

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.

PFS Exam Test Taker Instructions - Detailed



Purchase your PFS Exam Registration

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.



Schedule your PFS Exam Date and Location

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:

HOME | LOGIN | FORGOT PASSWORD | HELP | CREATE NEW ACCOUNT

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Create Test Taker Account

Login:

TestTaker *

Must be an email address or alphanumeric characters.

Password:

***** *

The password must be at least 8 characters long and contain at least one uppercase character, one lowercase character, one digit, and one special character @!#\$%.

Re-Enter Password

***** *

First Name:

Test *

Last Name:

Taker *

Email Address:

TestTaker@email.com *

Secret Word:

secret *

Primary Phone:

Fax:

Address Line 1:

1234 W Street Rd *

Address Line 2:

City:

City *

Province/State:

State *

Postal Code:

Zip *

Country:

United States *

Client Specific Fields:

AICPA Member/Customer Number:

Save

Cancel

Save

Cancel

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/aicpa_pfs

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 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 800-403-6199 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 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:

[HOME](#) | [LOGIN](#) | [FORGOT PASSWORD](#) | [HELP](#) | [CREATE NEW ACCOUNT](#)



[HOME](#) | [ABOUT AICPA](#) | [CERTIFICATIONS](#) | [SCHEDULE AN EXAM](#)

AICPA Personal Financial Specialist (PFS) Exam Scheduling

Welcome to the PFS Credential Examination 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 PFS exam, please visit www.aicpa.org/pfsexam.

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 PFS Exam session.

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

Login:

Password:

[log in](#)

6b. 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](#)



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Home

Hello Test Taker!

SCHEDULED EXAMINATIONS

Examination	Date Scheduled	Date Registered	Details
None found.			

[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.			

6c. 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.

PFS HOST Proctored Exams

PFS Example Exam Retake Policy: PR000002 **Register Now** [Return Home](#)

[Return Home](#)

6d. 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**
SHOPPING CART | EDIT PROFILE | CHANGE PASSWORD | HELP | LOG OUT

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Select Testing Center

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

Country: **United States** Province/State: **Arizona** City: **All** OR

Postal Code: Range: **10 miles**

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	

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:

Shopping Cart | Edit Profile | Change Password | Help | Log Out

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Date And Time Selection

Select

Cancel

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 date

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.

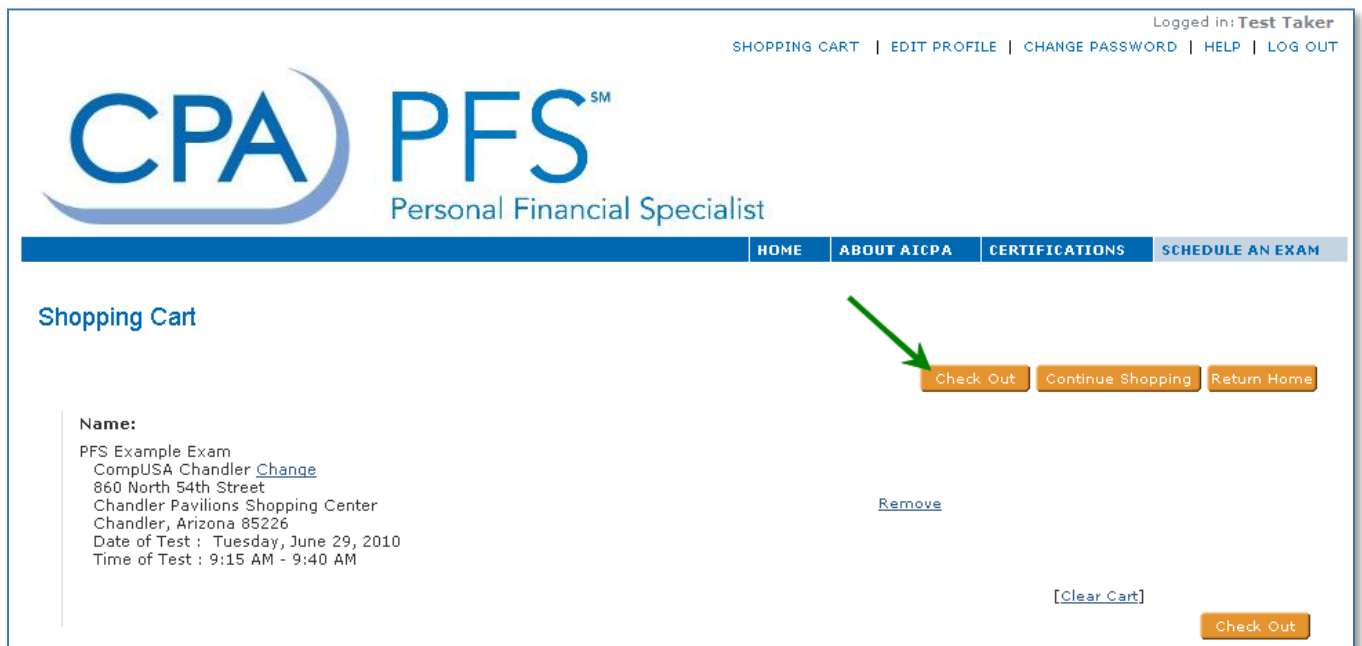
Special Accommodations: I understand it is my responsibility to request any special accommodations and that I am required to obtain approval from my test sponsor prior to scheduling my test session.

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.

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:



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](#)

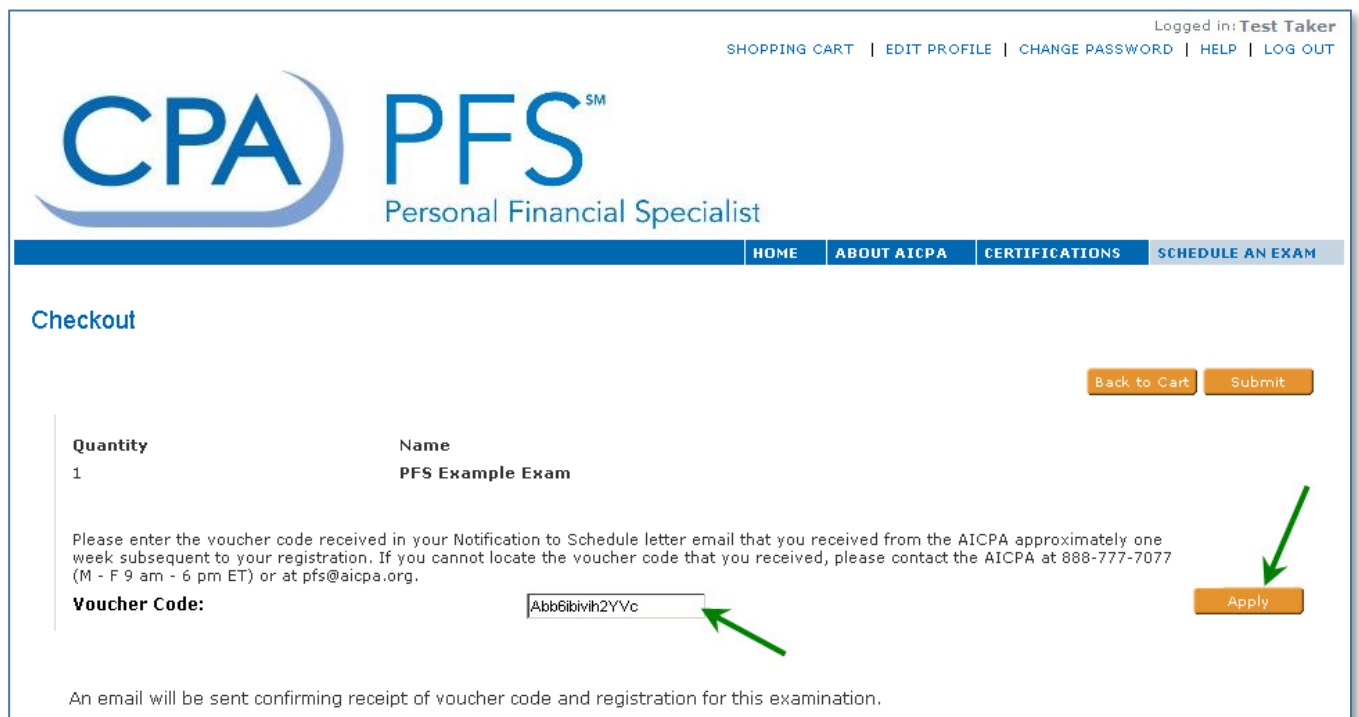
Name:
PFS Example Exam
CompUSA Chandler [Change](#)
860 North 54th Street
Chandler Pavilions Shopping Center
Chandler, Arizona 85226
Date of Test : Tuesday, June 29, 2010
Time of Test : 9:15 AM - 9:40 AM

[Remove](#)

[\[Clear Cart\]](#)

[Check Out](#)

6g. 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	PFS 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 pfs@aicpa.org.

Voucher Code: [Apply](#)

An email will be sent confirming receipt of voucher code and registration for this examination.

6h. 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

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HOMEABOUT AICPACERTIFICATIONS**SCHEDULE AN EXAM**

Checkout

Back to Cart

Submit

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

An email will be sent confirming receipt of voucher code and registration for this examination.

6i. 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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HOMEABOUT AICPACERTIFICATIONS**SCHEDULE AN EXAM**

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: **Liz carpenter**

Examination:	PFS 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

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: qkynmq

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

Scheduling Confirmation #: 4BRfj4J8
Order Date: 06/22/2010

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.

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.

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:

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

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Home

Hello TestTaker

SCHEDULED EXAMINATIONS

Examination	Date Scheduled	Date Registered	Details
PFS 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.			



7c. 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

Back

Examination:	PFS 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



Take the PFS Exam

On the scheduled date, go to the exam location with your Exam Confirmation Email containing your test taker confirmation authorization number.