Vouchers

• What are vouchers?
  • Vouchers are a pre-paid form of payment provided to Test Takers

• How can vouchers be purchased?
  • Vouchers can be purchased by completing the web-based HiSET Voucher Order Form

• What are the voucher fees?
  • Voucher fees may vary depending on your state, please reference the HiSET Fee Chart

• How much is the processing fee charge?
  • A .50 cent processing fee will be added to your invoice for each voucher quantity purchased
Vouchers

• When can the vouchers be expected?
  • After the voucher order has been received, HiSET Accounting will provide an invoice to the requester via email with payment instructions
  • Once payment is received, the vouchers will be provided in a spreadsheet via email

• Does PSI HiSET Offer Battery Vouchers?
  • All PSI HiSET vouchers are individual use only
  • The requester must order the quantity of vouchers needed to complete each individual subtest per test taker
Voucher Order Form

- Voucher Order Form

HiSET®

Voucher Order Form

Instructions:
- Please complete all required contact information to submit a HiSET voucher order.
- Select the HiSET State from the drop-down list.
- Enter the quantity of vouchers requested.
- Once the voucher order is received and processed, you will receive an invoice by email with payment instructions.
- After payment is processed, the voucher codes will be provided by email.

Additional Resources:
- HiSET Fee Chart
- Voucher Rate Card
- Voucher Process Overview

Note: A .50 cent processing fee will be added to your invoice for each voucher quantity purchased.
Voucher Order Form

• **Additional Resources:**
  
  • **HiSET Fee Chart**
    • Displays the individual test fee, state admin fee, test center fee and test at home fee for each HiSET state
  
  • **Voucher Rate Card**
    • Displays the total cost/value for each voucher selection available for each HiSET state
  
  • **Voucher Process Overview**
    • Link to this Voucher Management General Overview
Voucher Order Form Instructions

• **Contact Information Section**
  • Enter today’s date as the Order Date
  • Enter all required contact information fields as requested
  • The contact information entered will be referenced on the invoice
  • The email address entered will receive the invoice and voucher spreadsheet
Voucher Order Form Instructions

• **Voucher Order Request**
  - Select the HiSET State
  - Based on the selection of the HiSET State, the voucher options available will display

---

Voucher Order Request:

- Select the HiSET State to display the voucher options for the state
- Enter the quantity of vouchers requested
- Click here for the HiSET Fee Chart and Voucher Rate Card

Note: A 50 cent processing fee will be added to your invoice for each voucher quantity purchased.

**HiSET State**

- Select American Samoa
- Select California
- Select Colorado
- Select Georgia
- Select Hawaii
- Select Illinois
- Select Indiana
- Select Iowa
- Select Louisiana
- Select Michigan
- Select Minnesota
Voucher Order Form Instructions

• **Voucher Order Request**
  
  • Determine the type of voucher using the HiSET Fee Chart and Voucher Rate Card
    
    • Individual Test Fees
      
      • Valid for Individual Test Fee (Computer Based, Paper Based or Test at Home)
    
    • Individual Admin Fees
      
      • Valid for Individual Admin Fee (State Admin Fee, Test Center Fee, or Test at Home Fee)
    
    • All Fees Vouchers
      
      • Valid for All Fees for Individual Test Administration (ex. Test Fee + State Admin Fee + Test Center Fee)
    
    • Combo Vouchers
      
      • Valid for Combo Vouchers when state does not have all fees (ex. Test Fee + Test Center Fee)
Voucher Order Form Instructions

- Voucher Order Request
  - Enter the Quantity of vouchers requested for EACH category
Voucher Order Form Instructions

• Voucher Order Request
  • Enter any additional notes that are specific to the voucher order
  • After all fields are completed, please click Submit
Voucher Order Form Instructions

• Voucher Order Request
  
  • Once the order form has been submitted, you will receive a pop-up message confirming submission

Thank you for the submission of your HiSET Voucher Order.

HiSET Voucher Orders will be processed within 5 - 10 business days. Once processed, you will receive an invoice by email with payment instructions.

Powered by smartsheet
Voucher Order Form Instructions

• Voucher Order Request
  • After the voucher order has been received, HiSET Accounting will provide an invoice to the requester via email with payment instructions
  • Once payment is received, the vouchers will be provided in a spreadsheet via email
Voucher Issues

• Voucher Issues
  • If you have any issues after the voucher order is completed and the vouchers are received:
    • Submit a request using the [Support Form](#)
      • Select the area of need as ‘Voucher Issues’