

## Online Test Payment & Scheduling FAQs Fall 2016

**1. What type of payment is accepted?**

Credit and Debit Cards

**2. What do I need when I schedule and pay for my exam online?**

You need to know your Social Security number, have a valid email address, your Pre-Assessment Activity (PAA) Verification ID number and a valid Credit/Debit card.

**3. Is there a cutoff registration time?**

Examinees must pay and schedule for a test date and time at least 24 hours in advance.

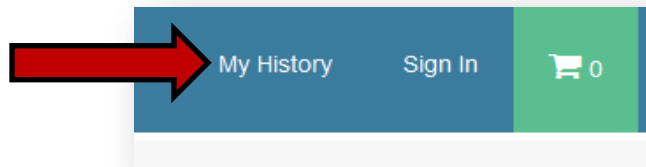
**4. Is there a reschedule fee?**

There is no reschedule fee IF the examinee changes their testing date BEFORE the original scheduled date. Examinees that miss their test date will be required to reschedule and repay the whole exam fee.

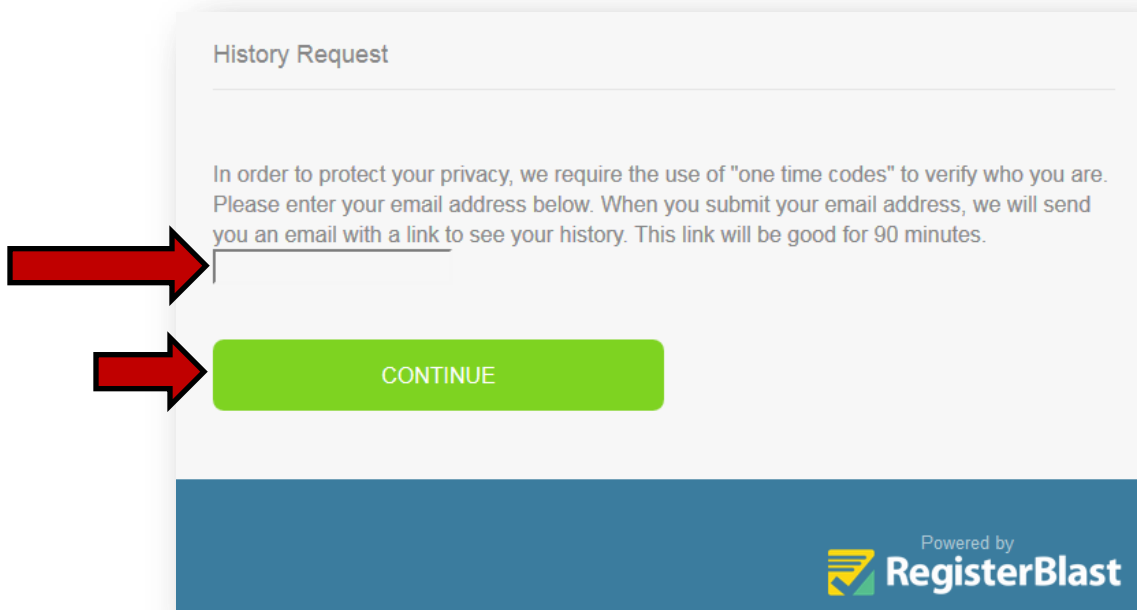
**5. How can I reschedule my testing appointment?**

A. Click on the test payment link

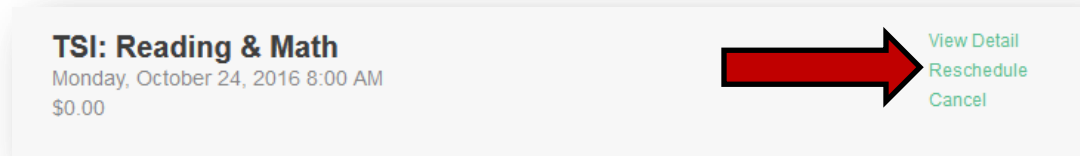
B. Click on My History at the top right corner of the page



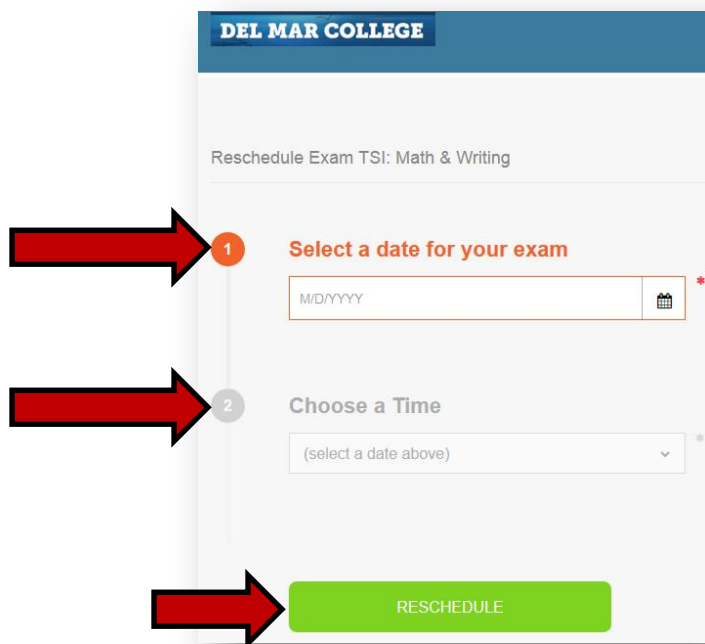
C. Enter the Email address used when the appointment was created and click on Continue

A screenshot of a web form titled 'History Request'. The form has a white background with a light gray border. At the top, the title 'History Request' is followed by a horizontal line. Below this, there is a paragraph of text: 'In order to protect your privacy, we require the use of "one time codes" to verify who you are. Please enter your email address below. When you submit your email address, we will send you an email with a link to see your history. This link will be good for 90 minutes.' Below the text is a text input field. A large red arrow with a black outline points from the left towards the input field. Below the input field is a green button with the word 'CONTINUE' in white capital letters. Another large red arrow with a black outline points from the left towards the 'CONTINUE' button. At the bottom of the form, there is a dark blue footer area containing the text 'Powered by RegisterBlast' and the RegisterBlast logo.

- D. In your email, open the email from [support@registerblast.com](mailto:support@registerblast.com)
- E. Click on the link provided
- F. Click on the Reschedule option next to the exam you wish to reschedule



**G. Complete Items 1 & 2 and Click the Reschedule button**



**6. What are the fees associated with using a credit/debit card?**

Test Fee	Convenience Fee
\$10.00 or less	\$1.50
\$10.01 or more	\$3.50

**7. Can examinees still pay for their exam at the Testing Center?**

Yes, examinees may come to the Testing Center and schedule and pay for their exams using Cash, Check, Money Order, Credit or Debit.

**8. Is the site secure for submitting payment and personal information?**

RegisterBlast is a secure site that is PCI compliant.