



## How to Upload your Purchase Order

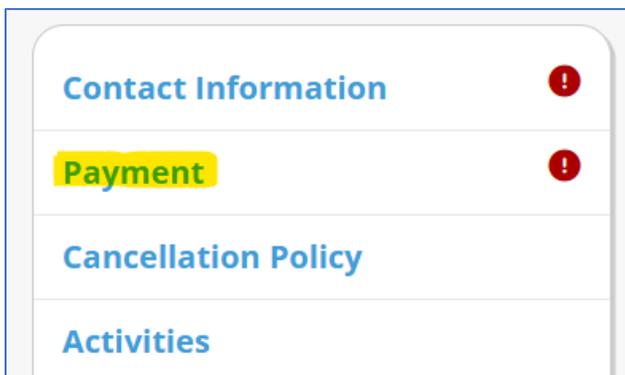
1. Go to your registration confirmation email and click the orange button to go to your **Attendee Portal**. If you cannot locate your confirmation email, please email us at [calhec@eventpowersupport.com](mailto:calhec@eventpowersupport.com).

### 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.





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

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**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, February 20 or your registration may be cancelled.\*\*\*\*\***

### Invoice

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Invoice  

**Thank you!**  
If you have any questions, please contact us at  
[calhec@eventpowersupport.com](mailto:calhec@eventpowersupport.com).