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_citp and click on “Create New Account” in the upper right corner).

2. The Test Taker navigates to this URL and creates their account:
3. A confirmation email is sent to the Test Taker with their login, password, and next steps:

   Welcome to Websassessor!

   Your login is: Test Taker
   Your password is: v4ytecs9

   To access the Websassessor system, use the following link: www.websassessor.com/aicpa_citp

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

   1. Login to Websassessor to schedule exam.
   2. Click on the Schedule Exam link in the task bar at the top of the page.
   3. Select the CITP 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 RTS 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 602-650-4700 Monday through Friday from 9:00 AM to 8:00 PM (EST) or send an email to hostschedulerequest@kryteriononline.com.

   Please do not reply to this email as it is automatically generated from the Websassessor testing system. If you have questions, please contact citp@aicpa.org for registration issues and hostschedulerequest@kryteriononline.com for scheduling issues.

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

   Member service hotline: 888.777.7677 (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:
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 Takers will then select a HOST Location they wish to view the schedule for and take the exam at:

8. The Test Takers will choose a date and time the selected 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:

![Shopping Cart Page]

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

![Checkout Page]

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:

An email will be sent confirming receipt of voucher code and registration for this examination.

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: CIA and examination
Schedule: 08/05/2010 9:00 PM
Test Taker Authorization Code: uyd9nxq

HOST Location:
Rio Salado College
2323 W. 14th Street
The Tower Building, 2nd Floor
Tempe, Arizona 85281
United States

Scheduling Confirmation #: ABkwRmbR
Order Date: 08/05/2010

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

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

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

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14. From the Test Taker’s home page, they will be able to see their upcoming scheduled exam and click on the “Details” link for specifics:

15. The Registration Details shows as follows:

**Registration Details**

- **Examination:** CITP Exam
- **Schedule:** 08/06/2010 01:15 PM
- **Facility Code:** HOST0001
- **Testing Location Name:** CompUSA Chandler - Map
- **Address Line 1:** 860 North 54th Street
- **Address Line 2:** Chandler Pavilions Shopping Center
- **City:** Chandler
- **Province/State:** Arizona
- **Postal Code:** 85226
- **Country:** United States