

Delegated Examining Payment Instructions

To confirm your registration, we need a purchase card / credit card payment or funding document from your agency:

- If Paying by Purchase Card / Credit Card:
 - Download the credit card authorization form:
https://cldcentral.usalearning.gov/pluginfile.php/158168/mod_resource/content/3/Credit Card Payment Form 121021 508.pdf,
 - Complete the form.
 - Create a ticket <https://www.opm.gov/services-for-agencies/center-for-leadership-development/leadership-development-courses/contact/>
 - Once a ticket is created an email will be sent to you from the Help Desk, at which time you may upload the payment document to the ticket for processing.
 - If you cannot enter your government purchase card information into the form, please create a ticket to let us know.
- If Paying by Funding Document (IAA, MIPR, PO / REQ, SF-182, or other document):
 - Check that it has the required information located at <https://cldcentral.usalearning.gov/mod/page/view.php?id=256#doc>
 - Complete the form.
 - Create a ticket <https://www.opm.gov/services-for-agencies/center-for-leadership-development/leadership-development-courses/contact/>.
 - Once a ticket is created an email will be sent to you from the Help Desk, at which time you may upload the payment document to the ticket for processing.

Learn more about payment methods and billing information here:
<https://cldcentral.usalearning.gov/mod/page/view.php?id=256#payment>.

Thank you for trusting OPM's Center for Leadership Development with your professional leadership development needs.