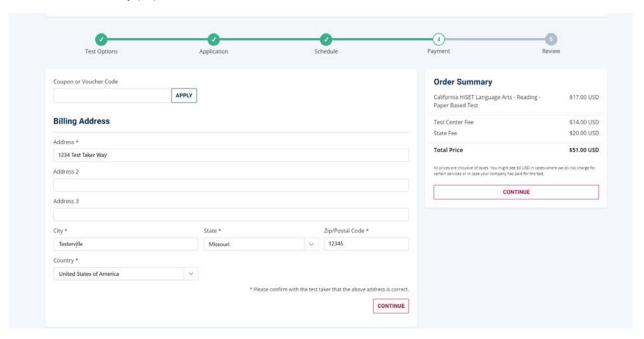




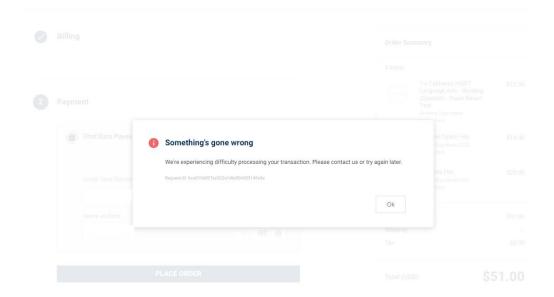


In certain situations an individual or organization may want to use a credit card to schedule a test online on a Test Taker's behalf. To allow the transaction to process please follow the steps below.

I. When you reach the billing address screen you will see that the Test Taker's address has been automatically populated.

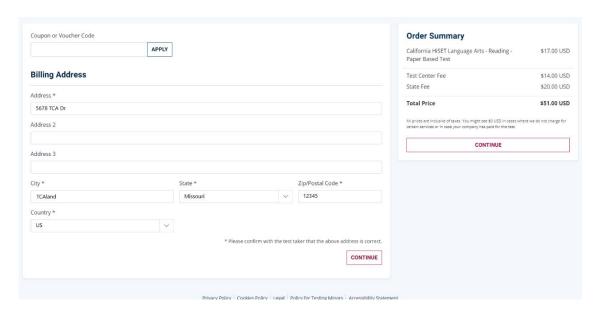


2. If you attempt to use the test taker's billing address that is prepopulated from the application and proceed to checkout, the payment will be rejected and you will receive the following error:

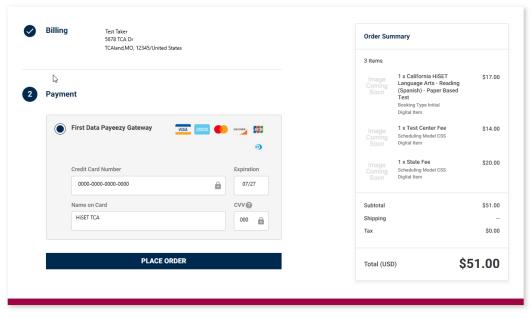




3. To successfully process your payment, you must ensure that the billing address details are updated to match the credit card being used. Click continue.



4. Enter the credit card information and select "place order."



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