by using bulk buying** through a *group account*. The discount is applied to the number of class units/class coupons purchased at one time.

Individual students, who are **members of a *group account***, will **enroll themselves in the classes** they wish to take but **they should not pay** when asked by the system if they wish to do so (You do not have enough class units, **would you like to purchase now? Click “NO”**). If you click yes, the system will think you are paying as an individual and you will not receive the discount unless you plan to purchase bulk class units/class coupons for yourself, in which case you are not using a *group account*.

## Ready to create a *Group Account*?

NM EDGE will need the following information for your *group account*:

- 1) **NAME** of the entity for which the *group account* will be established (i.e. Smart City Manager’s Office).
  - **TOTAL** number of **class units/class coupons** you want to purchase (we recommend purchasing blocks of 25). The discount is applied to the number of class units/class coupons purchased at one time.
- 2) **TOTAL** number of **enrollment fees** for new students (this is separate from the cost of classes).
  - NEW students must enroll on-line in the NM EDGE program. We have another TIP SHEET on *how to enroll in the program* and classes, and we are happy to provide this to you to share with your *group account members* who are new students/enrollees. Please do not create duplicate accounts, if in doubt, call us.
  - There is a one-time, non-recurring enrollment fee of \$50 per new student/enrollee.
- 3) **NAME OF EACH STUDENT(S)** that will be included in the *Group Account* invoice, as well as the number of classes each one will be taking (class units/class coupons should not be distributed until the classes are completed).
- 4) **PLEASE** e-mail your group account request to Lydia Duran (lydherre@nmsu.edu)
  - a. An invoice will be e-mailed to you
  - b. This invoice must be submitted to your Purchasing department for processing for us to receive payment.

Below is the sliding scale of class fees using bulk buying:

<b>1-4 Classes</b>	<b>\$75 per class unit/class coupon</b>
<b>5-9 Classes</b>	<b>\$70 per class unit/class coupon</b>
<b>10-14 Classes</b>	<b>\$65 per class unit/class coupon</b>
<b>15-19 Classes</b>	<b>\$60 per class unit/class coupon</b>
<b>20-24 Classes</b>	<b>\$55 per class unit/class coupon</b>
<b>25 Classes or more</b>	<b>\$50 per class unit/class coupon</b>

## How do you manage your *Group Account*?

Your *Group Account Administrator* will distribute class units/class coupons from your *Group Account* to pay for classes taken by the group members.

- **One person** in the group must be designated as your *Group Account Administrator*.
  - This person will purchase the class units/class coupons and manage their distribution for the entire group.
  - We strongly encourage you to use your *Group Account* to **purchase class units/class coupons in a block of 25 at a time to receive the lowest rate** (see the sliding scale below).
- The discount is applied to the number of class units/class coupons purchased at one time.
- The class units/class coupons do not expire.
- It is important for the students who are group members to communicate with their *Group Account Administrator* when they take classes, so that the *Administrator* knows the status of the pool of coupons.
- When your *Administrator* has distributed all of the class units/class coupons from your pool, the easiest way to continue saving is to consider purchasing another block of 25. They do not expire.

**An important point is that once the class units/class coupons are distributed, they remain with the group account member who received them.** They will no longer be in the pool available for distribution.

- Therefore, we suggest that **the *Group Account Administrator* wait to distribute coupons until the group account member has successfully completed the classes in an event** (such as the Honing your NM EDGE Week of classes every September and March).
- After that event, your *Group Account Administrator* can **distribute the exact amount of class units/class coupons needed for classes successfully completed**, thereby maintaining better control of the whole account.

Payment Information:

Check Payments:

NOTE: Check Payments: please submit check to this address:

NM EDGE

NMSU Cooperative Extension Service

MSC 3AE, P.O. 30003

Las Cruces, NM 88003-8003

(Purchase Orders are not final payments. They will release a check. please ensure address is what it is above.)

1) Address: The remittance address is shown on your invoice. To ensure that your payment is received, the correct address must be on your check or Purchase Order.

2) W-9: To request a W-9, please email [afr@nmsu.edu](mailto:afr@nmsu.edu).

3) Errors: It is possible to create multiple invoices for the same classes. If this occurs or if any changes need to be made to your invoice, please email: [nmedge@nmsu.edu](mailto:nmedge@nmsu.edu) for assistance.

Contact: To contact NM EDGE with invoicing questions or concerns please email Lydia Duran [lydherre@nmsu.edu](mailto:lydherre@nmsu.edu) or call (505) 224-4057.

Credit Card Payments:

**Please note that a 2.85% service fee will be applied to credit card payments.**

- To proceed with the credit card payment, Click the Go to Emarkets button. Select the number range of classes based on your invoice.

-Click the down arrow under Quantity to select the exact number of classes noted on your invoice. Based on the quantity of classes entered, the total cost will appear. Type in your invoice number and the name(s) of attendees and then click Add to Cart.

-If you are a new student, a \$50 enrollment fee will automatically be added to your cart. Click the shopping card icon located in the top right corner of the Emarkets window. Verify that everything looks correct and click Checkout.

-You will then be asked to enter your credit or debit card information. NM EDGE will receive an email confirming the payment has been successfully applied and will update your invoice to Paid. If you wish to get a copy of the invoice reflecting that it has been paid, please email [nmedge@nmsu.edu](mailto:nmedge@nmsu.edu) or [lydherre@nmsu.edu](mailto:lydherre@nmsu.edu) to request one.

If you need help with the payment process, email [lydherre@nmsu.edu](mailto:lydherre@nmsu.edu) or call (505) 224-4057.

Thank you for your interest in **Better Government through Education** and for your support of NM EDGE!