HiSET Voucher Management

General Overview
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

[Input field for Coupon/Voucher Code]  [APPLY]
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
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
Voucher Order Form Instructions

• Voucher Order Request
  • If using a purchase order for payment, please upload the purchase order as an attachment
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

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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

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
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’