



Council on Aging of Southwestern Ohio | *Answers on Aging*

## **Forum on Aging & Annual Meeting Corporate Registration and Payment Instructions**

### **Registration and payment instructions for organizations that wish to make one payment for multiple representatives**

1. Have each individual register separately through COA's Web site ([www.help4seniors.org](http://www.help4seniors.org))
2. Individual registrants should clearly identify your organization's name in the Organization box on the form
3. In the registration form's Comment box, type "Corporate Payment"
4. In the Pay By section, each registrant should choose the **Check** option (your organization will still be able to pay by credit card if that is your preferred method of payment)
5. Everyone who registers should receive an e-mail confirmation. Keep these confirmations for your records.

#### **If paying by credit card:**

1. Contact Amy Leonhardt at (513) 345-3367
2. You will be asked to provide a list of names of those who registered from your organization

#### **If paying by check:**

1. Print a copy of the e-mail confirmation for each employee who registered
2. Total the amount due for each registration (see e-mail confirmation for each registrant's total)
3. Make one check payable to Council on Aging of Southwestern Ohio for the total amount of all registrants
4. Mail one check, along with a copy of each employee's registration form, to:

**Council on Aging of Southwestern Ohio  
Forum on Aging  
P.O. Box 706278  
Cincinnati, OH 45270-6278**

Questions? Contact Amy Leonhardt, (513) 345-3367 or [aleonhardt@help4seniors.org](mailto:aleonhardt@help4seniors.org).