



HiSET[®]

Voucher Management

General Overview

OCTOBER 2022



Vouchers



What are vouchers?

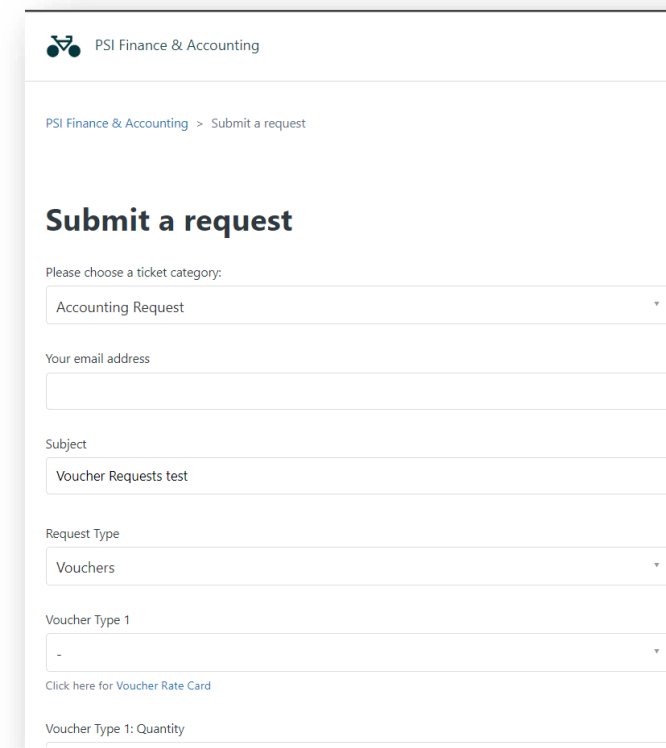
- ✓ Vouchers are a form of payment provided to the Test Takers
- ✓ Current unused, unexpired ETS vouchers can still be used



How can vouchers be requested?

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

Voucher Request Form



The screenshot shows a web form titled "Submit a request" under the heading "PSI Finance & Accounting". The form includes the following fields and options:

- PSI Finance & Accounting
- PSI Finance & Accounting > Submit a request
- Submit a request**
- Please choose a ticket category:
 - Accounting Request
- Your email address
- Subject
 - Voucher Requests test
- Request Type
 - Vouchers
- Voucher Type 1
 -
- [Click here for Voucher Rate Card](#)
- Voucher Type 1: Quantity

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”

A screenshot of the PSI Finance & Accounting web application. The page title is "PSI Finance & Accounting" with a logo. Below the title is a breadcrumb trail: "PSI Finance & Accounting > Submit a request". The main heading is "Submit a request". The form contains several fields: "Please choose a ticket category:" with a dropdown menu showing "Accounting Request"; "Your email address" with an empty text input field; "Subject" with a text input field containing "Voucher Requests test"; "Request Type" with a dropdown menu showing "Vouchers"; "Voucher Type 1" with a dropdown menu showing "-"; a link "Click here for Voucher Rate Card"; and "Voucher Type 1: Quantity" with an empty text input field.

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 Type 1

-

Voucher Type 1: Quantity

Voucher Type 2 (optional)

-

Voucher Type 2: Quantity (optional)

Voucher Type 3 (optional)

-

Voucher Type 3: Quantity (optional)

Voucher Type 4 (optional)

-

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

Client Type

-

Certification

Education

Licensure

Talent Management

Client Type

Certification

First Name

Last Name

Phone Number

Company/Org Name

Email

Address

Check if Billing details are different (optional)

Description

T B I

If the Billing details are different, check the box



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



Address

Check if Billing details are different (optional)

Description

Please enter the details of your request. A member of our support staff will respond as soon as possible.

Please confirm all necessary invoices and reports have been attached.

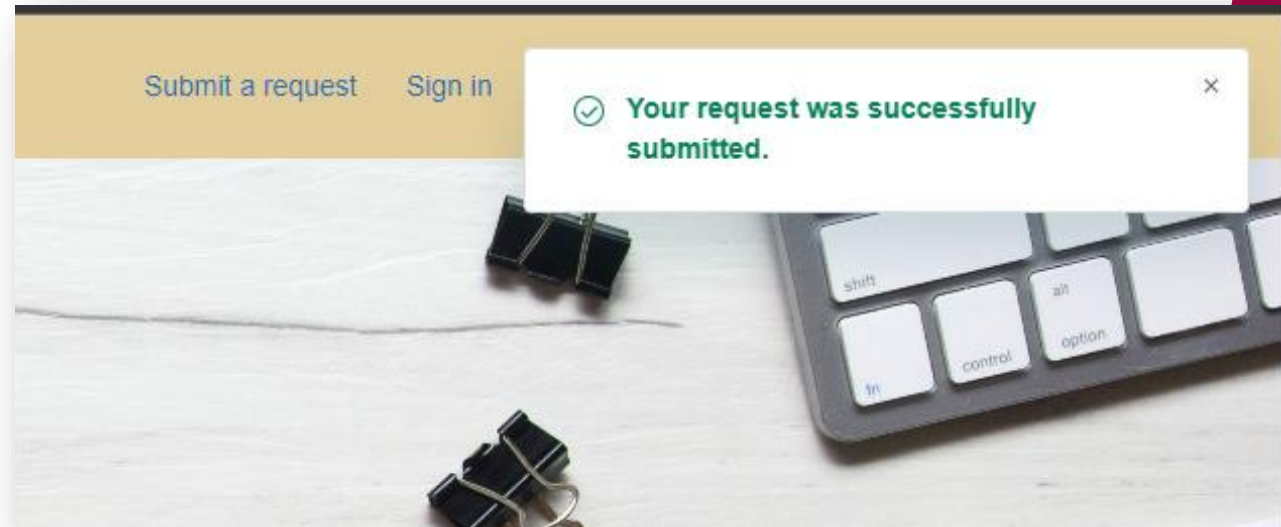
Attachments (optional)

Submit

Voucher Requests



- Once submitted confirmation will appear on the screen
- An email will be sent with a ticket tracking number



Vouchers Fulfillment



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”

A screenshot of a web application interface for selecting voucher types. It features two dropdown menus. The first dropdown, labeled "Voucher Type 1", is open and shows four options: "Back", "Individual Testing Fees", "Individual Admin Fees", and "Mixed/Combo/Multiple Fees". The "Mixed/Combo/Multiple Fees" option is highlighted with a red rectangular border. Below this dropdown is a second dropdown menu labeled "Voucher Type 2 (optional)", which currently shows a hyphen "-" as its selected value.

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”**

Voucher Type 1

\$46.75 Computer Based Testing - All Fees (Testing + State Admin + Test Center) ▼

Voucher Type 1: Quantity

50

Voucher Type 2 (optional)

\$26.75 Computer Based - Testing + Test Center Fees ▼

Voucher Type 2: Quantity (optional)

200

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



The screenshot shows a form with the following fields:

- Voucher Type 1: A dropdown menu with the selected option "\$46.75 Computer Based Testing - All Fees (Testing + State Admin + Test Center)".
- Voucher Type 1: Quantity: A text input field containing the number "50".
- Voucher Type 2 (optional): A dropdown menu with the selected option "\$26.75 Computer Based - Testing + Test Center Fees".
- Voucher Type 2: Quantity (optional): A text input field containing the number "200".

