## How to Apply for an NHA Exam using a Discount Code

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Step 1: Log into your Candidate account at NHANOW.com.	Shop Help Center My Account Login or Create Account 🔎
*See <u>How to Create an Account</u> if you need assistance creating an account.	
<b><u>Step 2</u>:</b> Make sure your <b>Organization Type</b> is set to School or Training Center or Employer.	Organization Type * School or Training Center
<ul> <li>If testing with School or Training Center, make sure to choose your</li> </ul>	Organization * NHA Demo -
institution name in the dropdown.	Organization Type * Employer
<ul> <li>If testing with your employer, choose your employer name from the dropdown and enter a</li> </ul>	Organization *
Store/Unit/Location.	Store/Unit/Location *
<b><u>Step 3</u>:</b> Select <b>Apply</b> on the left side of your page under Applications.	APPLICATIONS My Applications My Apply
Step 4: Under Choose an exam select the	Choose an exam Current Institution: NHA Demo Update Institution
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.	Certified Billing and Coding Specialist (CBCS)
	Certified Clinical Medical Assistant (CCMA)
	Certified EKG Technician (CET)
	Certified Phlebotomy Technician (CPT)
	ExCPT Pharmacy Technician (ExCPT)
Step 5: 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

<u>Step 6:</u> Answer Prerequisite Questions then choose Register for Another Exam or Checkout.	C Register for Another Exam
<b>Step 7:</b> On the <b>Checkout</b> page verify your Basic/Billing information. Under the Billing information you will see <b>Discounts</b> . Enter the code provided by your institution and then click the <b>Continue Checkout</b> tab at the bottom of the page.	Discount code          1234CODE         Continue Checkout
<ul> <li><u>Step 8:</u> Your order will be complete when you confirm your exam information and click on Complete Order.</li> <li>A confirmation email will be sent to the email address associated with this account.</li> </ul>	Complete Order

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