The PFS Test Taker’s Registration & Scheduling Process

**Purchase your PFS Exam Registration**

- **When:** Any time prior to the exam period desired
- **Where:** Go to www.aicpa.org/PFSexam for details and purchase information
- **Action:** Pay for the exam registration for the exam period desired
- **Receive:** An email confirmation of your purchase

**Schedule your PFS Exam Date and Location**

- **When:** Eight weeks prior to the exam period for which you registered
- **Receive:** A Notice To Schedule (NTS) email with scheduling instructions
- **Action:**
  1. Follow instructions to set up an account with the exam provider at www.webassessor.com/aicpa_pfs and receive an email confirmation of account setup
  2. Schedule location and date for your exam at the exam provider’s website and receive an email confirmation with your test taker authorization code

**Problems?** Contact the exam provider’s Test Taker Support at 800-403-6199 or 602-659-4708. Explain your request and they will contact the location to determine if they can extend their schedule to accommodate you at your preferred location.

**Changes:**
- Up to 72 hours before your exam date, log in to the exam provider URL to review or change your exam date or location
- Within 72 hours, contact the AICPA Member Service Center at 1-888-777-7077 (M-F, 9am-6pm ET)

**Take the PFS Exam**

- **Take:** Your ID and test taker authorization code with you

The following pages show more detailed step by step instructions regarding the information you will receive and the steps you need to take on the www.webassessor.com/aicpa_pfs website to set up an account and schedule your exam.
1. Purchase the PFS exam from the AICPA Store. Specific info is on www.aicpa.org/pfsexam.
2. CPA2Biz will send out a confirmation email of your purchase.

3. Two months prior to the exam window (or weekly thin two months), the Test Taker receives the Notice to Schedule (NTS) email with a voucher code and URL to create their Webassessor Test Taker account (www.webassessor.com/aicpa_pfs and click on “Create New Account” in the upper right corner).

4. The Test Taker navigates to this URL and creates their account:
5. 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$123

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

When candidates are prepared to schedule 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 PFS 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 800-493-6190 on 602-659-4788 Monday through Friday from 9:00 AM to 8:00 PM (CST) 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 pfs@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: 888.777.7077 (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.
6a. The Test Taker navigates to the URL and logs into their account:

6b. From the Test Taker’s home page, they click on “Schedule an Exam”:
6c. From the Exam Registration screen, they click on the “Register Now” button:

6d. The Test Taker will then select a HOST Location they wish to view the schedule for and take the exam at:
6e. 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:

**IMPORTANT**: If the location and date that you desire is not available, contact the Kryterion Test Taker Support at 800-403-6199 or 602-659-4708. Explain your request and they will contact the location to determine if they can extend their schedule to accommodate you at your preferred location.
6f. 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:

6g. The Test Taker will be asked to enter the voucher code, and click the “Apply” button:
6h. Once the voucher code is accepted, the Test Taker must click the “Submit” button:

6i. The Purchase Confirmation page will show all specifics of the Exam the Test Taker just registered for:
7a. Once the Test Taker clicks the “Done” button, they will be sent an email confirming their registration with the scheduling confirmation and authorization number:

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 one of the financial calculators listed at www.aicpa.org/pfsexam and the 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: PFS Exam 2010
Schedule: 06/29/2010 11:00 AM
Test Taker Authorization Code: ekyynq

HOST Location:
Location Name
Street Number and Name
Building Number
City, State Zip
Country

Scheduling Confirmation #: 4ERfJ438
Order Date: 05/22/2010

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

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7b. From the Test Taker’s home page, they will be able to see their upcoming scheduled exam and click a “Details” link for specifics:
On the scheduled date, go to the exam location with your Exam Confirmation Email containing your test taker confirmation authorization number.