

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_cff and click on "Create New Account" in the upper right corner).
2. The Test Taker navigates to this URL and creates their account:

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Create Test Taker Account

[Save](#) [Cancel](#)

Login:	<input type="text" value="TestTaker"/> *
	<small>Must be an email address or alphanumeric characters.</small>
Password:	<input type="password" value="••••••••"/> *
Re-Enter Password	<input type="password" value="••••••••"/>
First Name:	<input type="text" value="Test"/> *
Last Name:	<input type="text" value="Taker"/> *
Email Address:	<input type="text" value="ttester@company.com"/> *
Secret Word:	<input type="text" value="secret"/> *
Primary Phone:	<input type="text"/>
Fax:	<input type="text"/>
Address Line 1:	<input type="text" value="7776 S Street Name Dr."/> *
Address Line 2:	<input type="text"/>
City:	<input type="text" value="City"/> *
Province/State:	<input type="text" value="Arizona"/> *
Postal Code:	<input type="text" value="85044"/> *
Country:	<input type="text" value="United States"/> *

[Save](#) [Cancel](#)

3. 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\$13

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

When candidates are prepared to schedule the appointment for 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 CFF 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 800-403-6199 or 602-659-4708 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 e-mail as it is automatically generated from the Webassessor testing system. If you have questions, please contact cff@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.

4. The Test Taker navigates to the URL and logs into their account:

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AICPA Certified In Financial Forensics (CFF) Exam Scheduling

Welcome to the CFF Exam online scheduling tool. The exam is offered at hundreds of testing centers in the North American region at one of Kryterion's many High-Stakes Online Secure Testing (HOST) locations. To find out more information surrounding the CFF exam, please visit www.aicpa.org/cffexam.

Follow these steps to schedule your exam session:

1. Create a New Account by clicking [here](#).
2. Login to your newly created account.
3. With the use of the voucher code issued in your Notification to Schedule e-mail, schedule your CFF Exam session.

Login:	<input type="text" value="TestTaker"/>
Password:	<input type="password" value="*****"/>
	<input type="button" value="log in"/>

If you have questions about exam registration and scheduling, please contact the AICPA Member Service Center at 1-888-777-0777 or cff@aicpa.org.

5. From the Test Taker's home page, they click on "Schedule an Exam":

Logged in: **Test Taker**
SHOPPING CART | EDIT PROFILE | CHANGE PASSWORD | HELP | LOG OUT



HOME ABOUT AICPA CERTIFICATIONS **SCHEDULE AN EXAM**

Home

Hello Test Taker!

SCHEDULED EXAMINATIONS

Examination	Date Scheduled	Date Registered	Details
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None found.

[Register for a new examination](#)
[Email me my scheduled examinations](#)

IN-PROGRESS EXAMINATIONS

Examination	Date Scheduled	Date Registered	Date Launched
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None found.

COMPLETED EXAMINATIONS

Examination	Date Launched	Date Completed	Result
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None found.

6. From the Exam Registration screen, they click on the "Register Now" button:

Logged in: **Test Taker**
SHOPPING CART | EDIT PROFILE | CHANGE PASSWORD | HELP | LOG OUT



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Examination Registration

To register for an examination, please select an examination from the list below.

Onsite Proctored Exams

CFF Proctored Exam

Retake Policy: 

PR000004

Register Now

Return Home

Return Home

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

Logged in: **Test Taker**

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Select Testing Center

Choose options below to narrow down the list of testing centers displayed.

Country: Province/State: City: OR

Postal Code: Range:

Select the Testing Center where you wish to take the test.

AVAILABLE TESTING CENTERS

<input type="checkbox"/>	Testing Location Name	Address	City	Province/State	Country	Map	Important Location Information
<input type="checkbox"/>	CompUSA Chandler	860 North 54th Street	Chandler	Arizona	United States	Map	
<input type="checkbox"/>	CompUSA Mesa	1357 S. Alma School Rd.	Mesa	Arizona	United States	Map	

8. 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:

Logged in: **Test Taker**

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Date And Time Selection

If you are unable to see an available day/time; it is likely there are none available at this location for the time period you are viewing. Please expand your view by selecting another month or adjust your mileage to view the next closest location's schedule. Thank you.

Select Testing Center

CompUSA Chandler
860 North 54th Street
Chandler, Arizona 85226

Select Date

June, 2010						
Today						
wk	Sun	Mon	Tue	Wed	Thu	Fri
21			1	2	3	4
22	6	7	8	9	10	11
23	13	14	15	16	17	18
24	20	21	22	23	24	25
25	27	28	29	30		

Select Start Time

8:00 AM
8:15 AM
8:30 AM
8:45 AM
9:00 AM
9:15 AM
9:30 AM
9:45 AM
10:00 AM
10:15 AM
10:30 AM

No Shows and Cancellations: I understand I cannot reschedule or cancel my scheduled test session with less than seventy-two (72) hours notice and rescheduling or canceling will require contacting my test sponsor.

Special Accommodations: I understand it is my responsibility to request any special accommodations and that I am required to obtain approval from my test sponsor prior to scheduling my test session.

NOTE: If you require a special accommodation and have not already made arrangements with your test sponsor, please click the Cancel button below and contact your test sponsor.

I acknowledge that I have read and understood all the information stated in the above text box and agree to abide by these 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:

Logged in: Test Taker
[SHOPPING CART](#) | [EDIT PROFILE](#) | [CHANGE PASSWORD](#) | [HELP](#) | [LOG OUT](#)



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Shopping Cart

[Check Out](#) [Continue Shopping](#) [Return Home](#)

Name:
CFF Proctored Exam
CompUSA Chandler [Change](#)
860 North 54th Street
Chandler Pavilions Shopping Center
Chandler, Arizona 85226
Date of Test : Friday, July 9, 2010
Time of Test : 8:15 AM - 8:35 AM

[Remove](#)

[\[Clear Cart\]](#)

[Check Out](#)

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

Logged in: Test Taker
[SHOPPING CART](#) | [EDIT PROFILE](#) | [CHANGE PASSWORD](#) | [HELP](#) | [LOG OUT](#)



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Checkout

[Back to Cart](#) [Submit](#)

Quantity	Name
1	CFF Example Exam

Please enter the voucher code received in your Notification to Schedule letter email that you received from the AICPA approximately one week subsequent to your registration. If you cannot locate the voucher code that you received, please contact the AICPA at 888-777-7077 (M - F 9 am - 6 pm ET) or at cff@aicpa.org.

Voucher Code: [Apply](#)

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:

Logged in: **Test Taker**
SHOPPING CART | EDIT PROFILE | CHANGE PASSWORD | HELP | LOG OUT



HOME ABOUT AICPA CERTIFICATIONS SCHEDULE AN EXAM

Checkout


Back to Cart Submit

Quantity	Name
1	CFF Example Exam Applied Voucher CFF Example Exam - Att6eteCmYJ5sx

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:

Logged in: **Test Taker**
SHOPPING CART | EDIT PROFILE | CHANGE PASSWORD | HELP | LOG OUT



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Scheduling Confirmation

Print Done

Thank you for making your purchase.
An email has been sent to you confirming this purchase and providing details on the assessment(s) purchased.

Test Taker Name: **Test Taker**

Examination:	CFF Example Exam
Test Taker Authorization Code:	muyyed
Testing Center Location:	CompUSA Chandler 860 North 54th Street Chandler Pavilions Shopping Center Chandler, Arizona 85226 United States

Order Date:	06/25/2010
Billing Address:	Test Taker 1234 Street City, State Zip Country

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: CFF Examination
Schedule: 07/09/2010 9:00 AM
Test Taker Authorization Code: hktdivs

HOST Location:
Phoenix College
1202 W. Thomas Road
Learning Center Building/Testing Center
Phoenix, Arizona 85013
United States

Scheduling Confirmation #: 4BYKcN7K
Order Date: 07/09/2010

Please do not reply to this e-mail as it is automatically generated from the Webassessor testing system. If you have questions, please contact cff@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

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14. From the Test Taker's home page, they will be able to see their upcoming scheduled exam and click a "Details" link for specifics:

Logged in: **Test Taker**
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Home

Hello TestTaker

SCHEDULED EXAMINATIONS

Examination	Date Scheduled	Date Registered	Details
CFF Example Exam	06/29/2010 09:15 AM	06/25/2010	Details


[Register for a new examination](#)
[Email me my scheduled examinations](#)

IN-PROGRESS EXAMINATIONS

Examination	Date Scheduled	Date Registered	Date Launched
None found.			


COMPLETED EXAMINATIONS

Examination	Date Launched	Date Completed	Result
None found.			



15. The Registration Details shows as follows:

Logged in: **Test Taker**
[SHOPPING CART](#) | [EDIT PROFILE](#) | [CHANGE PASSWORD](#) | [HELP](#) | [LOG OUT](#)



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Registration Details

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Examination:	CFF Example Exam
Schedule:	06/29/2010 9:15 AM
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

[Cancel Registration](#) | [Reschedule](#)