



## Bill Registration Fee to Your Agency

*\*Your agency will be billed, but if it fails to pay, you will be responsible for the full registration fee\**

- Click “Register Now”
- You will be prompted to login
  - If you are a member and you know your username and password, login
  - If you are a member and you cannot remember your password use the link below
    - <https://montgomeryaga.org/forgot.php>
  - If you are a non-member, please register as a guest
- On the “Contact Information” screen, include instructions for billing your agency in the “Comments” box
  - *Note:* AGA Montgomery attempts to consolidate billing. If eight registrants request that XYZ Agency be billed, then XYZ Agency will receive one itemized invoice showing all eight registrants.
  - Example of what to type in the “Comments” box:
    - Please bill XYZ Agency
    - PO#: 00000
    - XYZ Agency
    - Attn: Jane Doe, Accounts Payable
    - 000 Address
    - City, State Zip
- Click “Continue”
- On the next page select your ticket, add, confirm and click “Continue”
- On the “Review Order” screen, review your order ensuring that your billing instructions appear under “Registration Information”
- If your order is correct, click “Continue”
- On the “All Done!” screen, click “Bypass Payment”
- Shortly after that you should receive an email with the title “AGA Payment Receipt” letting you know that your registration is complete. There will be a “Net Due Amount” listed at the bottom of the receipt in red. Your agency will be billed for the “Net Due Amount,” but if it fails to pay, you will be responsible for the full registration fee.