

**HiSET**<sup>®</sup>

powered by 



[hiset.org](https://hiset.org)

# Voucher Order Process

Version: 1.0  
Date: Sept 2022  
Classification: Public

- 1) Open the [Voucher Order Form](#).
- 2) Once opened you will see that some of the fields have been populated for you, the Ticket Category, Subject, and Request Type.

In order for your request to be properly routed it is important that you **do not make any changes to these fields**.

Please be sure to **include your email address** for tracking purposes.



PSI Finance & Accounting

[PSI Finance & Accounting](#) > [Submit a request](#)

## Submit a request

Please choose a ticket category: **Do not change**

Accounting Request

Your email address

Subject **Auto-populates**

Voucher Requests

Suggested articles

Welcome to your Help Center!

Request Type **Do not change**

Vouchers

3) From the dropdown labeled "Voucher Type 1" select your state.

Voucher Type 1

-

HiSet California Select your state

HiSet Colorado

HiSet Georgia

HiSet Guam

HiSet Hawaii

Voucher Type 2 (optional)

-

Voucher Type 2: Quantity (optional)

4) In the box a list of voucher types available in your state will appear.

Voucher Type 1

Back

Individual Testing Fees Voucher types available in your state

Individual Admin Fees

Mixed/Combo/Multiple Fees

Voucher Type 2 (optional)

-

- 5) Choose the type of voucher you are purchasing. There are three voucher types available for most states.

Click on the Voucher Rate Card link for a complete list of vouchers available for your state.

Voucher Type 1

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

Click here for Voucher Rate Card ←

Voucher Type 1: Quantity

50

- a) Individual Testing Fees: This includes fees for a single HiSET subtest (Math, Social Studies, Science, English Reading, or English Writing) only, no state or test center fees are included.

Request Type

Vouchers ▼

Voucher Type 1

Back  
\$12.75 Individual Computer Based Test Fee Only (includes live online and site proctored) ← **Test fee only**  
\$17.00 Individual Paper Based Test Fee Only ←

Voucher Type 1: Quantity

- b) Individual Admin Fees: These include the State Admin Fee, Test Center Fee, and Remote Testing Fee ONLY. No testing fees are included with these vouchers.

Voucher Type 1

Back  
\$20.00 State Admin Fee Only  
\$14.00 Test Center Fee Only  
\$17.50 Live Online Proctored Test Center Fee Only

Voucher Type 2 (optional)

- ▼

c) Mixed/Combo/Multiple Fees include the following:

Voucher Type 1

Back	◀
All Fees (Testing + State Admin + Test Center)	▶
State Admin and Test Center Fees Only	▶
Testing and State Fees Only	▶
Testing and Test Center Fees Only	▶

Voucher Type 2 (optional)

-	▼
---	---

- i) All Fees: These vouchers will cover the **combined fees for an initial subtest registration and booking ONLY**, including the Testing Fee, State Fee, and Test Center Fee. Additional vouchers will be required to allow test takers to schedule subsequent subtests.

Voucher Type 1

Back	◀
\$46.75 Computer Based Testing - All Fees (Testing + State Admin + Test Center)	
\$51.00 Paper Based Testing - All Fees (Testing + State Admin + Test Center)	
\$50.25 Live Online Proctored Testing - All Fees (Testing + State Admin + Test Center)	

Voucher Type 2 (optional)

-	▼
---	---

- ii) State Admin and Test Center Fees Only cover the combined cost of the **State Admin and Test Center Fees ONLY, does not include test fee.**

Voucher Type 1

Back	◀
\$34.00 Site Proctored (State Admin + Test Center Fees Only)	
\$37.50 Live Online Proctored (State Admin + Test Center Fees Only)	

Voucher Type 1: Quantity

--

- iii) Testing and State Fees Only vouchers cover the combined cost of a single sub-test and any State Admin Fees associated with the exam. These will not include any applicable Test Center Fees.

Voucher Type 1

Back  
\$32.75 Computer Based - Testing + State Admin Fees  
\$37.00 Paper Based - Testing + State Admin Fees

Voucher Type 1: Quantity

- iv) Testing and Test Center Fees Only vouchers cover the combined cost of a single sub-test and any Test Center Fees associated with the exam. These will not include any applicable State Admin Fees.

Voucher Type 1

Back  
\$26.75 Computer Based - Testing + Test Center Fees  
\$31.00 Paper Based - Testing + Test Center Fees  
\$30.25 Live Online Proctored - Testing + Test Center Fees

Voucher Type 2 (optional)

-

- 6) Once you have selected the type of vouchers you are purchasing indicate the number of vouchers you would like in the box below.

Voucher Type 1

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

[Click here for Voucher Rate Card](#)

Voucher Type 1: Quantity

50

- 7) Repeat steps 3-6 for each voucher type you would like to purchase. **You may purchase up to 5 different voucher types per order.** If you need more than 5 different voucher types a second order form will need to be completed. There is no limit to the number of vouchers per type that can be ordered.

Voucher Type 1

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

[Click here for Voucher Rate Card](#)

Voucher Type 1: Quantity

50

Voucher Type 2 (optional)

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

Voucher Type 2: Quantity (optional)

200

- 8) Below the voucher type and quantity fields there are some additional fields.
- The Client Type field has been pre-populated. **Please do not change this field selection.**
  - Enter additional details in the fields as indicated.
  - Enter an additional email if you would like an additional person to be CCd on a request ticket.

Client Type

Certification ← **Do not change** ▼

First Name

Last Name

Phone Number

Company/Org Name

Email ← **Additional email field to allow you to CC**

Address

- 9) If the billing details are different from details previously provided click the box and additional form fields will be available to enter that information.

Check if Billing details are different (optional)

Billing Name

Billing Company

Billing Phone

Billing Email

Billing Address

Description

T B I | ☰ ☷ | 📎 🔗 🗑

---

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

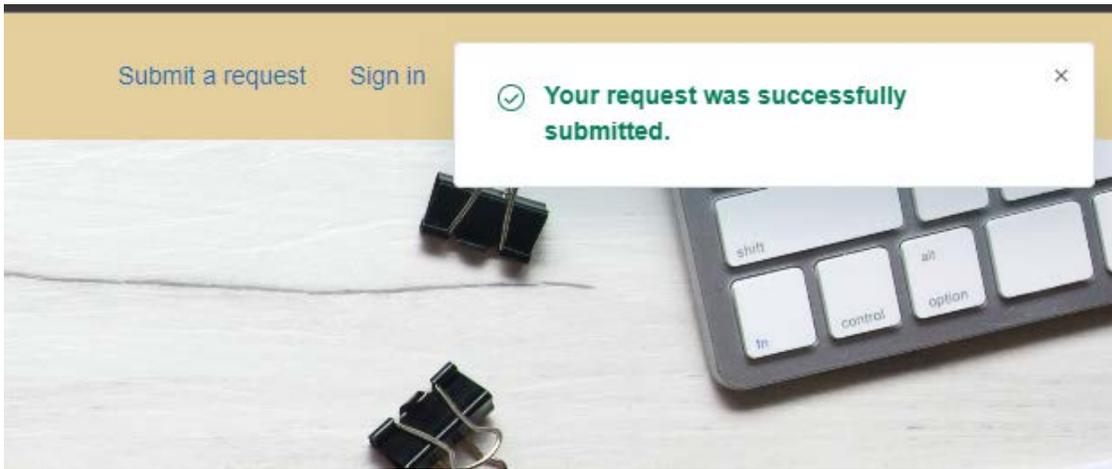
- 10) In the description box you may add additional information that may be helpful in fulfilling your order.
- 11) Add any attachments as necessary and click the box to confirm that you have included all necessary attachments and click "Submit."

Please confirm all necessary invoices and reports have been attached.

Attachments (optional)

[Add file or drop files here](#)

- 12) Once submitted a notification will pop up in the top right-hand corner of your browser to confirm that the request has been submitted. You will also receive an email that will include a ticket number that you may use to track the status of your order.



- 13) After submitting your request an invoice will be sent to you via email with instructions on how to pay.

Once paid the vouchers will be sent to you in excel format via email.

## “Battery Voucher” Order Process

Because PSI systems do not support the purchase of battery vouchers, we recommend the following process as a workaround for those interested in purchasing vouchers for a full battery of HiSET subtests.

- 1) Follow steps 1-3 in the process outlined above.
- 2) For voucher type, select “Mixed/Combo/Multiple Fees”
- 3) If your state charges state and test center fees in addition to the testing fee, select “All Fees.” If your state does not charge either a state or test center fee select the voucher type appropriate for your state.

Voucher Type 1

Back	▶
All Fees (Testing + State Admin + Test Center)	▶
State Admin and Test Center Fees Only	▶
Testing and State Fees Only	▶
Testing and Test Center Fees Only	▶

Voucher Type 2 (optional)

-	▼
---	---

- 4) In the quantity field input the number of battery vouchers you intend to purchase.
- 5) Under Voucher Type 2 select “All Fees.” For most states that charge a test center fee for each initial subtest select “Testing and Test Center Fees Only.”

- 6) In the quantity field input 4x the number of battery vouchers you intend to purchase (i.e., if you are purchasing 50 battery vouchers the number in this box should be 200).

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

- 7) Follow steps 8-14 above to complete your purchase.

When distributing the vouchers ensure that each test taker receives 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..