HOW TO REGISTER USING THIRD-PARTY FUNDS

If an employer or another third-party (ex. VA, outside scholarship, etc.) will pay your course fees but require an invoice to process payment, please follow the steps below to register. Please note that students are responsible for any balance the third-party does not pay.

1. Create a student profile or log in to your student profile here:
   https://www.enrole.com/uw/jsp/login.jsp
2. Add the course(s) you would like to register for to your cart. Make sure you are listed as the attendee below the course details in the shopping cart; if you are not, use the Add Attendee drop-down. The amount in the cart will show as $0 until an attendee is added.
3. Click Checkout
4. Enter the required information (N/A can be used for SSN if you prefer)
5. Select the Minimum Payment Required option. This amount covers the non-refundable registration fee, but if this presents a hardship of any kind or your employer will not reimburse you for this amount, please stop here and contact the PDC.
6. Click Next, and then click Submit Order on the next page. This will take you to a secure transaction site where you can enter your credit card or ACH information.
7. Confirmation emails are automatically sent at 7 am and 3 pm each day; reply to this email with your voucher, purchase order, or letter of authorization to bill attached as a PDF.
8. We will respond to confirm receipt of this document and follow up if we need any additional documents to proceed with billing.