How to upload your PO Number for CALHEC 2025

1. Go to your registration confirmation email and click the orange button to go to your **Attendee Portal**. If you cannot locate your confirmation email, please email us at calhec@eventpowersupport.com.

BOOKMARK THIS LINK

Your registration is confirmed, but you are **UNPAID**. Please return to your registration and complete payment using the following link.

Attendee Portal

2. In your Attendee Portal, select the **Payment** option on the left side of your screen. If you still have an outstanding balance, you'll see a red circle next to Payment as shown below.

Contact Information   ❗

Payment   ❗

Cancellation Policy

Activities
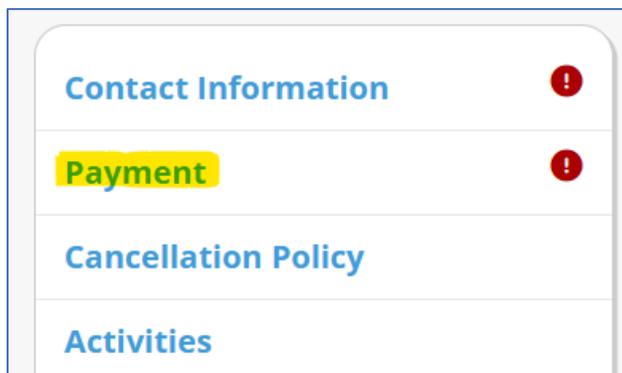
3. Under **Payment Submission**, you can enter the Purchase Order Number and upload a copy of the Purchase Order. Update both sections and save after uploading each.

   You may also click the **Pay Now** button to provide a credit card as your form of payment.

   Payment Submission

   Pay Now

   Add Purchase Order #

   Upload Purchase Order ⬆

4. Once saved, download a new invoice which now includes your purchase order number by clicking on the PDF icon, and forward the invoice to your purchasing department for payment processing.

   *****As a reminder, all outstanding balances must be paid by Friday, April 11 or your registration may be cancelled.*****

   Invoice

   Invoice 📄 📋

Thank you!
If you have any questions, please contact us at
calhec@eventpowersupport.com.