

CEO SPACE INTERNATIONAL ONLINE ENROLLMENT AND PAYMENT GUIDE

FOR NEW MEMBERS

Congratulations on your decision to join CEO Space, The Ultimatum Business Trade Show! With your lifetime membership, you are entitled to attend one Forum. All other Forums you can attend by returning on the weekend (Thursday night to Sunday Implosion) or by paying the full returning member tuition. We hope that this short guide helps make your enrollment easier for you.

You have reached this page by either clicking ENROLL or putting ceospaceinc.com/enroll in your browser. This is the page that appears:

The screenshot shows a web browser window with the title "CEO Space CLASS ENROLLMENT FORM". The page content includes:

- CEO Space Forum Enrollment**
- Text: "Please submit your enrollment for a CEO Space class. At the end of your enrollment you will be able to make a secure payment online with your debit or credit card or mail a payment to the CEO Space home office or to your local representative, or you may pay AT CLASS by making arrangements with CEO Space directly beforehand. Once you have made a \$500 nonrefundable deposit, you will be able to access the complete PreClass Preparation now online. Paying a deposit does not extend a sale deadline." (Callout A)
- Text: "See our [TERMS INCLUDING TUITION NONREFUNDABILITY AND A LIMITED MONEY BACK GUARANTEE](#) for more information about application fees, nonrefundability, and deposits." (Callout B)
- Text: "See your local Club President for information on nonrefundable tuition, class dates and schedules or contact [CEO Space Corporate Offices](#)." (Callout B)
- Text: "Grads returning only for the Weekend DO NOT ENROLL. Weekend Grad Registration begins 8:30 am Graduation Friday of the current class at the Host Hotel." (Callout C)
- Text: "Please provide the following contact information: (Items with a "*" are required)"
- Form fields: "1 First Name*", "2 Last Name*", "3 Zip/Postal Code*", "4 E-mail*", "5 Type E-mail again*" (Callout 5)
- Radio buttons: "6 I am a NEW member and this is my first enrollment." and "7 This is not my first enrollment. I am re-enrolling in CEO-Space. Also for graduates, staff, instructors, or mentors. Please use the email address used in the class directory so we can match you with existing records." (Callout 7)
- Text: "Please check one*" (Callout 7)
- Text: "8 Continue with Enrollment" (Callout 8)
- Page footer: "CEO Space Home Page | Copyright © 2010 CEO Space International, Inc. All rights reserved. | [Contact us](#)"

- A Contains General Information about enrollment
- B Contains information about terms and conditions and Limited Money Back Guarantee—this is a downloadable, pdf file
- C If you are a weekend only returning grad, DO NOT ENROLL; you will register at the class, on site.

The fields you are to complete let us know if you are a new member (never, ever registered for CEO Space), a re-register (registered before, but did not attend class), or a Returning Graduate (which can be an Instructor, CP, Mentor, etc).

- 1 Enter your First Name (**THIS IS A REQUIRED FIELD**)
- 2 Enter your Last Name (**THIS IS A REQUIRED FIELD**)
- 3 Enter your Zip Code or Postal Code (**THIS IS A REQUIRED FIELD**)
- 4/5 Type your email and retype to verify that this is your correct email address
- 6 Click this radio button **ONLY IF YOU HAVE NEVER REGISTERED FOR CLASS BEFORE**. If you had previously registered, but did not go to class, then Do Not Use this button.
- 7 Click this radio button if you are a returning member, Mentor, Instructor, Graduate, Club President, **OR IF THIS IS a RE-ENROLLMENT** for someone not attending the first class to which s/he enrolled.

Our database is checking to see if we have you on file, as to prevent duplicate entries.

Click: Continue with Enrollment button

NOTE: If there is an error, you will see red asterisks or stars. Possible problems:

- A. Mismatched emails
- B. You had previously enrolled and forgot
- C. You changed your email and address since you last enrolled
- D. You did not check the appropriate button in 6 or 7

If you still cannot resolve the problem, please call your Club President or the Corporate Office during business hours, 256.850.4700, ext 0 [9-5 pm CT].

Assuming you are a brand new, never before registered member, you will be taken to the following page. Although it does not show on this snapshot, the information that you entered will appear in the appropriate fields. The current class will appear as the class for which you are registering to attend.

CEO Space's Forum Enrollment

You may submit your enrollment for CEO Space's next class. You may make a secure payment online or mail a payment to the CEO Space home office or to your local representative, or you may pay AT CLASS by making arrangements with CEO Space directly beforehand. Once you have made a \$500 nonrefundable deposit, you will be able to access the complete PreClass Preparation now online. Paying a deposit does not extend a sale deadline.

See your local Club President for information on nonrefundable tuition, class dates and schedules, or contact [CEO Space Corporate Offices](#).

Please provide the following contact information: (Items with a "*" are required)

First Name*
 Middle Initial
 Last Name*
 Company/Organization
 Occupation
 Street Address*
 City*
 State/Province*
 Zip/Postal Code*
 Country
 Work Phone
 Cell/Other Phone
 Home Phone
 FAX
 E-mail*
 Type E-mail again*
 Your website
 Enrolling For Class* 1210 Dec 2010 Loews Las Vegas
 Enrolling as* Please Select If a group/family, each member needs to enroll individually.
 Total Enrollment Tuition* Contact your Club President or CEO Space for Tuition amount.

NOTE: All tuition fees and deposits are nonrefundable and payable in U.S. funds. To ensure fastest handling, a deposit should be paid within 72 hours if possible. See our [TERMS](#) for more information about application fees, nonrefundability and deposits. CEO Space only accepts Cashier's Checks, Money Orders, Visa/MC/Discover/Amex. After completing the enrollment you can make a secure online credit card payment.

Signature of Member* Please type your name
 CEO Space Account Manager* Please Select, -
 Notes

AGREEMENT* The parties herein have read & agree to the [TERMS, NON REFUNDABILITY, AND CONDITIONS](#) and [PRIVACY POLICY](#) as stated in these online pages of the agreement which become effective on the date this form is submitted:

Yes, I agree with the Terms, NonRefundability, and Conditions, process my enrollment!
 No, I do not agree with the Terms, NonRefundability, and Conditions (enrollment will not be processed but will be held as "Pending")

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You are now at the New Member Page. Remember, that your information that you previously entered: First/Last Name, zip/postal code, email address will appear above.

Once you have read A, the Terms, you will complete the missing information in #1

- First Name
- Middle Name (Optional)
- Last Name
- Company/Organization (Optional)
- Occupation (Optional)
- Street Address, City, State/Province, Zip Code or Postal Code **(There can be no symbols such as #, &, *, .)**
- Work phone, Cell, Home, Fax (Optional)

Email address
Your website (Optional)

There are 3 questions associated with arrow #2:

- i. Enrolling for class
- ii. Enrolling as
- iii. Tuition

i Class defaults to the current class. The pull down menu may have other class choices on it.

ii Enrolling as. This is the type of member. Ask your Club President what you should click. Your choice should always be either:

- New Member
- Spouse
- Partner
- Teen
- Family

iii Your tuition amount should have been provided to you by your Club President. Put that amount. If you put 0, we will correct it. **Do not put a \$ or double zeros to denote cents (.00).**

Before affixing your electronic signature, please read the terms and Conditions. This is a downloadable click that contains valuable information. Arrow 3 has 3 fields:

- a Signature (simply type your name)
- b Account Manager (select your Club President or Area Manager or pick one; we will make sure that it is correct)
- c Notes—You can put any notes that you need to here. Typical notes are “I’m a fundbuster.” “I am spouse of so and so.” “I need vegan meals at the Forum dinners.” Etc. We read each of the notes and try to respond as appropriate.

You are given a third time to review the terms and conditions and to download them. That is section C.

Arrow 4 is your selection: either you agree to the terms or you do not. If you agree, click the first radio button; if not, click the second. You will not be enrolled in CEO Space. Then, finally, Red arrow 5, click Submit Enrollment. You will receive an enrollment confirmation email at the email address that you provided. We will verify your

information and contact you with any problems. You are then taken to a payment page at which time you can make a payment or not. Click here to go to those instructions.

CEO SPACE ONLINE MAKE A PAYMENT GUIDE

This is the payment page which you can reach by going to our website and clicking MAKE A PAYMENT, or enter ceospaceinc.com/payment in your browser.

The screenshot shows a web browser window titled "Process Credit Card". The page content includes:

- Make a payment.** with a link: [Skip Payment, Return to CEO Space Home Page](#)
- Red warning text:** "If you make a payment for anyone but the cardholder, an authorization form must be completed and signed by the card holder. CEO Space International, Inc. may only accept payments for third parties with the required legal form being signed by the third party card holder. [Click here to download form.](#) The form is in addition to the online payment and is transmitted by fax, email or mail before payment can be processed." This text is enclosed in a box labeled 'A'.
- Form fields:**
 - I am paying for:** Member First Name, Member Last Name, Class (dropdown: 1210 Dec 2010 Loews Las Vegas), Your e-mail (with note: for payment confirmation).
 - Provide name on debit / credit card and billing address to which card statement is mailed.** Fields include: First Name on Card, Last Name on Card, Billing Address, Billing City, Billing State, Billing Zip, Country (USA), Billing Phone, CreditCard No. (with note: no spaces), Expires Mo / Year (Month and Year dropdowns), Card Security Code, and Amount to be charged.
 - A **Submit Payment** button.
 - Note: "Click only once."
- Footer:** "Note: Payments are nonrefundable by contract. Problems? You may call our Office between 9 AM and 5 PM Central Time (256) 850.4700, ext 0 to speak with our customer service department." and "CEO Space Home Page | Copyright © 2010 CEO Space International, Inc. All rights reserved. | [Contact us](#)"

Annotations on the screenshot include:

- A green arrow labeled '1' pointing to the "I am paying for:" section.
- A green arrow labeled '2' pointing to the "Provide name on debit / credit card and billing address..." section.
- A large red arrow pointing left towards the "Submit Payment" button.

This is the page at which you or someone on your behalf can make a secure payment. Please read the information by box A carefully. If you are using someone else's credit card, you must download, sign and return this form. We will not process your payment without it. This protects you and the individual making the payment from any misunderstandings.

Green Arrow 1 *For whom are you Paying:*

Put Member's first and last name if you are not the member making a payment; put your name, if you are. Select the class. Put your email or whomever you want to receive confirmation of the payment.

Green Arrow 2 *The information that is required is for whoever OWNS the Credit/debit card being used.*

First Name on Card

Last Name on Card

Billing Address for the Card, City, State, Zip/Postal Code, Country

► Note do not enter any text that is not a number or a letter. The field will NOT ACCEPT #, &, or other symbols. If your apartment uses # sign, just put the number.

Billing Phone

Credit Card Number *(without any spaces)*

Expiration Month and Year selected from dropdown menus

Card Security Code *(Required: front of Amex and back of others)*

Amount to be charged

Click **ONCE**, Submit Payment (indicated by the Red Arrow). If there are no errors you will get a Note that payment was accepted. You will be able to print the page.

If there are errors, look **for red type, asterisks or stars** and re-enter or rectify the information. **If there were any red type on your page, your payment was NOT submitted. If the payment was not accepted FOR ANY REASON, it will indicate in RED under the submit payment button.** Pay close attention to this message as it will help you to identify and correct the problems.

Some Common ERROR Messages:

Invalid Account (do you have the correct numbers in the correct sequence?)

Invalid Expiration

Call Authorization Center

Exceeds daily limit (Try putting in smaller amounts. We can always run your card multiple days to complete payment)

You will also receive an email that your payment was accepted or not. Look at the Result line, which has been **bolded for your reference**.

We received your non-refundable Credit Card payment for:
Jane Smith
for CEO Space Intl. 1210 Free Enterprise Forum.

Paid by: John Doe
In the amount of \$1000
From Card: *****1455
Reference #: VS005FEBE9CA
Result: Invalid account number (bolded & red for emphasis)

Thank You!
The CEO Space International, Inc. Team
(256) 850-4700 9-6 Central Time

If your payment did not go through, please call your financial institution or try again with the correct information. Again, if you have exceeded your daily limit, you can run it multiple days or provide us with the number to do that for you.

Congratulations! If you have any questions, please contact your Club President or our home office at 256.850.4700, 0.

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