

Step 1: Log into your Candidate account at [NHANOW.com](https://www.nhanow.com).

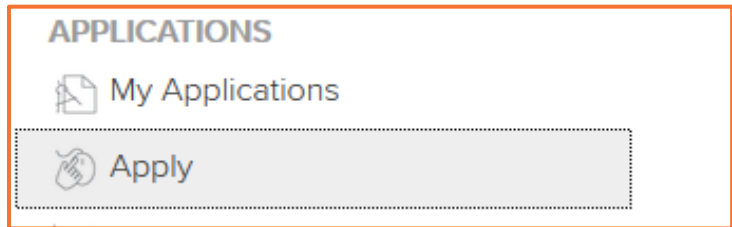
*See [How to Create an Account](#) if you need assistance creating an account.



Step 2: Make sure your **Organization Type** is set to School or Training Center or Employer.

- If testing with School or Training Center, make sure to choose your institution name in the dropdown.
- If testing with your employer, choose your employer name from the dropdown and enter a Store/Unit/Location.

Step 3: Select **Apply** on the left side of your page under Applications.



Step 4: 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.

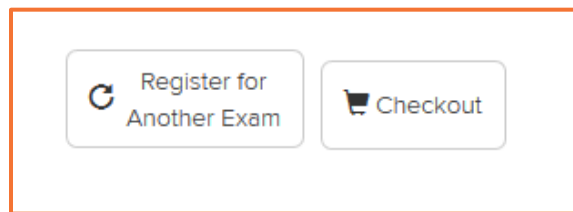
Choose an exam

Current Institution: NHA Demo [Update Institution](#)

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.*

Step 6: Answer **Prerequisite Questions** then choose **Register for Another Exam** or **Checkout**.



Step 7: On the **Checkout** page verify your Basic/Billing information. Under the Billing information you will see **Discounts**. Enter the code provided by your institution and then click the **Continue Checkout** tab at the bottom of the page.

Discount code

Step 8: Your order will be complete when you confirm your exam information and click on **Complete Order**.

- A confirmation email will be sent to the email address associated with this account.

