

# **Registering for Events With ACH (First Carolina Corporate 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 North Carolina or regional training events at <http://training.ncleague.org/events.php> you can pay by credit card, check, or directly from your credit union's First Carolina Corporate 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 First Carolina Corporate 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 First Carolina Corporate account will be debited within one to four business days after you register.

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

1. Each time you register for a North Carolina 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 First Carolina Corporate 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

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| <input type="checkbox"/> Regulatory Compliance Update<br>for dates 19th March 2008 to 20th March 2008, ,   |
| Registration Rate/Promo Code (Optional): <input type="text" value="REG"/>  |
| <b>If you do not have an e-mail address, or wish to pay by check or ACH please <a href="#">click here</a>.<br/>Note: ACH is only available for select programs in some states.</b> |
| Enter attendee's current e-mail address (Required): <input type="text"/>   |
| Enter attendee's previous e-mail address (Optional): <input type="text"/>  |

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. (Exception: For the NCCUL annual meeting, the registration fee is \$175 by May 8 (\$205 after May 8) for CUs under \$5 million in assets. No other discounts apply.) 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.

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| <b>Payment and Fees</b>  |
| Registration Rate/Promo Code: <input type="text" value="SREG"/> (optional)                   |
| <input type="radio"/> Pay using ACH Debit <input type="radio"/> 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).

The screenshot shows a web form titled "Payment and Fees" with a registration rate/promo code of "SREG". There are two radio buttons: "Pay using ACH Debit" (selected) and "Pay using Visa or". The amount to be debited is \$299.00. Below this is an "Authorization Agreement for Direct Payments" section with fields for "Credit Union Name" and "Routing Number". A pop-up window titled "Please log in to use this service:" is overlaid on the right, containing fields for "User name" and "Password", a "Submit" button, and links for "Forgot your password?" and "Need to register?".

5. Once you are logged in, you’ll be asked to provide your credit union’s nine-digit First Carolina Corporate 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 First Carolina Corporate.
- 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.

The screenshot shows the "Authorization Agreement for Direct Payments (ACH Debits)" form. It includes fields for "Credit Union Name" and "Routing Number". Below these is a section for account type selection with radio buttons for "Checking account" (selected), "GL account", and "Savings account". The form contains a paragraph of legal text authorizing debit entries. Further down are fields for "Credit Union Name", "Credit Union City", "State", "ZIP", and "Account Number". At the bottom, there are fields for "Name" and "ID Number", a "Date" field, and a checkbox for "By checking this box I agree to the terms of this ACH debit transaction".

**Have questions?** 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).