

# Registering for Events With ACH (Georgia Central Credit Union) Payment

## **General Information**

### **Who should I call with any questions about the registration process?**

CUNA's registration staff will be pleased to answer your questions or guide you through the registration process. Please call Kevin Stamm at 800-356-9655, ext. 4387, Amy Bollman at 800-356-9655, ext. 4882, or e-mail [reginfo@cuna.com](mailto:reginfo@cuna.com).

### **What are my payment options for training events?**

When you register for Georgia or regional training events at <http://training.gcuu.org/events.php>, you can pay by credit card, check, or directly from your credit union's Georgia Central Credit Union account using ACH.

### **When will I receive a registration confirmation?**

If you pay by credit card, you will receive a registration confirmation via e-mail within three business days. If you pay by ACH, you will receive a confirmation within three days via fax. If you pay by check, please allow 10 days for your faxed confirmation.

### **What access do I need for registering and paying by ACH?**

Your league's training event registrations are processed through CUNA's system. To pay directly from your credit union's Georgia Central account, you'll need a CUNA "members-only" user name and password.

If you don't already have a CUNA log-in, you can sign up today at [http://www.cuna.org/sign\\_up.html](http://www.cuna.org/sign_up.html). Just complete the short information form, and your user name and password will be sent to you the next business day.

### **Why do I have to log-in to pay by ACH?**

It is a requirement of NACHA: The Electronic Payments Association. CUNA must obtain the consumer's authorization prior to obtaining a debit entry. This includes authenticating who you are by means of the user name and password.

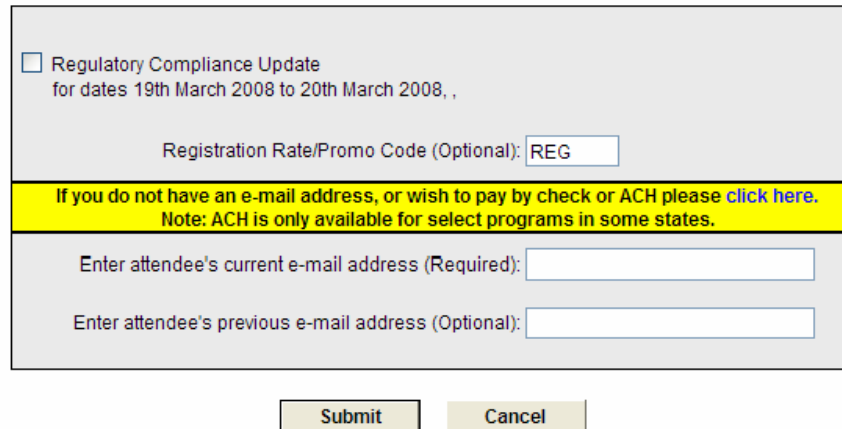
### **When are payments processed?**

If you pay by ACH, your credit union's account will be debited within one to four business days after you register.

## Step-by-Step Registration Process When Paying by ACH

1. Each time you register for a Georgia or regional training event and plan to pay by ACH, be prepared with your CUNA user name and password, along with your credit union's Georgia Central Routing Number (RTN).
2. Go to the Web page for the event and click on the “**Register Now**” button.
3. On the first screen (see the example below), just select “**click here**” on the yellow bar. No other input is necessary on this first page.

### Registration Form



Regulatory Compliance Update  
for dates 19th March 2008 to 20th March 2008, ,

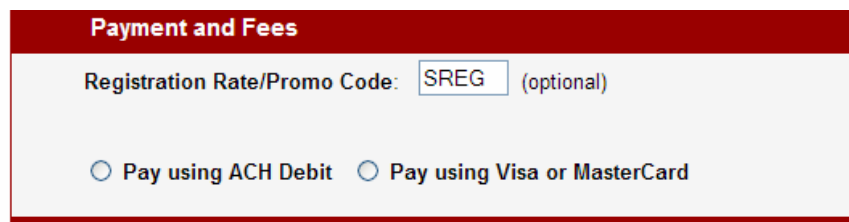
Registration Rate/Promo Code (Optional):

If you do not have an e-mail address, or wish to pay by check or ACH please [click here](#).  
Note: ACH is only available for select programs in some states.

Enter attendee's current e-mail address (Required):

Enter attendee's previous e-mail address (Optional):

4. A manual registration form will open for you to enter your registration information:
  - Enter your attendee and credit union information.
  - If your credit union has less than \$10 million in assets, a 25% discount on tuition applies on registration for most state and regional events. To get the small credit union discount, enter “**SREG**” in the box after “**Registration Rate/Promo Code.**” The discount will be applied when the registration is processed.

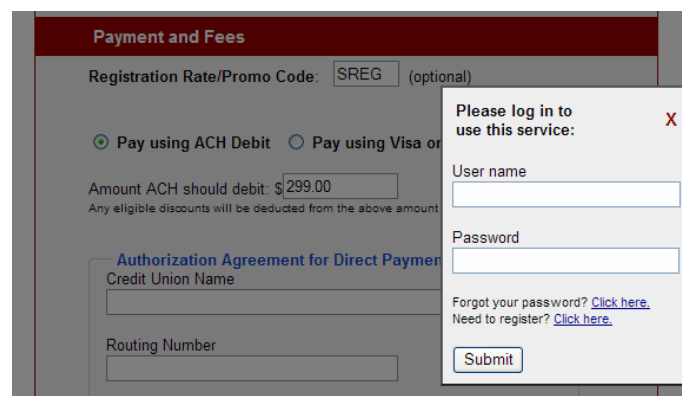


**Payment and Fees**

Registration Rate/Promo Code:  (optional)

Pay using ACH Debit  Pay using Visa or MasterCard

- Next, check the box for “**Pay using ACH Debit.**” You will then be prompted to provide your CUNA user name and password (see the example below).



**Payment and Fees**

Registration Rate/Promo Code:  (optional)

Pay using ACH Debit  Pay using Visa or MasterCard

Amount ACH should debit: \$299.00  
Any eligible discounts will be deducted from the above amount.

**Authorization Agreement for Direct Payment**  
Credit Union Name  
  
Routing Number

Please log in to use this service: X

User name

Password

Forgot your password? [Click here.](#)  
Need to register? [Click here.](#)

5. Once you are logged in, you'll be asked to provide your credit union's nine-digit Georgia Central Credit Union Routing Transit Number (RTN) and complete your registration. An example of the final screen is shown below. Here are a few final tips:

- This nine-digit number (RTN) will be the number you'll enter in the box marked "**Routing Number**" AND in the box marked "**Account Number**." So you'll enter the same number twice.
- Enter your credit union's name in the "**Credit Union Name**" box – not Georgia Central Credit Union.
- Choose the "**Checking Account**" option, and not "GL account" or "Savings Account."
- To complete your registration, just do a final check of your input, print the form for your records, and submit your registration.

**Authorization Agreement for Direct Payments (ACH Debits)**

Credit Union Name

Routing Number

I hereby authorize Credit Union National Association, Inc., hereinafter called COMPANY, to initiate debit entries to my  
 Checking account  GL account  Savings account  
indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

Credit Union Name

Credit Union City  State  ZIP

Account Number

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Name  ID Number

Date   By checking this box I agree to the terms of this ACH debit transaction

**Have questions? Need help?**

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