

## **CEO SPACE ONLINE ENROLLMENT AND MAKE A PAYMENT GUIDE** **FOR RETURNING MEMBERS OR RE-ENROLLMENTS ONLY**

Congratulations on your decision to re-enroll to attend a CEO Space forum, The Ultimatum Business Trade Show! We hope that this short guide helps make your enrollment easier for you.

You have reached this page by either clicking ENROLL or putting ceospac inc.com/enroll in your browser. This is the page that appears:

**CEO Space Forum Enrollment**

Please submit your enrollment for a CEO Space class. At the end of your enrollment you will be able to make a secure payment online with your debit or credit card or mail a payment to the CEO Space home office or to your local representative, or you may pay AT CLASS by making arrangements with CEO Space directly beforehand. Once you have made a \$500 nonrefundable deposit, you will be able to access the complete PreClass Preparation now online. Paying a deposit does not extend a sale deadline.

See our [TERMS INCLUDING TUITION NONREFUNDABILITY AND A LIMITED MONEY BACK GUARANTEE](#) for more information about application fees, nonrefundability, and deposits.

See your local Club President for information on nonrefundable tuition, class dates and schedules or contact [CEO Space Corporate Offices](#).

**Grads returning only for the Weekend DO NOT ENROLL.**  
**Weekend Grad Registration begins 8:30 am Graduation Friday of the current class at the Host Hotel.**

**Please provide the following contact information: (Items with a "\*" are required)**

1 First Name\*

2 Last Name\*

3 Zip/Postal Code\*

4 E-mail\*

5 Type E-mail again\*

I am a **NEW** member and this is my **first** enrollment.
   
 This is not my first enrollment. I am re-enrolling in CEO-Space.
   
 Please check one\*
   
 Also for graduates, staff, instructors, or mentors.
   
 Please use the email address listed in the class directory
   
 so we can match you with existing records.

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A Contains General Information about enrollment

B Contains information about terms and conditions and Limited Money Back Guarantee— this is a downloadable, pdf file

C If you are a weekend only returning grad, DO NOT ENROLL; you will register at the class, on site.

The fields you are to complete let us know if you are a new member (never, ever registered for CEO Space), a re-register (registered before, but did not attend class), or a Returning Graduate (which can be an Instructor, CP, Mentor, etc).

1 Enter your First Name (**THIS IS A REQUIRED FIELD**)

- 2 Enter your Last Name (**THIS IS A REQUIRED FIELD**)
- 3 Enter your Zip Code or Postal Code (**THIS IS A REQUIRED FIELD**)
- 4/5 Type your email and retype to verify that this is your correct email address
- 6 If you feel you need to click this button, use the other Guide, as you are indicating that you have never REGISTERED FOR CLASS BEFORE. If you had previously registered, but did not go to class, then Click the lower button: Do Not Use this button.
- 7 Click this radio button if you are a returning member, Mentor, Instructor, Graduate, Club President, OR IF THIS IS a RE-ENROLLMENT for someone not attending the first class to which s/he enrolled.

Our database is checking to see if we have you on file, as to prevent duplicate entries.

**Click: Continue with Enrollment button**

**NOTE: If there is an error, you will see red asterisks or stars. Possible problems:**

- A. Mismatched emails
- B. You have changed zip codes
- C. You changed your email and address since you last enrolled
- D. You did not check the appropriate button in 6 or 7

**If you still cannot resolve the problem, please call your Club President or the Corporate Office during business hours, 256.850.4700, ext 0 [9-5 pm CT].**

Assuming you are a returning or this is a re-enrollment, you will be taken to the following page. Although it does not show on this snapshot, the information that you entered will appear in the appropriate fields. The current class will appear as the class for which you are registering to attend.

You are now at the New Member Page. Remember, that the information that you previously entered: First/Last Name, zip/postal code, email address will appear above.

Once you have read A, the Terms, you will review the information in #1

First Name  
 Middle Name (Optional)  
 Last Name  
 Zip Code or Postal Code  
 Email address

There are 3 questions associated with arrow #2:

- i Enrolling for class
- ii Enrolling as
- iii Tuition

- i Class defaults to the current class. The pull down menu may have other class choices on it.
- ii Enrolling as. This is the type of member. Ask your Club President what you should click.

Family  
 Graduate  
 Ret. Teen  
 Mentor (only if approved by Mr. Dohrmann)  
 Instructor (Only if approved by Mr. Dohrmann)  
 Vol. Staff  
 Club President (only if you are returning as a CP)

Assistant (only if you are an approved assistant to an instructor)

- iii Your tuition amount should have been provided to you by your Club President. Put that amount. If you put 0, we will correct it. **Do not put a \$ or double zeros to denote cents (.00).**

Before affixing your electronic signature, please read the terms and Conditions. This is a downloadable click that contains valuable information. Arrow 3 has 3 fields:

- a Signature (simply type your name)
- b Account Manager (select your Club President or Area Manager or pick one; we will make sure that it is correct)
- c Notes—You can put any notes that you need to here. Typical notes are “I need vegan meals at the Forum dinners.” Etc. We read each of the notes and try to respond as appropriate.

You are given a third time to review the terms and conditions and to download them. That is section C.

Arrow 4 is your selection: either you agree to the terms or you do not. If you agree, click the first radio button; if not, click the second. You will not be enrolled in CEO Space. Then, finally, Red arrow 5, click Submit Enrollment. You will receive an enrollment confirmation email at the email address that you provided. We will verify your information and contact you with any problems. You are then taken to a payment page at which time you can make a payment or not.

## PAYMENT PAGE ASSISTANCE

After you enrolled, you will be taken to this page. You can either exit by clicking Skip Payment or make a payment. If you exit, and want to make a payment later, either go back to our website and click MAKE A PAYMENT, or enter [ceosp.spaceinc.com/payment](http://ceosp.spaceinc.com/payment) in your browser.

This is the page at which you or someone on your behalf can make a secure payment. Please read the information by box A carefully. If you are using someone else's credit card, you must download, sign and return this form. We will not process your payment without it. This protects you and the individual making the payment from any misunderstandings.

### **Green Arrow 1** *For whom are you Paying:*

Put Member's first and last name if you are not the member making a payment; put your name, if you are. Select the class. Put your email or whomever you want to receive confirmation of the payment.

### **Green Arrow 2** *The information that is required is for whoever OWNS the Credit/debit card being used.*

First Name on Card  
Last Name on Card  
Billing Address for the Card, City, State, Zip/Postal Code, Country

**► Note do not enter any text that is not a number or a letter. The field will NOT ACCEPT #, &, or other symbols. If your apartment uses # sign, just put the number.**

Billing Phone  
Credit Card Number (without any spaces)  
Expiration Month and Year selected from dropdown menus  
Card Security Code (Required: front of Amex and back of others)  
Amount to be charged

Click **ONCE**, Submit Payment (indicated by the Red Arrow). If there are no errors you will get a Note that payment was accepted. You will be able to print the page.

If there are errors, look **for red type, asterisks or stars** and re-enter or rectify the information. **If there were any red type on your page, your payment was NOT submitted. If the payment was not accepted FOR ANY REASON, it will indicate in RED under the submit payment button.** Pay close attention to this message as it will help you to identify and correct the problems.

### **Some Common ERROR Messages:**

**Invalid Account (do you have the correct numbers in the correct sequence?)**  
**Invalid Expiration**  
**Call Authorization Center**  
**Exceeds daily limit (Try putting in smaller amounts. We can always run your card multiple days to complete payment).**

You will also receive an email that your payment was accepted or not. Look at the Result line, which has been **bolded for your reference**.

We received your non-refundable Credit Card payment for:  
Jane Smith  
for CEO Space Intl. 1210 Free Enterprise Forum.

Paid by: John Doe  
In the amount of \$1000  
From Card: \*\*\*\*\*1455  
Reference #: VS005FEBE9CA

**Result: Invalid account number (Bolded and Red for emphasis)**

Thank You!  
The CEO Space International, Inc. Team  
(256) 850-4700 9-6 Central Time

If your payment did not go through, please call your financial institution or try again with the correct information. Again, if you have exceeded your daily limit, you can run it multiple days or provide us with the number to do that for you.

**Congratulations! If you have any questions, please contact your Club President or our home office at 256.850.4700, 0.**

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