

Modify or Complete Payment in DPI MyQuickReg

Follow the instructions if you have registered for an event using DPI MyQuickReg but did not complete your credit card payment or if you need to change your payment method.

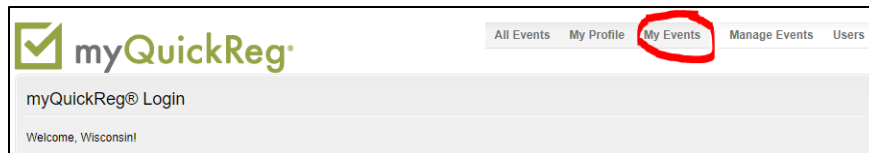
You can check if you have an outstanding payment by logging into the DPI MyQuickReg system (widpi.myquickreg.com/register/), clicking on **My Events**, and looking under the **Payment** column.

My Events

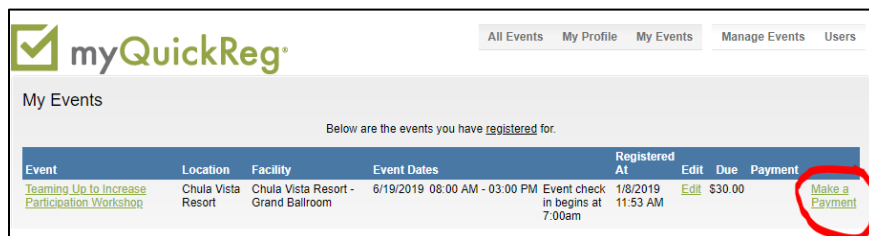
Below are the events you have registered for.

Event	Location	Facility	Event Dates	Registered At	Edit	Due	Payment
Teaming Up to Increase Participation Workshop	Chula Vista Resort	Chula Vista Resort - Grand Ballroom	6/19/2019 08:00 AM - 03:00 PM	Event check in begins at 7:00am 2/28/2019 09:28 AM	Edit	\$30.00	2/28/19: \$30.00 not received.

1. Contact DPI at dpifns@dpi.wi.gov or 608-267-9228. Let us know what event you registered for, and tell us that you need to complete a payment.
2. We will email or phone you when you can log into DPI MyQuickReg and submit your payment. NOTE: DPI cannot take credit card information over email or the phone.
3. Log in to myQuickReg. If paying by credit card, be sure to have your information ready to enter.
4. Click **MyEvents**



5. Under Payment, click on *Make a Payment*.



6. For *Payment By*, select Organization or Personal.
7. For *Payment Method*, select Check or Credit Card.

The screenshot shows the 'Make a Payment' form. The form displays event details: Event Title (Teaming Up to Increase Participation Workshop), Agency (Wisconsin Department of Public Instruction), Location (Chula Vista Resort, 1000 Chula Vista Parkway, Wisconsin Dells, WI 53965), Facility (Chula Vista Resort - Grand Ballroom), and Date/Time (6/19/2019 08:00 AM - 03:00 PM). The Event Regular Cost is \$30.00. The Payment Date is 2/28/2019. The Billing Organization is Wisconsin Department of Public Instruction. The 'Payment By' section has radio buttons for 'Organization' (selected) and 'Personal'. The 'Payment Method' section has radio buttons for 'Check' and 'Credit Card'. The 'Check' option is highlighted in yellow.

8. If paying by check, select *Check* as the payment type, fill in the check number box, and click *Submit*.

Within 3 to 4 business days following submission of your registration, you will receive an email with your invoice and instructions for mailing your check to DPI.

Checks should be mailed to WI Department of Public Instruction, Attn: Accounts Receivable, P.O. Box 7841, Madison, WI 53707-7841.

9. If paying with credit card, you should be ready to enter your credit card information immediately following submission of your registration. To do this, select *Organization* or *Personal*, then select *Credit Card*, then click *Submit*.

Make a Payment

Event Title: Teaming Up to Increase Participation Workshop
Agency: Wisconsin Department of Public Instruction
Location: Chula Vista Resort
1000 Chula Vista Parkway
Wisconsin Dells, WI 53965
Facility: Chula Vista Resort - Grand Ballroom
Date/Time: 6/19/2019 08:00 AM - 03:00 PM Event check in begins at 7:00am

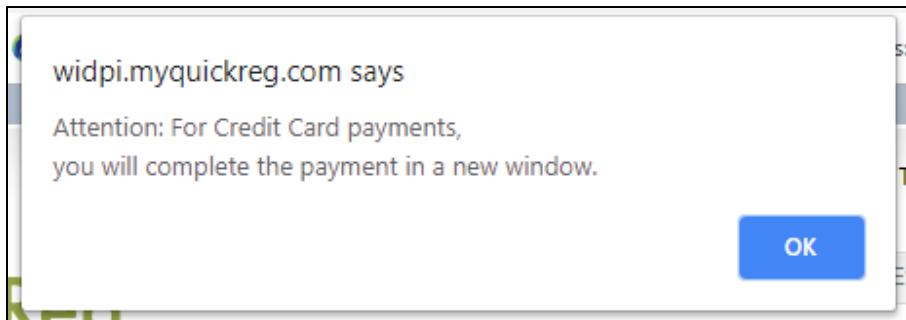
Event Regular Cost: \$30.00
Total Discount: \$0.00
Total Due: \$30.00
Payment Amount: \$30.00
Payment Date: 2/28/2019 (m/d/yyyy) [calendar icon]

Billing Organization: Team Nutrition, Wisconsin
Payment By: Organization
 Personal


Payment Method: Check
Check #:
 Credit Card

Payment Notes:

10. If credit card is selected as payment type, a pop-up box will ask you to complete your payment in a new window. Click *OK*.



11. Click *Submit Credit Card Payment*.




Make a Payment

No Credit Card transactions received for this payment

1. Click the "Submit Credit Card Payment" button below
2. In the new tab/window step through the Credit Card process
3. Once that tab/window returns to the DPI website, close only that tab/window
4. Click the "Verify Payment Completion" button below
5. Click the "Continue" button to return myQuickReg

Submit Credit Card Payment

12. You will be redirected to the State of Wisconsin e-payment service. Complete the payment fields and press *Continue*. Review all of your payment information and click *Confirm*. This will complete your payment by credit card.



Make a Payment

My Payment

DPI myQuickReg Electronic Fee Pymts
Amount Due \$30.00

Payment Information


Frequency One Time
Payment Amount \$30.00
Payment Date Pay Nov

Contact Information

First Name
Last Name
Company (Optional)
Address 1
Address 2 (Optional)
City/Town
State/Province/Region
Zip/Postal Code
Country US
Phone Number
Email Address

Maximum length is 64 characters and can consist of:
• Letters
• Numbers
• The following characters: - . @ + # % ! ? ' " & / = ^ () [] ~
• Format: address@example.com

Payment Method

Card Number 
Expiration Date Month Year
Card Security Code
Card Billing Address Use my contact information address
 Use a different address

Continue [Cancel](#)



This institution is an equal opportunity provider.