How to Purchase a Test in the Account Administrator Role

1. Login to www.nims-skills.org then click **Testing Center**. Make sure you are in your Account Administrator role in the top right corner of the page.
2. Click on **Manage Candidates** in the top gray toolbar. A blue toolbar directly below the gray toolbar will open once you are in the Manage Candidates page.
3. Look up the candidate you want to purchase a test for. Enter the candidate's information in the appropriate field then click **SEARCH**.
   - You can narrow down the search by entering more information such as the candidate's first name, last name, username, registration date and/or notes. You may also leave all fields blank and hit **SEARCH** for a full list of candidates.
   - Please note that you can only purchase test(s) for one candidate at a time.
4. The table below the red SEARCH button will populate with all the matching entries from your search.
5. Locate candidate from the list and click on **ACTIONS** beside the candidate's name.
6. Select either **Purchase Subscription** or **Purchase Test Pass**. Purchase Subscription or Purchase Test Pass page will open in a new browser tab.
   - Please make sure to disable popup blocker to allow the new tab to open.
7. Select the subscription or test(s) you want to purchase by checking the box to the left of each item(s). Scroll down and click the red **PURCHASE** button.
8. Review item(s) in the Purchase Order Summary.
9. Select payment method and follow the prompts.
   - If paying by Account Code, enter your Account Code all in upper case in the blank line provided. Click **VERIFY** then click **PLACE ORDER**.
   - If paying by Credit Card, enter your credit card information in the payment form then click **Pay**.
10. Payment is now complete. A receipt will automatically be sent to your email. You can also find all account code activity in the gray toolbar under **Payments**.

Repeat steps #2-#8 to purchase test for additional candidates.