

Bulk Registrations

Procedure

Employers

STEP 1) Have individuals submit their registrations online and select “Invoice Me” on the payment page. Invoices will automatically be created for each registration.

How would you like to pay?

Select pay option

Select pay option

Pay now

Invoice me

STEP 2) If paying by...

- a. CHECK
 - Total your employees’ registration invoices
 - Mail a bulk check to OHIMA and **include the names of registrants and/or invoice numbers along with the check**
- b. CREDIT CARD
 - Have individuals submit their registrations online
 - If you are paying for 5 or less individuals, please pay the individual invoices via credit card
 - If you are paying for more than 5 individuals, email a list of names and invoice numbers to support@ohima.org and ask for a bulk invoice to be created
- c. ONLY PARTIAL AMOUNT FOR INDIVIDUALS
 - Have individuals submit their registration and payment in full, then use their receipt to request reimbursement from employer.

POLICY HISTORY			
Version	Date	Author	Change Description
1.0	4/2022	Bethany Shelton	Documented