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 Step 1: Log into your Candidate account at <u>NHANOW.com</u>. *See <u>How to Create an Account</u> if you need assistance creating an account. 	Shop Help Center My Account Login or Create Account 🔎
<u>Step 2</u>: Select Apply on the left side of your page under Applications.	APPLICATIONS My Applications Apply
 Step 3: Under Choose an exam select the certification type and making sure you are currently registering with your institution. If your institution is not listed, click Update Institution to edit your account to reflect the correct institution or employer. 	Choose an exam Current Institution: NHA Demo Update Institution Certified Billing and Coding Specialist (CBCS) Certified Clinical Medical Assistant (CCMA) Certified Electronic Health Record Specialist (CEHRS) Certified EKG Technician (CET) Certified Phlebotomy Technician (CPT) ExCPT Pharmacy Technician (ExCPT)
Step 4: Read the Attestation and if applicable Agree to the terms at the bottom of the page. *If you cannot agree to the terms you may not be eligible to sit for the exam.	Agree Disagree

<u>Step 5:</u> Answer Prerequisite Questions then choose Register for Another Exam or Checkout.	C Register for Another Exam
<u>Step 6:</u> On the Checkout page verify your Basic/Billing information and then click the Continue Checkout tab at the bottom of the page.	Continue Checkout
<u>Step 8</u> : Provide payment type as needed and click Purchase Items and return to account dashboard .	Purchase Items Please click here to return to your account dashboard
 Step 9: Select Apply on the left side of your page under Applications and then Schedule with PSI. It may take up to 2 days for your institution to approve your application. *See How to Schedule an Exam at PSI if you need assistance scheduling your exam 	APPLICATIONS My Applications More Apply Employer Schedule with PSI

For additional questions, please contact us via Live Chat at nhanow.com.