

Step 1: Log into your Candidate account at <u>NHANOW.com</u> .	
 See <u>How to Create an NHA Account</u> if you need assistance creating an account. Make sure your Organization Type is set to Registering Individually. 	Shop Help Center My Account Login or Create Account 🔎
Step 2: Select Apply on the left side of your page under Applications.	APPLICATIONS My Applications My Apply
 <u>Step 3:</u> Under Choose an exam select the certification type and make sure you are currently registering individually. If an institution is listed, click Update Institution to edit your account. 	Choose an exam Current Institution: NHA Demo Update Institution
 <u>Step 4:</u> 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. 	Attestation Agree Disagree
Step 5: Answer the prerequisite question and 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 tab at the bottom of the page.	Continue Checkout
<u>Step 7:</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 8: Select Apply on the left side of your page under Applications and then Schedule with PSI. See <u>How to Schedule an Exam at PSI</u> if you need assistance scheduling your exam. 	APPLICATIONS

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