

## Payment Instructions

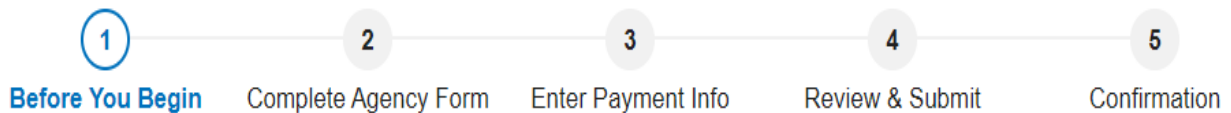
You must submit (ACH, Amazon, PayPal, Debit or Credit Card) payment by using the EEOC's Miscellaneous Electronic Processing Form at Pay.gov. Once you have completed payment you will receive an **immediate email confirmation via Pay.gov**. Please retain a copy of that email from Pay.gov. for your records and submit a copy to [rfdpayments@eoc.gov](mailto:rfdpayments@eoc.gov). Include your EXCEL **email confirmation number** in the body of the email and **your contact phone number**.

The fields required below must be completed on the EEOC's Miscellaneous Electronic Processing Form at Pay.gov. The information on the Form must be accurate to ensure that payment is received.

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## Equal Employment Opportunity Commission Miscellaneous Electronic Processing Form

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### Accepted Payment Methods:

- Bank account (ACH)
- Amazon account
- PayPal account
- Debit or credit card

[Preview Form](#) [Cancel](#)

[Continue to the Form](#)

This is a secure service provided by United States Department of the Treasury. The information you will enter will remain private. [Please review our privacy policy](#) for more information.

**Select “Continue to the Form”**

## Payment Instructions (con't)

1. For Individual/Business Indicator\*  
All payees must select "Individual"
2. For Payment Amount\*  
Total or Group Amount
3. For Reference Document Number\* (This is your email confirmation number)  
Add your email confirmation number
4. For EEOC Office\*  
Select "Revolving Refund"
5. For Purpose or Other\*  
Select "EEOC RF Training Institute – 45X4019"
6. Select Payer\*  
Select "Self-Payment"  
Select "Third-Party Payment" if an employer or other party is making the payment on behalf of the attendee, the third party's first and last name is required.

**The Enrollee's registration for this EEOC EXCEL Training Conference is not complete until online enrollment and payment has been received.** An email will be sent to the Payer from pay.gov confirming that payment has been received. The receipt should be sent to [rfdpayments@eoc.gov](mailto:rfdpayments@eoc.gov).

We look forward seeing to you at the 2023 EEOC EXCEL Training Conference.

### Contact Information:

EEOC Training Institute  
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[EEOC.traininginstitute@eoc.gov](mailto:EEOC.traininginstitute@eoc.gov)  
(866) 446-0940 (Toll Free)  
(703) 291-0880  
(800) 828-1120 (TTY)