HiSET®
Voucher Management
General Overview

OCTOBER 2022
Vouchers

What are vouchers?

✓ Vouchers are a form of payment provided to the Test Takers
✓ Current unused, unexpired ETS vouchers can still be used
Vouchers

How can vouchers be requested?

✓ Vouchers can be requested by filling out the Voucher Request Form
Voucher Request Form

- The first drop down asks for the category, this should remain “Accounting Request”
- Fill in the Email address
- Subject should remain “Voucher Requests”
- Request Type should remain “Vouchers”

Click the Voucher Rate Card link for a complete list of vouchers available for the specific state
Voucher Request Form

- Voucher type 1 is the state requesting
- Select the Type of fee needed
- Choose the Test
- Please enter the quantity needed

If the voucher is a mixed/combo or multiple fee, an extra window will be shown
Voucher Request Form

- Client type should remain **Certification**
- First and last name, phone number of the requestor as well as the org name “HiSET”
- Email allows requestors to CC others
- Fill in the address

If the Billing details are different, check the box
Voucher Request Form

If billing details are different be sure to fill in the additional fields

✓ Billing Name
✓ Billing Company
✓ Billing Phone
✓ Billing Email
✓ Billing Address
Voucher Request Form

- Description box allows for any supporting details
- Please check the box to confirm all necessary invoices and reports are attached
- Attachments are an optional field
Voucher Requests

• Once submitted confirmation will appear on the screen
• An email will be sent with a ticket tracking number
When can I expect the voucher?

- After vouchers have been requested Accounting will invoice the requestor with payment instructions.
- Once paid, the vouchers will be provided by an excel sheet.
Battery Vouchers

Purchasing a Battery

✔ PSI does not support battery purchases, but has a work around for this process

✔ When selecting vouchers choose “Mixed/Combo/Multiple Fees”
Battery Vouchers

Purchasing a Battery

If the state:

✓ charges state and test center fees in addition to the testing fee, select “All Fees”

✓ does NOT charge either a state or test center fee, select the voucher type appropriate for the state

✓ For most states that charge a test center fee for each initial subtest select “Testing and Test Center Fees Only”
Battery Vouchers

Purchasing a Battery

✓ In the quantity field input the number of battery vouchers

✓ Under Voucher Type 2 select “All Fees”

✓ In the quantity field input 4x the number of battery vouchers you intend to purchase

✓ Each Test Taker should receive 1 “All Fees” voucher to be used for the initial subtest registration and booking and 4 “Testing and Test Center Fees” vouchers for subsequent subtests

Example: If you are purchasing 50 battery vouchers the number in this box should be 200