



How to Purchase a Test in the Candidate Role

1. Login to www.nims-skills.org then click **Testing Center**.
2. Click on **Purchase** in the top gray toolbar. A blue toolbar directly below the gray toolbar will open.
3. Select either **Purchase Subscription** or **Purchase Test Pass** in the blue toolbar.
 - ▲ Purchase Subscription is the default page after clicking Purchase.
4. 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.
5. Review item(s) in the Purchase Order Summary.
6. 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**.
7. Payment is now complete. A receipt will automatically be sent to your email.