The Test Taker’s Process:

1. The Test Taker receives the NTS with a voucher code and URL to create their Webassessor Test Taker account (www.webassessor.com/aicpa_cff and click on “Create New Account” in the upper right corner).

2. The Test Taker navigates to this URL and creates their account:

   ![Create Test Taker Account Form](image-url)
3. A confirmation email is sent to the test taker with their login, password, and next steps:

Welcome to Webassessor!

Your login is: TestTaker
Your password is: Testing$13

To access the Webassessor system, use the following link: www.webassessor.com/aicpa.cff

When candidates are prepared to schedule the appointment for their exam, please use the following steps:

1. Login to Webassessor to schedule exam.
2. Click on the Schedule Exam link in the task bar at the top of the page.
3. Select the CFF Exam and click on Register Now button.
4. Select the desired HOST location.
5. Select the desired date and time a HOST location is available.
6. After the Shopping Cart page confirms the exam, location, date and time, proceed to Check Out.
7. Upon checkout, enter the voucher code that was provided in the NTS letter.
8. Upon acceptance of the voucher code, click the Submit button and then click on the Done button on the subsequent screen.
9. A scheduling confirmation email will be sent to the email address provided. It is important to print and/or keep a copy of this confirmation page on file as it includes the Test Authorization Code required for exam admittance.

If there are difficulties finding one of the High-stakes Online Secure Testing (HOST) locations within a 100-mile radius, and/or a HOST location with available dates and times, please contact KRYTERION Test Taker Support at 800-403-6199 or 608-659-4708 Monday through Friday from 9:00 AM to 5:00 PM (EST) or send an email to hostschedulerequest@kryteriononline.com.

Please do not reply to this e-mail as it is automatically generated from the Webassessor testing system. If you have questions, please contact cff@aicpa.org for registry issues and hostschedulerequest@kryteriononline.com for scheduling issues.

Visit the new aicpa.org for accounting-related information, news and resources.

Member service hotline: 888.777.7877 (M – F 9 am – 6 pm ET) or service@aicpa.org

Renew your AICPA membership today: http://www.aicpa.org/Membership/Pages/Membership.aspx. Thank you for your continued support.

This message, including any attachments, may contain confidential information intended for a specific individual and purpose and is protected by law. If you are not the intended recipient, please delete it. Any disclosure, copying or distribution of this message is strictly prohibited.

4. The Test Taker navigates to the URL and logs into their account:

AICPA Certified In Financial Forensics (CFF) Exam Scheduling

Welcome to the CFF Exam online scheduling tool. The exam is offered at hundreds of testing centers in the North American region at one of Kryterion’s many High-stakes Online Secure Testing (HOST) locations. To find out more information surrounding the CFF exam, please visit www.aicpa.org/cffexam.

Follow these steps to schedule your exam session:

1. Create a New Account by clicking here.
2. Login to your newly created account.
3. With the use of the voucher code issued in your Notification to schedule e-mail, schedule your CFF Exam session.

If you have questions about exam registration and scheduling, please contact the AICPA Member Service Center at 1-888-777-0777 or cff@aicpa.org.
5. From the Test Taker’s home page, they click on “Schedule an Exam”:

6. From the Exam Registration screen, they click on the “Register Now” button:
7. The Test Taker will then select a HOST Location they wish to view the schedule for and take the exam at:

8. The Test Taker will then select the date and time a HOST Location is available to take their exam, and acknowledge the Exams terms and rules:
9. The Shopping Cart page will confirm the exam, location, date and time. The Test Taker will verify this information is correct and click the “Check Out” button:

10. The Test Taker will be asked to enter the voucher code, and click the “Apply” button:

An email will be sent confirming receipt of voucher code and registration for this examination.
11. Once the voucher code is accepted, the Test Taker must click the “Submit” button.

12. The Purchase Confirmation page will show all specifics of the Exam the Test Taker just registered for:
13. Once the Test Taker clicks the “Done” button, they will be sent an email confirming their registration:

This email is your official scheduling confirmation receipt. We suggest you print this page for your records.

You are registered for the following examination(s) for the test taker login of: TestTaker

In order to complete your examination(s), go to the HOST Location up to 15 minutes early, and provide the proctor with the Test Taker Authorization Code listed below.
Please note: You must bring your Test Taker Authorization Code or the proctor will not be able to load your examination.

The only test aids permitted in the testing room are paper and pencil provided by the proctor at the Kryterion HOST site. Personal possessions such as cellular phones, briefcases or backpacks will be collected by the proctor, stored in a secured area, and returned after the test session.

Examination: CFF Examination
Schedule: 07/09/2018 9:00 AM
Test Taker Authorization Code: hktovs

HOST Location:
Phoenix College
1202 W. Thomas Road
Learning Center Building/Testing Center
Phoenix, Arizona 85013
United States

Scheduling Confirmation #: 4BYKcN7K
Order Date: 07/09/2010

Please do not reply to this e-mail as it is automatically generated from the WebAssessor testing system. If you have questions, please contact cfp@aicpa.org for registry issues and hostschedulerrequest@kryteriononline.com for scheduling issues.

Visit the new aicpa.org for accounting-related information, news and resources.

Member service hotline: 888.777.7077 (M - F 9 am - 6 pm ET) or service@aicpa.org

Renew your AICPA membership today: http://www.aicpa.org/Membership/Pages/Membership.aspx. Thank you for your continued support.

This message, including any attachments, may contain confidential information intended for a specific individual and purpose and is protected by law. If you are not the intended recipient, please delete it. Any disclosure, copying or distribution of this message is strictly prohibited.
14. From the Test Taker's home page, they will be able to see their upcoming scheduled exam and click a "Details" link for specifics:

15. The Registration Details shows as follows: