

Registration Tips

- On the first screen:
 - Check the box “ I will use a PO for this registration”
 - Enter WEA in the PO number field
 - Click Add to Basket

Payment may be made by major credit/debit card, electronic check, or purchase order.

For payment by purchase order, please enter the billing information below. An invoice will be emailed to your school district or organization’s billing contact for payment.

I will use a purchase order for this registration:


Purchase Order Number:

- You’ll see a summary of the course you selected. Note: Only ONE eligible course should be selected. Click Checkout.
- On the next screen, select Pay with PO and click Continue Checkout.

Select Method of Payment

New Payment Methods

Credit Card
 Electronic Check
 Pay with purchase order/My Institution is paying



- On the next screen, enter your email address. Near the bottom, it will show that payment is by purchase order. Click Submit Payment.

Payment Information

Payment by purchase order.

- Shortly after clicking Submit Payment, you’ll receive an auto-generated email with the subject line: Thank you for your payment.
- Then within two to three (2-3) business days, you’ll receive an email from eLearning for Educators with instructions on how to access the course. If you have questions or need more information, contact elarningforeducators@evergreen.edu.