



HiSET Voucher Management

General Overview

HiSET®

powered by 

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

Vouchers

- **How do you apply the vouchers once purchased?**
 - Individual voucher codes are applied on the payment screen during the booking/scheduling of the test
 - Enter or copy/paste the voucher code
 - Click the Apply button

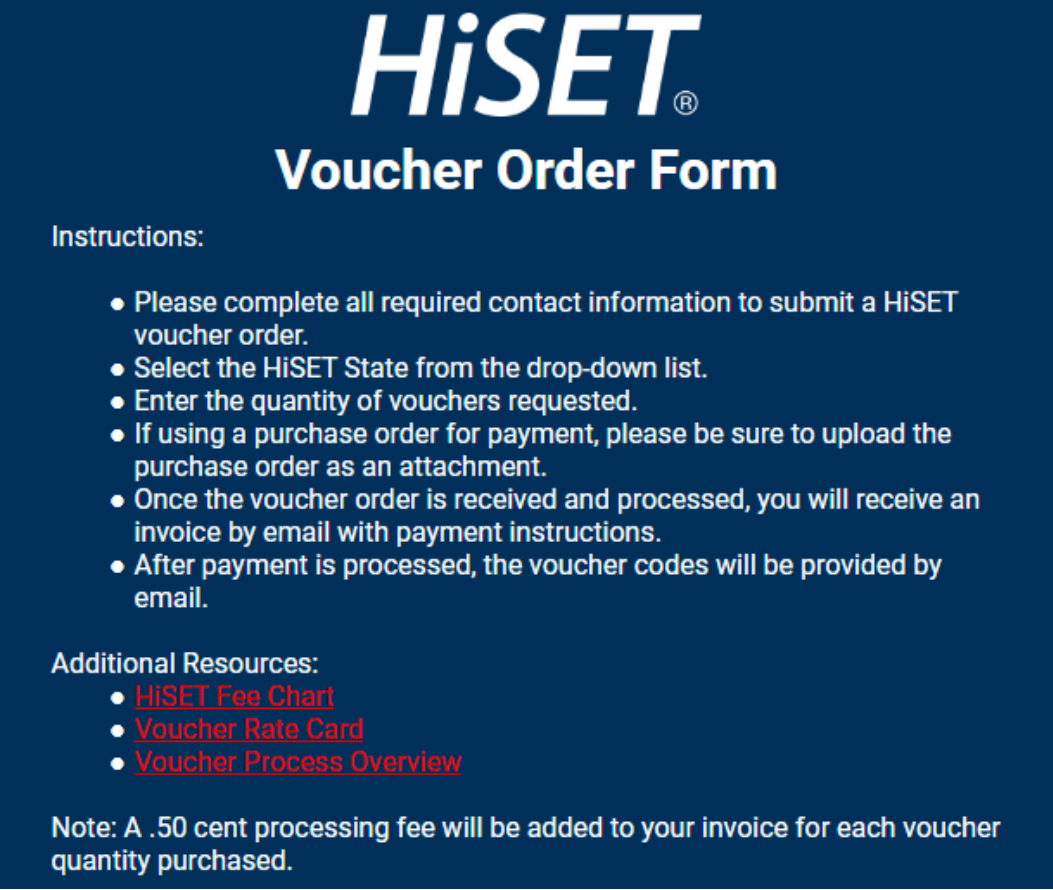
Coupon or Voucher Code

Coupon/Voucher Code

APPLY

Voucher Order Form

- Voucher Order Form

A dark blue rectangular graphic with white text. At the top, the word "HiSET" is written in a large, bold, italicized font with a registered trademark symbol. Below it, "Voucher Order Form" is written in a bold, sans-serif font. Underneath, the word "Instructions:" is followed by a bulleted list of seven items. Below the list, "Additional Resources:" is followed by a bulleted list of three items, each with a red underline. At the bottom, a "Note:" is followed by a single line of text.

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.
- If using a purchase order for payment, please be sure to upload the purchase order as an attachment.
- 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 Linked on the Voucher Order Form:**
 - **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

Contact Information

Order Date *

Name *

Company/Organization Name *

Address Line 1 *

Address Line 2

City *

State *

Zip Code *

Phone Number *

Email Address *

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

- HiSET American Samoa
- HiSET California
- HiSET Colorado
- HiSET Georgia
- HiSET Hawaii
- HiSET Illinois
- HiSET Indiana
- HiSET Iowa
- HiSET Louisiana
- HiSET Michigan
- HiSET 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

Individual Test Fees

Test Fee

Valid for Individual Test Fee (Computer Based, Paper Based or Test at Home)

Individual Admin Fees

State Admin Fee

Valid for Individual State Admin Fee

Test Center Fee

Valid for Individual Test Center Fee

Test at Home Fee

Valid for Individual Test at Home Fee

All Fees Vouchers

Computer or Paper Based Testing - All Fees

Valid for Computer or Paper Based Testing - All Fees (Test Fee + State Admin Fee + Test Center Fee)

Voucher Order Form Instructions

- **Voucher Order Request**

- If using a purchase order for payment, please upload the purchase order as an attachment

Purchase Order

If using a purchase order for payment, please upload the purchase order as an attachment.

File Upload

Drag and drop files here or [browse files](#)

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

Additional Notes

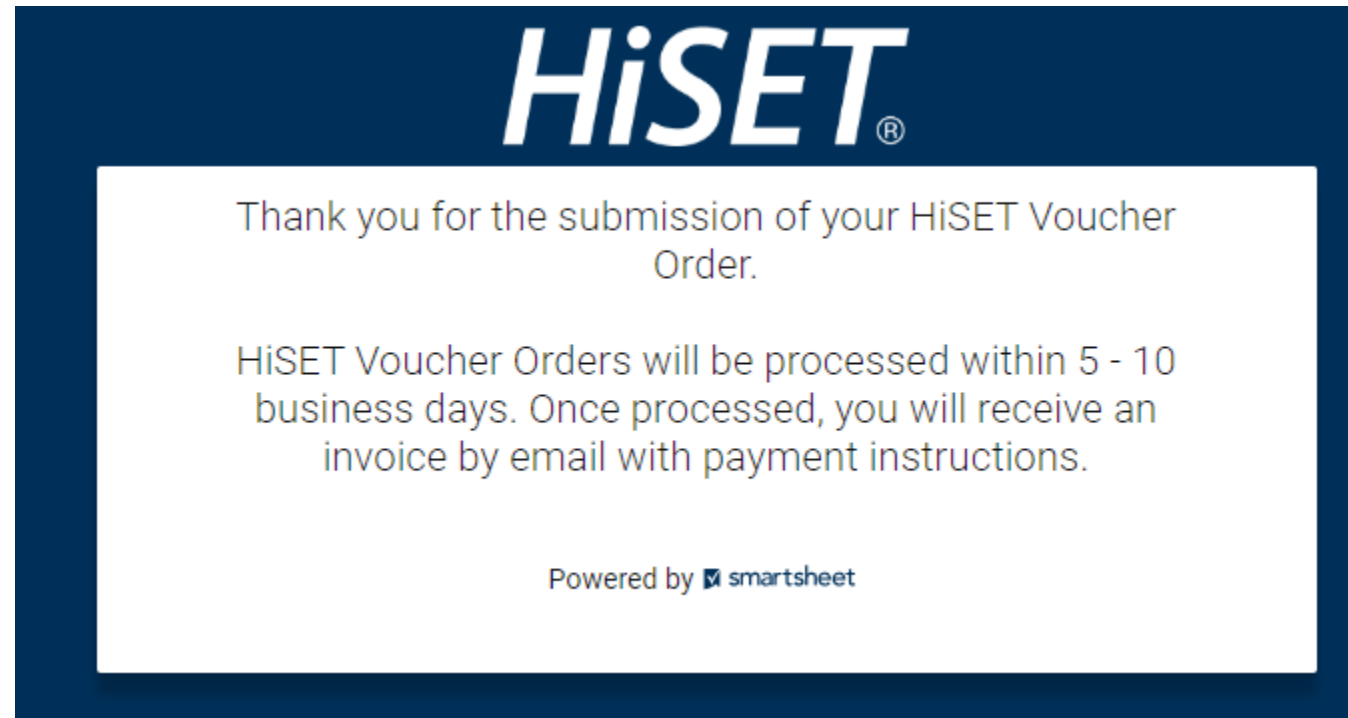
Notes

Submit

Voucher Order Form Instructions

- **Voucher Order Request**

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



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

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'

Choose your area of need