

# **National Cadet Special Activities (NCSA) Event Payment Directions**

Members slotted (selected as primary) for an event will have an invoice posted in eServices Registration and Payment System.

There are three ways to pay the invoice: online, over phone using a credit/debit card, or by mail.

You may make partial payments. Please be sure to note any deadlines for payments. An activity director may set a different date than standard dates.

Any scholarship payments sent to National Headquarters will appear on completed payments portion of the member's invoice screen.

## **To Make Payment Online:**

You can pay with a credit or debit card. Please note we only accept Discover, MasterCard and Visa!

Log into eServices using CAPID and password.

Select "Online Payment" application in the Registration and Payment System module.

There is an invoice for each event for which a member is slotted (selected as a "primary"). Choose the invoice and payment amount and then follow the instructions on the VeriSign secure payment screens.

NOTE: You will need a valid email address to receive a payment notification response.

## **To Make Payment Over Phone:**

Contact Cadet Programs at 1-877-227-9142 ext. 417

Provide credit/debit card number and staff will post payment and send you a receipt.

## **To Make Payment By Mail:**

We can accept check and money orders only. NO cash. Put cadet name, CAPID and event name in memo line for check.

Log into eServices using CAPID and password.

Select "Mail-in Payment Form" application in the Registration and Payment System module.

Fill-in online then print or print the form fill in blanks and mail to National Headquarters address on the form.

## **Refunds:**

Use this [link](#) to print the refund request. Submit to [cadets@capnhq.gov](mailto:cadets@capnhq.gov) via your activity director. Any refund must be approved by the activity staff.