



## Forum on Aging Corporate Registration and Payment Instructions

### Registration and payment instructions for organizations that wish to make one payment for multiple representatives

1. Have each individual register separately through registration link on COA's Web site ([www.help4seniors.org](http://www.help4seniors.org))
2. Individual registrants should clearly identify your organization's name in the Organization box on the form
3. In the registration form's Method of Payment box, select "Corporate Payment"
4. Everyone who registers should receive an e-mail confirmation. Keep these confirmations for your records.

#### *If paying by credit card:*

1. You may send the payment via our donation page: [Donate](#)
2. This is with PayPal. On the line "who you are making a donation for" place 2025 Forum and your company name
3. Email Amy Leonhardt [aleonhardt@help4seniors.org](mailto:aleonhardt@help4seniors.org) a list of names of those who registered and the date of the payment.

#### *If paying by check:*

1. Print a copy of the e-mail confirmation for each employee who registered
2. Total the amount due for each registration (see e-mail confirmation for each registrant's total)
3. Make one check payable to Council on Aging of Southwestern Ohio for the total amount of all registrants
4. Mail one check, along with a copy of each employee's registration form, to: Council on Aging of Southwestern Ohio Forum on Aging P.O. Box 706278 Cincinnati, OH 45270-6278

**Questions?** Contact Amy Leonhardt, (513) 345-3367 or [aleonhardt@help4seniors.org](mailto:aleonhardt@help4seniors.org)